Instructor: Theresa J. Garcia, PhD, RN
Office: Island Hall, 336G
Telephone: Office: (361) 825-3957; Cell: (512) 921-8638 (for emergencies only)
E-mail: Theresa.garcia@tamucc.edu (Bb Mail preferred)
Office Hours: Virtual Office Hours: Wednesdays 1:00 – 3:00 pm (and by appointment)
Phone or in person meetings: 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, you 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 nurse 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:
You can meet course objectives through successful completion of all assignments and quizzes, thoughtful study of the textbook and other resources provided by me, and earnest participation in group activities and discussions with peers throughout the course. While I will provide guidance and consultation, you are responsible for identifying your individual learning needs, being self-directed and self-motivated, seeking help when needed, and successfully completing the course requirements.

Course Communication:
The Blackboard (Bb) Mail tool is required for communication within the course. When contacting me or your classmates 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 11:59 pm on the specified due date in the course schedule unless prior arrangements are made with me. 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. Each of you should review Bb mail and announcements at least every 48 hours.

Course Requirements:

1. You 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 my attention, preferably within the first week of class.
4. You are expected to complete the course orientation including careful review of the syllabus/course schedule prior to beginning work on course content.
5. All e-mail communication with me should occur through Bb, unless otherwise noted. You 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 me before the due date. Late work will be penalized with a 10% grade deduction/day for up to 3 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, all 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. You should notify me if you withdraw from the course and should not attempt to access course materials once you have withdrawn.

10. You are expected to complete a course evaluation at the end of the course.

11. You can expect that I will respond to e-mail messages within 48 hours.

12. You can expect that I will grade assignments within 2 weeks of the due date unless you are otherwise advised.

Guidelines for Form and Style of Written Assignments:
Students are expected to follow instructions associated with the assignments for this course. If you are confused about an assignment, you should contact me in a timely manner to ensure satisfactory completion of the assignment by the due date. Unless otherwise instructed, you must adhere to the APA Publication Manual, 6th Edition guidelines for formatting and organizing all 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 Grammarly, http://www.grammarly.com/edu. Attached to an Item in the Resources section of your Blackboard course menu is a PDF instruction guide providing free access information. Please do not hesitate to contact me 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 of you 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. It 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 (See Course Schedule for more detail.):

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bb Skill Demonstration</td>
<td>REQUIRED (Pass/Fail)</td>
</tr>
<tr>
<td>Student Introduction</td>
<td></td>
</tr>
<tr>
<td>Academic Honesty Statement</td>
<td></td>
</tr>
<tr>
<td>“Brief Activity” Participation</td>
<td>OPTIONAL (but beneficial)</td>
</tr>
<tr>
<td>Chapter Quizzes (4)</td>
<td>20%</td>
</tr>
<tr>
<td>Discussions (3)</td>
<td>30%</td>
</tr>
<tr>
<td>Case Analysis and Summary</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Grading Scale for College of Nursing and Health Sciences:

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

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 you 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:
All of you will become potential collaborators in professional ventures. The Student Introduction assignment provides you with an opportunity to share your background, professional interests, and contact information, in order 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 Introductory Unit of the Units/Lessons section of the Course Menu.

Academic Honesty Statement:
Also in the Introductory Unit you will find the Academic Honesty Statement Assignment. You are required to read the four sections of the document and complete the assignment by submitting an electronically signed statement certifying compliance with the Academic Honesty policy to the assignment located in the Introductory Unit.
OPTIONAL ASSIGNMENTS:

“Brief Activity” Participation:
Within most Units, there are several learning activities to help ensure that learning objectives are met. These activities may be presented in the form of readings from the text, additional assigned reading, PowerPoint presentations, and various video presentations. To accompany these activities, you may be asked to post a short Blog, Discussion, or Journal entry to review, reflect, discuss, or collaborate on topics individually or within your assigned groups. These activities are optional however; complete participation may result in a better understanding and enjoyment of the course material and of your time in the course, and may also possibly result in extra credit at the end of the course.

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, four quizzes, in multiple choice formats will be given. They will cover selected chapters from the Pozgar text.
*Quizzes can be accessed in Bb within the Unit to which they correspond. All will be timed (45 min.) and can be accessed two times, i.e. you will have 2 chances to take each quiz and only the highest grade will be recorded. Each quiz is worth 5 points and the total will count toward 20% of your 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 “Groups” tab in Bb, under the “Group Discussion” tool or accessed through each corresponding unit. There will be 3 discussion forums during the course. Each discussion forum is worth 10 points and the total will count toward 30% of your final grade. A grading rubric for discussion participation can be found in the Course Schedule and Assignments document.

Case Analysis and Summary:
This assignment assists the student to logically dissect a clinical practice problem from administrative, medical, legal, and ethical standpoints. You will be assigned a problem/scenario/situation frequently encountered in health care administrative positions and 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 exploring potential legal issues. Finally, you will be asked to make a decision and defend it as the best possible decision in the case supported by your analysis and your sources. This is a formal paper and should be submitted using formal APA formatting, in-text citations, and reference list.
*This paper is worth 25 points and will count toward 25% of your final grade.
Final Exam:
The final exam provides the student with the opportunity to apply all the information and skills acquired in the class. You will once again be provided with a problem/scenario/situation that could be encountered in an administrative health care position. You will be asked several short answer as well as essay questions that will require you to define and explain your thought processes as you thoroughly analyze this 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. This exam will be open book/open notes/open web. There should be no collaboration between students. You will be given 3 days to complete this assignment. Your answers should be in short answer or essay format as designated by the question, using APA in-text citations and a list of pertinent references at the end of each question (if needed). [A full reference list is not necessary at the end of the exam.]

*The exam is worth 25 points and will count toward 25% of your 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 Website at 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.

Syllabus Disclaimer: While the provisions of this syllabus are as accurate and complete as possible, the faculty reserves the right to change non-critical aspects of the course to accommodate emergencies, unexpected technical problems, or any unforeseen circumstances. Such changes will be announced as soon as feasible and will be communicated by course email or announcements via Blackboard. It is the STUDENT'S responsibility to keep abreast of course announcements. Questions regarding course requirements should be addressed when the syllabus is received, within the first week of the course. (TG 01/2015)