



*Executive Health Care
Administration—MPA*

**The University of Texas at Tyler
Executive Health Care Administration MPA Program
FALL 2020**

COURSE NUMBER	PADM 5353
COURSE TITLE	Capstone Course in Health Services Administration
INSTRUCTOR	E. Gordon Whyte, MS, MSHCA, PhD
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REQUIRED TEXT	Swayne, L.E., Duncan, J.W., Ginter, P.M., <u>Strategic Management of Health Care Organizations</u> , Seventh Edition, Josey-Bass Publishing, 2018. (same text as EHCA 5368)

COURSE DESCRIPTION

Serves as the capstone course for the Executive Health Administration Option in the Master of Public Administration program and may only be taken in the last semester of that program option. While this capstone is based on the same principles as all of the other previously taught capstone courses in the EHCA program certain changes have been made to the actual content and the students' final product as a result of the enormous strain and danger that the country is experiencing as a result of the Coronavirus-19 pandemic.

Course Overview

Capstone Course in Health Services Administration is designed to enable the student completing the MPA-Health Care Administration degree in the executive program to apply the skills of management, strategic thinking and strategic planning to specific situations and scenarios in the local, state and national health care delivery systems. Guest speakers may be used to provide the students various insights into the current state of health systems management in both sectors. The class discussion, assigned readings and guest speakers are intended to serve as integrative experiences for the EHCA students who are about to enter the professional health services administration job market. The final project presentation is submitted in written form and formally presented orally to a panel of faculty members, healthcare administrators and guest faculty members from appropriate academic disciplines.

COURSE LEARNING OBJECTIVES

The course objectives are as follows:

1. Examine the principles and techniques of health services management as applied in various situations.
2. Identify strategic and operational issues in the current emergency situation caused by the Coronavirus-19 pandemic situation and delineate alternative courses of action.
3. Identify organizational and ethical issues in this current situation and delineate alternative courses of action.
4. Present actual management scenarios that require students to make decisions that will affect the public and private health care delivery systems and describe their behavior in the foreseeable future.

Administrative Competencies

Upon Completion of Capstone Course in Health Services Administration, the student should be able to:

1. Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the US.
2. Describe the legal and ethical bases for public health and health care services.
3. Apply the principles of planning, development, budgeting, management, and evaluation in health care delivery organizations.
4. Apply the principles of strategic planning and marketing to health care delivery organizations.
5. Analyze the relationship between a health care delivery organization and its external environment.
6. Apply quality and performance improvement concepts to personnel and organizational performance issues.
7. Apply the principles of human resources management to health care delivery organizations.
8. Describe the principles of leadership and explain their implementation and impact in health care delivery organizations.
9. Apply organizational design techniques to modern health care delivery organizations.
10. Describe the difference between the production of health and the production of health care services.
11. Articulate the major issues confronting the delivery of health care services specifically related to the current Coronavirus-19 pandemic.

Class Procedures and Requirements

Course Discussion Boards Twice during the semester each student will respond to a question or situation proposed by the course professor and will respond to at twice to the responses of their classmates.

Final Project – The final capstone project represents the culmination of all of the knowledge and skills that have been presented in the entire curriculum. It serves as both the final examination for the class PADM 5353 and as the comprehensive examination for the master’s degree.

GRADING POLICY

For graduate courses, UTTyler does not endorse the option of plus/minus grades. Therefore, grades in PADM 5353 will be as follows:

- A 93-100
- B 80-92
- C 70-79
- F Below 70

Evaluation Criteria

Oral Presentation & Defense	60%
Written Report	40%
Total Project Grade	100% PLUS P/F

ATTENDANCE/MAKE UP POLICY

Attendance at Final Presentations: Every student will be allocated a specified amount of time to present and defend their final project to a panel of faculty and/or guest faculty members and administrators. Every student is required to remain in attendance for every other student presentation the entire day. Failure to attend all of the presentation will result in a lower grade and can result in a “Fail” grade. Exceptions can be made in the event that a student is specifically restricted from attendance by a written explanation from their physician. These presentations like all of the course class sessions will be conducted using Zoom technology available through UTT online Canvas program.

COURSE SCHEDULE*
PADM 5353

Fall 2019

	Due Date	Topic	Readings	Assignments
1	In-class Session # 1 Sunday September 8th 8:00 - 5:00	Review of Project Procedures and Guidelines	Review Chapters 6/7/8 Swayne/Ginter/ Duncan	
2	In-class Session # 2 Monday September 10th 8:00 - 5:00	Review of Strategic Planning Negotiation Strategy Career Planning Individual project review and project planning sessions		Appointment Sheet will be developed during the September Intensive Week
3	Discussion board # 1 Plan Progress Report	Due - October 15th		300+ word update on project progress
4	Discussion Board # 2 Plan Progress Report	Due - November 12th		300+ word complete update on project progress
5	Final Project Defense November 30 8:00 - 5:00			Due on Blackboard before 5:00 p.m. Wednesday November 28, 2018

*Course Schedule is subject to change. Instructors will notify students of any modifications made.

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do. Students Rights and Responsibilities To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include

cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract. The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include: •Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit. •Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date) •Schedule adjustments (section changes, adding a new class, dropping without a "W" grade) •Being reinstated or re-enrolled in classes after being dropped for non-payment •Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes".

The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;

- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

Professor's note: All of your work is submitted through Canvas. The university provides a software package to its professors that is able to read your electronic submissions and point out to the professor any plagiarized passages in your work. Please, Please learn to properly cite other people's work. Never in my career have I ever known a professor to penalize a student for having "too many references".

Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

EHCA-MPA Student Final Project Presentation Schedule
PADM 5353 Class of 2020

	Time	Student Name	
1			
2			
3			