

Midland College

MHSM 4551 Syllabus

Health Care Management Residency

5 semester hours (3 lecture; 4 lab)

For **Online** classes, students **MUST** actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

Course Description this course is a capstone learning experience that will provide onsite exposure to health care administration. Students will discuss experiences with course members and complete a product. Course prerequisites: senior standing and consent of the program coordinator.

This course requirements could also be fulfilled through a major project during the semester.

Textbooks: none

Virtual meetings: The faculty will be scheduling meetings with you during the semester. These meetings will use ZOOM, or other virtual meeting platform, which will require you to have webcam and microphone connected to your computer. Please make sure you are ready for such meetings with the needed tools.

Course learning objectives:

1. Link academic theory to practice in the Administration or Informatics track
2. Propose a project or product combining course competencies with a practical application
3. Develop a project or product that combines academic learning outcomes with practical applications
4. Explain and defend product/project's final outcomes via an oral presentation
5. Explain and defend product/project's final outcomes in a written paper
6. Acquire new learning through the creation of a challenging and meaningful project or product

STUDENT CONTRIBUTIONS AND CLASS POLICIES

Course Participation: Students enrolling in online courses must log in and actively participate by completing academic assignments required by the instructor by the official census date which is September 4th. Students who log in but do not actively participate will be removed as never attended and dropped from the course.

Accessing an online course; Use Mozilla Firefox or Google Chrome as the web browser. Verify that your contact information is correct especially your web address and your mailing address and telephone number.

[Google privacy statements](#) and [accessibility statements](#). [Mozilla Firefox privacy statements](#) and [accessibility statements](#).

To enter a [Canvas course](#). Username is your MC student email address and the password is your student ID. [Accessibility statement Canvas](#); [privacy statement Canvas](#).

Discussion Boards (DB) This is an online classroom. Students will respond to discussion questions and communication with the instructor and classmates through discussion boards. Questions about assignments should be posted to the Questions for Instructor discussion board. Posts will be responded to within 48 hours Monday through Friday, regular business hours. Posts made outside of business hours will be responded to after 8:00 a.m. on Monday. All posts should have proper grammar and punctuation and be professional in nature. Inappropriate posts may be removed and any student abusing a Discussion Board may be removed from that portion of the course without the opportunity for credit.

Assignments This course is based upon a student developed project or product. Assignments include conferences and updates about project/product status throughout the semester. In lieu of a final examination, student will be required to submit a written paper on their project/product and do an oral presentation on their work.

Attendance This course is entirely online. Students utilizing a facility or business enterprise to complete this course are expected to be punctual and present on the agreed upon dates. It is the student's responsibility to withdraw from any course following the [Midland College withdrawal requirements](#). Students who do not officially withdraw will receive a failing grade.

Academic honesty Students are expected to follow the [Academic Honesty policy](#) of Midland College. This course will strictly enforce the College's policy on [academic misconduct](#) including receiving a failing grade on an assignment, failing the course or recommending disciplinary action for infractions of college policy.

ADA Policy

Students with Disability: Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester. For more information contact the Disability Office at [Disability Services](#).

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: **Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu**; **Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, nmorgan@midland.edu**. For further information on notice of non-discrimination, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or call **1 (800) 421-3481**.

Spanish

Midland College no discrimina por motivos de raza, color, nacionalidad, sexo, discapacidad, o edad en sus programas o actividades. Las siguientes personas han sido designadas para responder a cualquier pregunta o duda sobre estas políticas no discriminatorias: **Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu**; **Natasha**

Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, nmorgan@midland.edu. Para más información sobre estas políticas no discriminatorias , visite <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> o llame al 1 (800) 421-3481.

Licensure Eligibility Notification Completion of Midland College degrees and/or certificates does not guarantee eligibility to take a certification/registry/licensure examination. The eligibility of each person is determined on an individual basis by the regulatory body of the specific discipline. If you have a conviction of a crime other than a minor traffic violation, physical or mental disability/illness, hospitalization/treatment for chemical dependency within the past five years, current intemperate use of drugs or alcohol or a previous denial of a licensure or action by a licensing authority, you will need to contact the specific regulatory body for an individual ruling. Some program requires a criminal background check and urine and drug screen.

Student Support Services Students should access these resources as needed throughout the term:

[Office of the Registrar](#) to review services provided by the Registrar's office

[Scholarship Information](#) to review information and services provided by the Scholarship office

[Financial Aid](#) to locate information and services provided by the Financial Aid office

[Advising and Counseling](#) to access information regarding these services

Tuition and fees Tuition and fee information is located at [Tuition](#) or by calling the program office at 432-686-6893.

Excessive Repeat Fee: Excessive repeat fee will apply if you repeat a course 3 or more times. This fee is listed under [Special Charges](#).

