

DEPARTMENT OF HEALTH ADMINISTRATION & HUMAN RESOURCES

UNIVERSITY OF SCRANTON

HAD 510 .HOSPITAL ADMINISTRATION

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VI. MAJOR COURSE ACTIVITIES:

- A. Class lecture
- B. Class discussion
- C. Class attendance
- D.

- G. Case Report
- H .Audio/visual aides
(where appropriate)

VII. COURSE EVALUATION AND ASSIGNMENTS:

The main purpose of the course evaluation, activities and assignments will be to assess to what extent participants have achieved a better understanding and working knowledge of health services and hospital administration.

VIII. GRADING CRITERIA:

	<u>Total Points</u>	<u>Weight Assignments</u>
Class Participation/Debate	50	12%
Weekly Current News Event	10	03%
Weekly Discussion Questions (7x8pts each)	56	13%
Critical Analysis Report (2x 20 pts. each)	40	10%
Case Report	70	17%
Case Studies (6 x 5 points each)	30	07%
Case Studies (4 x 20 pts. each) (Written)	80	19%
Final Examination	<u>80</u>	<u>19%</u>
	416	100%

Students Are Responsible For:

completing reading assignments prior to scheduled classes.
attending (on time) and actively contributing to all classes.
completing all course assignments and activities as scheduled.
talking with the professor regarding questions or concerns about assignments, grades class activities or other aspects of the course.

- reading and following the university plagiarism policy.
- * adhering to the “Academic Code of Honesty” standards.
- * adhering to ACHE Code of Ethics.

VIII. DETERMINATION OF COURSE GRADE:

Each course assignment has been assigned a point value and has an identifiable level of measure. The participant will perform each requirement to the grade level he/she desires as follows:

<u>Grade</u>	<u>Points</u>	<u>Definition</u>	<u>% Cutoff</u>
A	416-397	Superior	95%
A-	396-374	Excellent	92%
B+	373-360	Very Good	89%
B	359-346	Good	86%
B-	345-332	Fair	83%
C+	331-304	Passing Grade	80%
C	303-291	Minimal Passing Grade	74%
F	0 -290	Failure	<74%

Students who wish to explore other possible ways of achieving a desire

If a participant would like to adopt course assignments to their work setting, such arrangements require an appointment with the professor to finalize topics and modifications to the course requirements.

OFFICE HOURS:

Prior to Class, After Class or By Appointment

Appendix A

CRITICAL ANALYSIS REPORT

A. Introduction:

A critical analysis report is a thorough review of a written work and a personal reaction to this analysis. Experience in making critiques of written works is required for the following reasons:

1. Extensive critical reading helps the student achieve a more comprehensive understanding of the concepts included in the course.
2. Critical analysis of what is read aids one in becoming a more discerning consumer of the literature in the field.
3. Evaluations of what is read assist the student in the comprehension of the implications of the reading content of his particular course of interest and concerns.
4. The written critique helps the student develop the art of effective communication.
5. The analysis helps the student develop appropriate reference citations for professional opinions on health care issues.
6. Would it serve as a sound reference source for others in health services administration?

B. General Requirements:

Each student is required to review two (2) articles from professional health related journals. The article must focus on relevant aspects of Healthcare and Hospital Administration. Article must be published within last 2 years.

C. Guidelines for Review Format:

1. All papers are to be typed and double spaced. The paper is to be clear and concise; does not contain errors in spelling, punctuation, or syntax.
2. All papers are to be submitted on time to meet specific due dates.
3. At the top of the first page, the following information must be provided using the listed headings in sequence:
 - a. Applicable General Topic:
 - b. Title of Article:
 - c. Authors Name:
 - d. Name of Journal:
 - e. Date of Journal:
 - f. Volume:
 - g. Number:
 - h. Pages (on which article appears):
 - i. Publisher of Journal

NOTE: A copy of the article must be submitted with the written report

4. Synopsis and Summary:

100-200 word description of the articles basic content.

5. General Theme:

A brief statement about what you felt was the author's general theme of the article.

6. Point of View:

A brief statement about what you felt concerning the author's point of view. Was the presentation objective and factual or was the presentation subjective and lacking of facts? Explain your opinion.

7. Issue Analysis:

Provide a list of the issues presented in the article.

8. Conclusions and Recommendations:

List of author's conclusions and/or recommendations.

9. Agreement or Disagreement:

Based on the author's conclusions and/or recommendations, do you agree or disagree; provide a brief justification regarding

Appendix B

GUIDELINES FOR PREPARATION OF THE CASE REPORT

A.

Indicate specifically all source materials (texts, magazine articles, recommendations of colleagues or consultants, etc.) used in resolving the problem. This information may be embodied in the case report or listed at the end of the manuscript.

Studies, reports, legal opinions, or legislation may be used to support the premise of decision making; but, if used, they should be quoted and identified. Consultants' reports should not be used as part of the main body of the manuscript, but may be used as an addendum.

8. REFERENCES (10 points)

Include a minimum of six (6) references from reputable journals or books.

F. Manuscript Format (5 points)

All case reports should be cleanly typed. The paper is to be clear and concise; does not contain errors in spelling, punctuation, or syntax. In typing, the following should be observed.

1. The original and one copy should be clearly legible.
2. Double space all copy.
3. Leave 1 ¼" to 1 ½" margins on both sides and on the top and bottom of each manuscript sheet.
4. Use standard - 8 ½"x11" -

APPENDIX C

GUIDELINES FOR CLASS DEBATE

A. Introduction