



Master Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <https://catalog.uvu.edu/>

Semester: Spring

Course Prefix: HLSC

Course Title: Introduction to Healthcare Administration

Year: 2025

Course and Section #: 4500 x01

Credits: 3

Course Description

Gives individuals a working and practical look at numerous aspects of public health administration and leadership. Includes definitions of leadership, qualities of an effective leader, sources of power, time management, the planning and decision-making process, three core functions of public health, social marketing strategies, as well as other timely topics related to the administration and practice of public health.

Course Attributes

This course has the following attributes:

- General Education Requirements
- Global/Intercultural Graduation Requirements
- Writing Enriched Graduation Requirements
- Discipline Core Requirements in Program
- Elective Core Requirements in Program
- Open Elective

Other: *Click here to enter text.*

Instructor Information

Instructor Name: Zach Lyman

Student Learning Outcomes

Upon successful completion of this course, students will be able to: Define "leadership" in objective terminology Assess the evolution of leadership theory Evaluate major public health leadership theories operating in today's organizations Apply the criteria for leadership effectiveness Formulate effective leadership behaviors Demonstrate leadership principles Evaluate the key concepts of situational leadership Analyze five levels and determinants of public health Assess different healthcare systems

Course Materials and Texts

- Buchbinder, S.B, Shanks, N.H. (2017). *Introduction to Health Care Management* (3rd or 4th ed. Go with the one that is cheaper for you). Burlington, MA: Jones & Bartlett Learning.
- One leadership book of your choosing: Please see instructions under book analysis assignment. Options include:
 - **Power of Positive Leadership- Jon Gordon**
 - **Lincoln on Leadership- Donald T. Philips**

- **Leaders Eat Last- Simon Senek**

Course Requirements

Course Assignments, Assessments, and Grading Policy

Introduction presentation (10 points)
Empathy Experience and Presentation (50 points)
Leadership Book Critical Analysis (50 pts)
Participation/Discussions (40 points total)
Online Chapter Quizzes (170 points)
Rounding (50 points)
Case Competition
Midterm Exam (100 points)
Final Exam (100 points)

Grading Scale:

The following grading standards will be used in this class:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
Percent	94-100	90-93	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	0-59

Required or Recommended Reading Assignments

All required readings use chapters from the course text that align with the lectures below.

General Description of the Subject Matter of Each Lecture or Discussion

Module 1: Course orientation
 Module 2: Healthcare management and leadership
 Module 3: Management and motivation
 Module 4: Organizational behavior and management thinking
 Module 5: Strategic planning
 Module 6: Healthcare Marketing
 Module 7: Quality improvement basics
 Module 8: Information technology plus financing healthcare
 Module 9: Managing costs and revenues
 Module 10: Managing healthcare professionals
 Module 11: Human resources plus teamwork
 Module 12: Health disparities plus ethics and law
 Module 13: Fraud and abuse
 Module 14: Case study preparation
 Module 15: Case study competition and Final assessment

Required Course Syllabus Statements

Generative AI

Artificial Intelligence (AI) Expectations and Requirements

Students are permitted and encouraged to utilize AI tools and resources as part of their class assignments and studies. AI can be a valuable asset for research, content generation, data analysis, and more. However, students must use these tools responsibly and ethically.

When using AI, you should:

- **Acknowledge Assistance:** Clearly indicate when and how AI tools have been used in your work. Properly cite any AI-generated content or contributions as you would with any other source.
- **Maintain Academic Integrity:** Ensure that your use of AI does not compromise the originality of your work. Avoid using AI for tasks that should be completed independently, such as exams or assignments requiring personal reflection.
- **Verify Accuracy:** Be critical of the information generated by AI, as it may not always be accurate or appropriate. Always verify and cross-check information from reliable sources.

Responsible use of AI can enhance your learning experience and provide valuable insights. However, misuse or over-reliance on AI can hinder your academic development. Use these tools thoughtfully and in alignment with the college's academic integrity policies.

Using Remote Testing Software

This course does not use remote testing software.

This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

Required University Syllabus Statements

Accommodations/Students with Disabilities

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU [Accessibility Services](#) at accessibilityservices@uvu.edu or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at DHHservices@uvu.edu

DHH is located on the Orem Campus in BA 112.

Academic Integrity

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by

not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

Equity and Title IX

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – TitleIX@uvu.edu – 800 W University Pkwy, Orem, 84058, Suite BA 203.

Religious Accommodation

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at accessibilityservices@uvu.edu. If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a [specially dedicated space](#) for meditation, prayer, reflection, or other forms of religious expression.