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Office Hours: Wednesdays 1:00 – 3:00 pm (and by appointment)
IT Help Desk: (361) 825-2692; computer.helpline@tamucc.edu

Prerequisites: Core graduate courses in Nursing/Health Care Administration/Business Administration in good academic standing.

Credit Hours: 3

Course Description: A study of the legal and related ethical aspects of the health care delivery system including governing boards, liabilities, consent, and malpractice as well as other related topics.

Approach: Introduction to the governing bodies, ethical principles, and legal implications surrounding the practice of health care professionals in administrative and executive roles. Although it is not feasible to cover all the legal and ethical topics in the health care arena, topics have been chosen to facilitate practical application and interactive learning.

Online presentation: This course is delivered exclusively through online technology and may be accessed at http://Bb9.tamucc.edu

Course Objectives: Upon completion of the course, the student will be able to:

1. Understand the types, purposes, and sources of law and regulations applicable to the management and liability of professionals, employers, and patients in the health care setting.

2. Identify and apply ethical principles to issues and dilemmas frequently encountered by health care administrators and executives.

3. Demonstrate proficient awareness of legal and ethical issues related to client data, information, confidentiality, and informed consent.

4. Analyze and propose solutions to real world administrative health care system problems through the interpretation of applicable laws and ethical principles.
Learning Experiences:
Students can meet course objectives through successful completion of all assignments and quizzes, thoughtful study of the textbook and other resources provided by the instructor, and earnest participation in discussions with peers throughout the course. While the instructor will provide guidance and consultation, the student is responsible for identification of individual learning needs, self-direction and motivation, seeking help when needed, and successful completion of the course requirements.

Course Communication:
The Blackboard (Bb) Mail tool is required for communication within the course. When contacting your instructor or co-learners in this course, always use the Bb Mail tool rather than another e-mail account. This tool is accessed in the Bb Mail section of the Course Menu. Messages sent within Bb are archived within the course, thus eliminating lost correspondence.

Course Time Expectations:
All assignments, quizzes, and discussions are due by 11:30 pm on the specified due date in the course schedule unless prior arrangements are made with the instructor. Please note and remember that a 3 credit hour course requires a weekly time commitment of a 3-hour presence associated with 9 hours of preparation time. That expectation remains the same in an on-line course. The time spent in the course is set by each student’s personal learning schedule. Students should review Bb mail and announcements at least every 48 hours.

Course Requirements:
1. Students are expected to have access to a computer that can support Bb applications and all related course materials. A backup plan should be in place if normal computer access becomes unavailable, i.e. ability to use a computer elsewhere.
2. Any problems with technology, computer, internet, Bb or other applications should be dealt with through the IT (information technology) helpline at (361) 825-2692 or computer.helpline@tamucc.edu
3. Any problems understanding the assignments or due dates should be brought to the attention of the instructor, preferably within the first week of class.
4. Students are expected to complete the course orientation and syllabus/course schedule quiz prior to beginning work on course content.
5. All e-mail communication with the instructor should occur through Bb, unless otherwise noted. Students should review Bb mail and announcements at least every 48 hours.
6. All assignments are due by 11:30 pm on the scheduled date unless other arrangements have been made with the instructor before the due date. Late work will be penalized with a 10% grade deduction/day for up to 2 days. However exceptions will be considered for extreme emergencies where pre-planning was not possible.
7. The nature of the content of this course promotes extensive debate in the discussion forums. Since students are assumed to be prepared for the discussions, everyone’s contributions will be considered knowledgeable contributions. Contributions should be made in a respectful manner and the discussion should be an orderly sharing of ideas. Disrespect to classmates will NOT be tolerated.
8. All information disclosed through course chats or discussions is confidential and should not be shared with others outside the context of this course.
9. Students should notify the faculty if they withdraw from the course and should not attempt to access course materials once they have withdrawn.
10. Students are expected to complete a course evaluation at the end of the course.
11. Instructor is expected to respond to e-mail messages within 48 hours.
12. Instructor is expected to grade assignments within 2 weeks of submission.