ONLINE INFORMATION

Personal Information Please update your personal information as listed in Canvas as soon as it changes. This information is used to contact students. Be sure your e-mail address, the one you want to use for this course, is correct.

Computer Requirements Students will need access to Microsoft Word, Power Point and Excel to complete assignments. Students taking online courses are responsible to have access to a computer for submission of assignments and discussion board postings. For specific computer requirement [see Canvas System Requirement](#). This course cannot be completed using only a smart phone or tablet. This course will require you to have access to a computer, webcam, microphone, speakers and Internet access. Students should be familiar with Microsoft Word, basic knowledge of Power Point and Excel, be able to upload assignments, and use computer hardware (microphone, webcam). Student should be able to send and retrieve e-mails; attach or drop documents into Canvas. Able to do Internet searches.

Computer Downtown This is an online course. Each student is required to have a functioning computer for the entirety of the semester. Having computer problems does not exempt students from completing

work by the due date. If the Canvas system goes down or is unavailable, an announcement will be posted and the due date will be extended. If your system goes down, find another computer to submit your work by the due date. In extreme circumstances, contact the instructor. Verify that all software subscriptions are up-to-date and will not expire during the semester.

Submitting Assignments Final paper will be submitted in Microsoft Word format. Save a copy of all work on your own computer in the event there are technical difficulties and an assignment would need to be re-submitted. Assignments should be sent through Canvas, do not send assignments as an e-mail attachment to the instructor. Each assignment should have your name and course number of it.

Canvas help Prior to accessing your Canvas course, make sure you are using a [Canvas supported browser](#) and have the required components installed. Go to [Canvas](#) for directions on how to access your Canvas account. Canvas [student login](#) will help you log into your classes. On the Canvas login page there is help to retrieve your Canvas password. As an instructor, I do not have access to your passwords and cannot help you log in. Also, on the course home page at the bottom of the left-hand list of tabs, the final tab is marked Help this will take you to the Canvas help desk.

Technical Support The Midland College Help Desk is the first point of contact for all IT related service issues, questions, troubleshooting and consultation. Contact the Help Desk at 432-686-4788 or at [Help Desk](#).

E-mail Individual e-mail is discouraged when it involved course assignments and questions about the class. These questions should be posted on the Questions for Instructor board so that everyone may benefit from your question and the response. However, if you have a question of a personal nature you may e-mail the instructor at eneichter@midland.edu. Please include your name and course number in the subject line. Failing to include your name in the subject line may mean your e-mail will go to my junk folder. To find directions for accessing your student e-mail [account click here](#).

Grading Students enrolled in this course for academic credit will receive a letter grade for this class. A grade of "C" or better is a passing grade. This course is scored on point system.

Discussion Boards are worth a total of 100 points for 9% of the overall grade

Assignments are worth a total of 425 points for 38% of the overall grade

Presentation is worth a total of 300 points for 27% of the overall grade

Project/Product is worth a total of 300 points for 27% of the overall grade

The letter grade will be established by calculating the total points received and converting this into a percentage to determine a letter grade on the following scale: A 90-100%; B 80-89%; C 70-79%, D 60-69%, ≤ 59% is failing.

[Returning Assignments](#)

Work submitted during regular College hours (Monday – Friday, 8:00 am – 4:00 pm) will be returned within two business days. Submissions occurring over the weekend, scheduled holidays or College breaks or at times when the instructor has posted an out-of-office notice allow for a longer return time (not to exceed five business days). There are rare occasions when the College's computer system or

learning management system (Canvas) goes down; please allow longer return times in these instances as well. If work is not returned and graded in a timely manner, please contact me at hasfoor@midland.edu just to make sure that what was submitted was actually picked up and is in the College system.

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Department Contact:

Department Chair Information

Program Director: Husam Asfoor, MBA, RHIA, MS-HCA, MS-HIIM
Office: 3600 N Garfield, Midland TX 79705
Phone: (432) 685-5573
Email: hasfoor@midland.edu

Health Information Management/ Health services Management contacts

Dean of Health Sciences: Carmen Edwards, DNP, RN
Department Coordinator: Jennifer Giglio
Division Address: 209 Davidson Health Sciences Bldg, 3600 N Garfield, Midland, TX 79705
Division Phone: 432-685-6893

Course Schedule

The course schedule has due dates and each student is expected to submit assignments on or before the due date. There is no formal provision for make-up work or extra credit in this course. The final end date of the course is absolute and cannot be extended. Please do not wait until the last minute to attempt assignments. Computers and computer networks have a bad habit of crashing at the very time you need them the most. A course calendar is available by clicking on the Calendar feature in Canvas. All assignments and discussion boards have deadlines listed. Students will be notified of any changes to deadlines in the Announcement section of the course.