

Moravian College

**HLTH 293: Health Administration
On-line Course**

Spring 2016

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Office Hours: Tuesdays 9-10am on Blackboard

Course Objectives:

By the end of this course, students will be able to

- Describe public health functions, approaches, accomplishments and occupations
- Describe public health administration, and management and leadership theories and practices relevant to public health
- Describe public health organizations, laws and powers
- Explain what organizational culture is and why it is important
- Describe governing boards and how they operate
- Describe strategic plans and planning processes and their importance
- Describe healthcare and public health funding in the US
- Define and explain the importance and utility of evaluation, performance management and evidence-based decision making
- Describe basic practices in human resource management
- Describe ethical and professional principles relevant to public health
- Describe the types and reasons for credentialing in public health
- Describe the impact of interpersonal relationships and cultural diversity in the workplace
- Describe effective communication, conflict resolution and negotiation skills and strategies
- Describe information systems commonly used in public health

Textbook:

The required text for this course is “Essentials of Management and Leadership in Public Health.” ISBN: 978-0-7637-4291-1.

Class Policies:

1. In this course, as in all courses, each student is responsible for his or her learning. Learning is an active process. The more you engage with course material (reading, thinking, discussing, asking questions, etc.), the more you will learn.
2. Students who wish to request accommodations in this class for a disability should contact the Academic Support Center, located in the lower level of Monocacy Hall, or by calling [610-861-1401](tel:610-861-1401). Accommodations cannot be provided until authorization is received from the Academic Support Center.
3. If a course assignment, discussion, link, article, PowerPoint or other document on Blackboard does not open, please notify the instructor immediately.
4. Students are expected to be active participants in all discussion forums. This means monitoring and posting in each discussion throughout the time the discussion is active, responding to other students' posts and responding to questions posed by the instructor. All discussions will be graded based on the number and quality of posts made by the student.
5. Assignments (including discussion posts) must be submitted on Blackboard by the time/day posted. Assignments that are emailed will not be accepted. Grades for assignments (including discussion posts) turned in late will be reduced by approximately one grade for each day the assignment is late (i.e., from a B+ to a B or from a C- to a D), unless otherwise noted in the assignment description.
6. All assignments should be double spaced. All papers should have an introduction and a conclusion. All assignments (including discussion posts) will be graded based on the quality of the writing, including spelling, grammar and structure. Grades for poorly written assignments will be reduced by one or more grades (i.e., from a B+ to a B or from a C- to a D)
7. All assignments (including discussion posts) should include appropriate citations in APA style; both in-text citations and a works-cited list are required. For help with APA style, visit the following website: <https://owl.english.purdue.edu/>. All assignments (including discussion posts) will be graded based on appropriate use and quality of citations. Grades for inadequate or missing citations will be reduced by one or more grades (i.e., from a B+ to a B or from a C- to a D).
8. Students are expected to use credible sources in their work (unless otherwise noted in a specific assignment description). Credible sources include research articles in peer-reviewed journals as well as information from governmental organizations and some non-profit organizations such as national professional associations (e.g., the American Medical Association). Newspapers, Wikipedia, websites (other than those for organizations mentioned above), magazines and the like are NOT credible sources. If you have a question

about whether or not a source is credible, please consult with the instructor. All assignments (including discussion posts) will be graded based on the quality of sources used. Grades for assignments with inappropriate or no sources will be reduced by one or more grades (i.e., from a B+ to a B or from a C- to a D), unless otherwise noted in the assignment description.

9. Technical difficulties (i.e., computer crashes or loss of internet connectivity) are not excuses for turning in an assignment late or not participating in a discussion. If you have technical difficulties with your own personal computer, then you should use the computers available at Moravian College or the public library.
10. If you disagree with the grading on an assignment, submit a rebuttal via email within one week after receiving your grade.
11. Additional assignments for extra credit will not be given.
12. Any evidence of academic misconduct will be treated in accordance with Moravian College policies. For information about academic honesty expectations at Moravian College, please read the applicable section of the student handbook available here:
<http://www.moravian.edu/static/studentLife/handbook/academic/academic2.html>

What to expect in this course and from the instructor:

The course is divided by units. Each unit is 1-2 weeks long. Each unit will include a reading from the text, PowerPoint lecture(s), discussion board(s) and assignment(s). Units may also include additional on-line readings or videos. All unit content, instructions and assignments for each unit will be posted on Blackboard.

Assignments and discussions will be graded based on how well student work (1) meets the requirements set out in the assignment or discussion description and (2) follows the class policies listed in the syllabus. For each assignment, I will post your grade and my comments on Blackboard. You can expect your grades to be posted within a week of the assignment or discussion due date.

During the course of each discussion, I will be monitoring student posts. I will respond to some, but not all, posts. When I respond, I may ask the student to whom I am responding one or more questions. I may also start a new thread in the discussion and ask a question for all students to answer.

If you have questions about the class, assignments, etc., you can reach me by sending me an email (mccarthym@moravian.edu) or text (610-680-0783) or by calling me on the phone (610-680-0783). You can expect a response within 24 hours during the week and within 48 hours on the weekend.

Discussion and Assignment Grading:

Every assignment and discussion will earn a letter grade as follows (adapted from the Moravian College Student Handbook available at

<http://www.moravian.edu/static/studentLife/handbook/academic/academic.html>):

A = 4.00 points A- = 3.67 points	Earned via independent work of the highest caliber that clearly demonstrates original thinking as well as a thorough understanding and effective use of course material.
B+ = 3.33 points B = 3.00 points B- = 2.67 points	Earned via higher-than-average independent work with evidence of original thinking, as well as accurate understanding and appropriate use of course material.
C+ = 2.33 points C = 2.00 points C- = 1.67 points	Earned via completed work that demonstrates devotion of a reasonable amount of time, effort, and attention as well as familiarity with and understanding of course material.
D+ = 1.33 points D = 1.00 point D- = 0.67 point	Earned via completed work that demonstrates familiarity with but lower-than-average understanding of course material.
F = 0 points	Earned for work that is incomplete, not responsive to the assignment or discussion prompt, demonstrates lack of familiarity with or understanding of course material, and/or violates expectations of academic honesty.

Don't forget that discussion and assignment grades will be reduced for poor writing, inadequate citations and lack of appropriate sources.

Final Grade Calculation:

Each student's final grade in the course will be calculated by averaging the student's GPA for the course discussions with the student's GPA for the course assignments.