Guidelines for Form and Style of Written Assignments:
Students are expected to follow instructions associated with the assignments for this course. Students who are confused about an assignment should contact the instructor in a timely manner to ensure satisfactory completion of the assignment by the due date. Unless otherwise instructed, students must adhere to the APA Publication Manual, 6th Edition guidelines for formatting and organizing written assignments.

The campus Center for Academic Student Achievement (CASA) provides writing support both in person and in an online format. The contact at the Center is Noel Ballmer at 361-825-2254 and the web link is http://casa.tamucc.edu. Another writing resource is http://www.grammarly.com/edu. The College of Nursing & Health Sciences has purchased a license for students to use this website. Attached to an Item in the Resources section of your Blackboard course menu is a PDF instruction guide providing access information. Please do not hesitate to contact the instructor to discuss your writing needs.

Academic Integrity:
The highest standards of academic honesty and conduct are expected from all students. By enrolling in this course, each student agrees to adhere to Regulations and Procedures published in the TAMU-CC Graduate Catalog. Cheating in any form will receive a grade of zero and/or will be given the most severe penalty possible.

Some of the materials provided within this course are copyright protected by the publisher of the textbook and should not be used outside of the confines of the course shell in Blackboard.

**Plagiarism** is a specific form of cheating.
Plagiarism means to steal and pass off the work [words or ideas] of another as one’s own work. It usually results from bad paraphrasing or improper referencing. The substitution of a few changes from those of the original author and forgetting to use quotation marks, and reference citation are technically considered plagiarism. The only safe way to paraphrase is to read the original over several times and then write your understanding of what you read without looking at the original. Keep the source book closed!
Course Assignments and Grading (See Course Schedule/Assignments for more detail.):

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Grade</th>
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</thead>
<tbody>
<tr>
<td>Bb Skill Demonstration</td>
<td>REQUIRED (Pass/Fail)</td>
</tr>
<tr>
<td>Student Introduction</td>
<td>25%</td>
</tr>
<tr>
<td>Academic Honesty Statement</td>
<td>10%</td>
</tr>
<tr>
<td>Chapter Quizzes (5)</td>
<td>25%</td>
</tr>
<tr>
<td>Case Law Search Blog</td>
<td>10%</td>
</tr>
<tr>
<td>Discussions (2)</td>
<td>20%</td>
</tr>
<tr>
<td>Problem Statement</td>
<td>15%</td>
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<tr>
<td>Case Analysis Outline (Peer Review)</td>
<td>5%</td>
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<tr>
<td>Final Case Analysis</td>
<td>25%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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Grading Scale for College of Nursing and Health Sciences:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>83-89</td>
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<tr>
<td>C</td>
<td>75-82</td>
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<tr>
<td>D</td>
<td>67-74</td>
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<tr>
<td>F</td>
<td>Below 67</td>
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PASS/FAIL REQUIRED ASSIGNMENTS:

Blackboard Skill Demonstration:
Often, students struggle to comply with course requirements because they cannot navigate the Bb courseware. The purpose of this exercise is to familiarize students with Bb and its various tools. **Everyone is required to complete this assignment.** It is located in the Assignments Section of the Course Menu. If you are already familiar with Bb, use this as an opportunity to review and if you are new to the environment, explore the various tools and sections of the environment to ensure your familiarity.

Student Introduction:
The students enrolled in this course will become potential collaborators in professional ventures. The student introduction provides students an opportunity to share their backgrounds, professional interests, and contact information to generate a peer network. This assignment is required but no grade will be earned for the activity. **The introduction must be completed the first week of class.** The directions for the introduction are in the Bb Skill Demonstration in the Assignments section of the Course Menu.

