

University of Florida
College of Public Health & Health Professions
Department of Health Services Research, Management and Policy

HSA 6342: Human Resource Management
Course Syllabus - Spring 2014

Instructor: Kimberly E. Kinsell, JD, SPHR
kekinsell@ufl.edu

Work: General Counsel
LifeSouth Community Blood Centers
4039 Newberry Road
Gainesville, FL 32607
(352) 224-1637

Office Hours: Room 4181 HPNP, Fridays 9 a.m. – 11 a.m.
Confirm appointment via email

Class Meetings: Wednesdays 1:55 p.m. – 4:55 p.m.
Room G112 HPNP

Course Description:

This course provides a foundation of knowledge and skills applicable to the current issues in Human Resources Management with a focus on healthcare. Students will be exposed to key laws, issues and concepts related to HR management. The course will use a combination of informative lectures, executive team exercises and group presentations, classroom discussions, special topic study and case study analyses to provide students with the tools and insight needed to explore a variety of healthcare human resource management issues.

Course Objectives & Competencies:

The objectives of the course are designed to contribute to the understanding and application of key competencies for the MHA program. At the conclusion of the course, students should meet the following objectives:

- Understand various human resource challenges that can be encountered in a variety of healthcare settings.
- Discuss human resource principles and concepts as they apply to organizations, including in health services organizations.
- Apply knowledge to understand, analyze and discuss common human resource issues in healthcare.

- Develop and implement human resource strategies that can be utilized to solve various management and operational issues.

The objectives contribute to the following program competencies:

- Use the principles and tools of human resources management, organizational behavior, and the leadership of change to achieve organizational goals.
- Use principles of strategic human resources management and cultural competency to optimize workforce recruitment, retention, and performance.
- Understand, monitor, and comply with laws and regulations that protect health practitioners, organizations, and the public.
- Demonstrate sensitivity to cultural, ethnic, and social characteristics in the design and delivery of programs and services.
- Develop, evaluate, and understand how to implement strategies that further the mission, vision, and values of the organization.
- Assemble a team with balanced capabilities and use effective group processes to hold team members accountable individually and collectively for results.

Course Textbook:

L. Fleming Fallon, Jr. and Charles R. McConnell, *Human Resource Management in Health Care: Principles and Practice*. Second Edition. 2014.

Additional Materials:

Selected supplemental case studies and human resources management articles will be posted on Sakai. You are responsible for all supplemental readings. Supplemental material will be discussed in class and included on quizzes.

Power Point presentations will be posted on the course website however will not always be available before class. Material provided in the PowerPoint presentations is intended to supplement the course material and information discussed in class.

Grade Distribution:

A	95 – 100
A-	90 – 94
B+	85 – 89
B	82 – 84
B-	80 – 81
C+	75 – 79
C	72 – 74
C-	70 – 71
D	65 – 69
F	<65

Academic Honesty & Integrity:

Students are expected to act in accordance with the University of Florida's policy on academic integrity. Cheating, lying, misrepresentation and/or plagiarism in any form is unacceptable and inexcusable. Refer to the Student Code of Conduct, the Graduate Student Handbook or <http://www.dso.ufl.edu/sccr/> for more information.

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

Instructional Method:

The course will be taught primarily through a discussion and lecture format. Your participation in the class is vital to its success. I expect you to be prepared and ready to participate in each class. If voluntary participation lags, I will call upon students at random. As you learn about human resource management, you will learn to make good arguments from the view of the employer and the employee, even if you disagree with a particular point of view. By working through both sides of employment issues, you will be able to respond about HR management issues knowledgeably.

Behavioral Expectations:

Students are expected to arrive for class on time, be prepared and ready to participate in class discussions. Students must silence all electronic devices, including cell phones. I reserve the right to limit the use of electronic devices, such as tablets and laptops in the classroom.

Attendance and Make-up Work:

Students are expected to attend and be prepared for all scheduled class sessions. Personal issues related to class attendance or fulfillment of course requirements will be handled individually. A sign-in sheet will be circulated at or near the beginning of class. You are responsible for signing in each class whether you arrive on time or late. Class attendance is considered when grading participation.

Late Policy:

Only with permission and based on exigent, excusable circumstances will I accept late assignments. I reserve the right to penalize late assignments as deemed appropriate. If you anticipate turning in an assignment late, notify me with as much advanced notice as possible.

Students with Disabilities:

Students requiring classroom accommodation because of a disability must first register with the Dean of the Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student to give to the instructor when requesting accommodation. The College is committed to providing reasonable accommodations to assist students in their coursework.

Course Schedule & Assignments:

All reading assignments including supplemental readings should be read prior to class to facilitate your learning and class discussions. If you miss class, it is your responsibility to obtain notes, handouts, and summary of the lesson/class activities from the missed class. The syllabus and course schedule is subject to revision. Confirm deadlines in class.