Academic Honesty Statement:
In the Assignments section of the Course Menu you will find the Academic Honesty Assignment. **You are required to read the four sections of the document and complete the fifth section sending a Blackboard mail message certifying compliance with the Academic Honesty policy.**
**GRADED ASSIGNMENTS:**

**Quizzes:**
It is important that students comprehend the content in the assigned book chapters, articles, PowerPoints, and interactive exercises in each unit in order to be able to understand and correctly complete the assigned projects. To evaluate comprehension, five 20-question quizzes, in multiple choice format will be given. They will cover selected chapters from the Pozgar text. *Quizzes can be accessed in Bb on the “Tests/Quizzes” tab. All will be timed (40 min.) and can be accessed only one time, i.e. you cannot stop and return to the test. Each quiz will be worth 5 points (each question will be worth 0.25 points) and the total will count toward 25% of the final grade.*

**Discussions:**
Discussion among classmates is an important component of this course. Discussions will be conducted within assigned student groups. Each student will be expected to post an initial response to the posted question and comment on at least two of their classmates’ comments. *Each forum can be accessed in the “Discussions” tab in Bb. Participation in discussions is worth 10 points/discussion and the total will count toward 20% of the final grade. A grading rubric for discussion participation can be found in the Course Schedule and Assignments document.*

**Case Law Search Blog:**
In the professional world of health care, legal and ethical issues are confronted frequently, if not on a daily basis. This exercise assists the student in becoming familiar with the basics of summarizing the important issues surrounding a legal or ethical scenario and comparing it to similar legal cases previously adjudicated by the legal system. Students will be assigned a legal/ethical situation. Each must blog a summary of the essential elements of the situation, and use the internet to search for similar case law (listing at least 2 relevant cases). The blog should then summarize one case and discuss how this search and the case law summary may have affected their potential decision and/or actions in this situation and why. *This assignment should be posted in the “Blogs” tab within Bb. Each student should post a separate blog and should comment on at least one other classmate’s blog. The blog and comment will count toward 10% of the final grade.*

**Problem Statement:**
This assignment assists the student to prepare for the Final Case Analysis. Each student will select a problem/scenario/situation they have encountered or anticipate they may encounter in their current or prospective health care administrative positions. They will be provided with questions or prompts related to clearly presenting the situation, identifying the affected participants and their roles, defining the ethical principles involved, and outlining the legal issues involved. *This assignment should be submitted in the “Assignments” tab within Bb and will count toward 15% of the final grade.*
Case Analysis Outline (Peer Review):
The instructor will pair students (placed in groups of 2). Each student, within each pair, will post an outline of a case analysis process using an exemplar case study provided by the instructor. Students will outline the systematic process they would employ to identify all relevant factors and information necessary to make a legally responsible and ethically sound decision. Each student will then engage in a discussion offering constructive suggestions, feedback, additional resources, asking thought provoking questions, assisting with wording, formatting, etc. to assist their partner in organizing and improving their process in order to come to the best decision.
*This assignment should be submitted in the “Wiki” tab within Bb. Each student should create a Wiki and contribute feedback to their partner’s Wiki. This assignment will count toward 5% of the final grade.

Final Case Analysis:
This final assignment provides the student with the opportunity to apply all the information and skills acquired in the class. Students will be provided with a case study/health care practice scenario. They will be expected to analyze the situation using a systematic approach taking into account all involved parties, applicable ethical principles, applicable legal issues, applicable case law, and consequences of different decisions. Finally, they will be asked to make a decision and defend it as the best possible decision in the case supported by their analysis. This assignment should be treated as an open book/open notes/open web Final Exam. There should be no collaboration between students.
*This assignment should be submitted in the “Assignment” tab within Bb and will count toward 25% of the final grade.

Other Important Information:

Academic Advising:
The College of Nursing and Health Sciences require that students consult with an Academic Advisor regarding their degree plan and/or changes to their degree plan. The Academic Advisor will set up a degree plan and indicate plan is active by signing the plan. Once the plan is completed it will be filed in the student’s record. The College’s Academic Advising Center is located in Island Hall on the 3rd floor in Island Hall. Graduate advisors can be reached at 361-825-2799.

Students with Disabilities:
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at 361.825.5816 or visit the office in Driftwood 101.

Grade Appeal Process:
As stated in the College of Nursing and Health Sciences (CONHS) Handbook under section VII Policies and Procedures, a student that believes they have an academic grade appeal is
encouraged to go through the CONHS academic review process prior to pursuing University Grade Appeal. See the handbook for the process.

As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at [http://academicaffairs.tamucc.edu/Rules_Procedures/index.html](http://academicaffairs.tamucc.edu/Rules_Procedures/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.