Date	Topics & Assignments	Readings
January 8	<ul style="list-style-type: none"> • Course Introduction & Syllabus Review • The Role of HR, Manager in the Organization 	Chapters 2, 4, 5
January 15	<ul style="list-style-type: none"> • Legal Rights and Responsibilities: Laws Governing the Workplace 	Chapter 3
January 22	<ul style="list-style-type: none"> • Legal Rights and Responsibilities: Laws Governing the Workplace 	
January 29	<ul style="list-style-type: none"> • QUIZ 1 • TEAM CHAPTER PRESENTATION – Chapters 11, 13 • Employee Recruitment & Hiring 	Chapters 11, 13
February 5	<ul style="list-style-type: none"> • TEAM CHAPTER PRESENTATION – Chapters 6, 8 • Position Management: Job Design, Classification, and Organizational Design • Employee Compensation & Benefits, ERISA 	Chapters 6, 8
February 12	<ul style="list-style-type: none"> • TEAM CHAPTER PRESENTATION – Chapters 7, 9 • Employee Training & Development • Performance Management & Evaluation 	Chapters 7, 9
February 19	<ul style="list-style-type: none"> • QUIZ 2 • TEAM CHAPTER PRESENTATION – Chapters 14, 15 • Workplace Policies, Procedures & Guidelines • Managing Performance Issues, Discipline & Terminations 	Chapters 14, 15
February 26	<ul style="list-style-type: none"> • TEAM PRESENTATIONS – Case 	Chapters 16, 17, 18

	Analysis <ul style="list-style-type: none"> • TEAM CHAPTER PRESENTATION – Chapters 16, 17, 18 • RESEARCH PAPER TOPIC DUE – February 28 • Managing Performance Issues, Discipline & Terminations • Effective Documentation 	
March 5	NO CLASS – UF Spring Break	
March 12	<ul style="list-style-type: none"> • QUIZ 3 • TEAM PRESENTATION – Employee Motivation • The Manager & Employee Relationship • Turnover & Retention 	
March 19	<ul style="list-style-type: none"> • DISCIPLINARY ACTION ANALYSIS DUE • The Strategic Role of HR • Organizational Behavior 	
March 26	NO CLASS – Kim Out	
April 2	<ul style="list-style-type: none"> • RESEARCH PAPER DUE • Organizational Behavior 	
April 9	<ul style="list-style-type: none"> • Workplace Safety • Risk Management 	
April 16	<ul style="list-style-type: none"> • Current HR Trends 	
April 23	<ul style="list-style-type: none"> • RESEARCH PAPER PRESENTATIONS – Optional • QUIZ 4 	

Assignment	Points	Due Date
Quiz 1	10	January 29
Quiz 2	10	February 19
Quiz 3	10	March 12
Quiz 4	10	April 23
Team Presentation – Case Analysis	5 (or 50)	
Team Chapter Presentation	5 (or 50)	
Disciplinary Action Analysis	20	February 26
Research Paper	20	Topic Due – February 28 Paper Due – April 2
Class Participation & Attendance	+10 or -10	
Research Paper Presentation	+10	Optional Presentation

Chapter Presentations:

Create a Power Point presentation that addresses the current issues and/or best practice approaches in reference to the topics in your assigned chapters. Reference the material in the textbook as needed. Consider: What are the current issues that healthcare leaders need to know? What are some best practices that can be emulated by other healthcare organizations? Incorporate material from the textbook and relevant examples or case studies to determine what we can learn from the success or failures of others.

The presentation should be formatted as follows:

- Title slide (names, date and topics)
- Learning objectives
- Presentation outline
- Presentation slides
- Conclusion
- Reference Slide(s)

Provide a printed hard copy of the presentation at the beginning of class to me. For each chapter, provide me five questions that may be used on the subsequent quiz. The presentations will be peer evaluated by your classmates. The presentation should last between 20 and 30 minutes (including a question and answer period). Your presentation should add depth to the overview provided in the textbook and to the overall learning experience of your classmates.

Team Presentations:

I will provide each team an employment scenario to review. Each team will identify the potential issues and identify the laws, regulations, and internal policies that could apply. The team will recommend a course of action. Each team will give a five to ten minute presentation on the issues and recommendation of action. Each team must turn in:

- a) A one-to-two page summary of the issues, applicable laws, regulations, and policies as it relates specifically to the information presented; and
- b) A formal write-up/termination of the employee or summation of events for the employee's personnel file.

Team presentations will involve a 10 minute presentation by your team summarizing the issues, the applicable laws, policies, etc. and the recommended action. Your team may use a Power Point presentation to help present the analysis and recommendation.

Disciplinary Action Analysis:

Much like the Team Presentation, I will provide an employment scenario for your consideration. This is an individual assignment. You must review the information and identify

potential issues, apply the appropriate policies and recommend a course of action. Each student must turn in:

- a) A two-to-three page summary of the issues, applicable laws, regulations, and policies as it relates specifically to the information presented; and
- b) A formal write-up/termination of the employee or summation of events for the employee's personnel file.

Research Paper:

You need to select one of the following general topics for your research paper:

- Healthcare Workforce Planning
- Recruitment, Selection and Retention of Healthcare Professionals
- Compensation Practices, Planning, and Challenges of Healthcare Professionals
- Present Trends that Affect the Future of Human Resources management and the Healthcare Workforce

While your paper should address the selected general topic, you should further narrow the focus of your research topic. Your specific topic requires my approval and should be finalized with me by February 28th. For your selected topic, complete an 8 – 10 page research paper (excluding references) discussing the state of evidence on the topic, identifying potential best practices and summarizing your findings and conclusions from your cited references. Your paper requires a minimum of five resources.

Optional Presentation:

You may present a 10 to 15 minute presentation on your research paper with approximately 5 minutes of time for follow-up questions for up to 10 additional points towards your final grade. This presentation is voluntary and requires pre-approval.

Additional information about the research paper and presentation will be posted on Sakai.

On-Line Resources:

Society for Human Resource Management (SHRM) - www.shrm.org

Occupational Safety and Health Administration (OSHA) – www.osha.gov

US Department of Labor - www.dol.gov