

HCA 401 - Senior Seminar
Spring 2021
(3 credits)

PURPOSE

The Senior Seminar in Health Care Administration (HCA 401) is a required course for all Health Care Administration (HCA) majors and acts as the discipline's senior requirement. This is the capstone course for the HCA Program at Mary Baldwin University. The Senior Seminar attempts to integrate a liberal arts foundation with a professional focus. It addresses concepts and issues pertaining to the nature of being an effective, efficient, and humane health care administrator.

LEARNING OUTCOMES

At the conclusion of the course, a student will have the proficiency and competency to do the following:

1. Demonstrate knowledge competencies through the ability to synthesize material across the HCA discipline and the liberal arts through verbal and written responses to integrative seminar questions;
2. Carry out an original research project including the implementation of a research methodology designed in HCA 300 Health Care Research Methodology;
3. Demonstrate written competencies by successfully completing a senior project
4. Perform a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis of the HCA Program as part of an overall assessment of the program; and
5. Articulate in written and verbal manners the core beliefs/values she/he holds as they relate to the field of HCA.

ORGANIZATION

The seminar is set up around the following major areas which constitute the "learning foundation" of HCA:

1. The Human Element in HCA: the essential role of values, ethics, morals, socio-cultural aspects; leadership; and social determinants of health;
2. Administrative/Management Challenges and Concerns: what it means to be a professional -

- the theory and reality; change; and operational management;
3. Health Care Delivery: financial aspects of HCA; health services-nature and organization; strategic management; legal aspects; institutions; and the role of quality;
 4. HCA in a Global Perspective: comparative analysis; and international health issues;
 5. Policymaking, Laws, and Regulations in HCA: process; substance; and factors/forces; and
 6. Health and Medical Concerns: epidemiology; disease management; health status of a population; and population health management.

The professional dimension of Health Care Administration will be stressed throughout this course both in a formal and informal manners. We will be concerned with all the elements that are included in the development of an intelligent, humane, and concerned professional leader/manager in the field of Health Care Administration. Ultimately, this course should act as a bridge for the student to cross connecting an undergraduate education with additional education, a new perspective on their current position, and/or a new career.

Required readings in the areas of quality, leadership, and character development resulting in change will be used to help the student integrate the variety of topics found in the course.

TEACHING METHODS

This is a guided independent study. Each week a set of questions related to the field of HCA is completed. They are intended to act as a mechanism of “synthesis” and “integration,” bringing together the many pieces of an HCA major’s education into a holistic perspective. The student should fully answer the questions for the week. This means you will have well developed paragraphs for the answers. Excellent answers demonstrate critical thinking skills. The responsibility is on the student to do the reading. The professor acts as instructor, moderator, referee, coordinator, and as “inputer” into the discussions. There will be a distinct absence of “traditional lecturing”. The student’s participation is therefore crucial to the success of the seminar. A major reason for the seminar is to allow the student to be able to increase her/his verbal and written capabilities in the area of health care administration, i.e., to be able to discuss the topics in a sophisticated and intelligent manner. The methodology of the course is thusly structured around the use of “Socratic dialogues,” which will address a number of important areas in Health Care Administration. One can therefore assume that the readings and reviews of previous course materials are essential to a proper functioning of the seminar, indeed so if the learning outcomes of this course are to be accomplished. Students will be honing their written skills through numerous assignments that stress analytical thinking, which lies at the heart of a truly liberal education.

SENIOR REQUIREMENT - RESEARCH PROJECT

One major component of the Senior Seminar is an original research project (the University's senior requirement). This research project measures a student's ability to set forth a research question appropriate and significant to the field of HCA, organize an appropriate research methodology, carry out the research, and report it in an analytical fashion. Although the project is completed during the semester in which the student graduates, it builds upon activities which preceded that semester, namely, the Fall HCA 300 Health Care Research Methodology course. We use a "scaffolding - process" in the completion of the research project – each assignment builds on the previous one.

REQUIRED TEXTS

Dye, Carson F.(2017). *Leadership in Healthcare: Essential Values and Skills* (3rd Edition). Health Administration Press. ISBN: 9781567938463

Charles Kenney. *Transforming Health Care*. Boca Raton, FL: CRC Press, 2011.
ISBN 978-1-56327-375-9.

American Psychological Association. *Publication Manual of the American Psychological Association*. 2010. 6th Ed. 978-1-4338-0559-2

COURSE POLICIES

GRADING SCALE

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100-94	93-90	89-87	84-86	83-80	79-77	76-74	73-70	69-67	66-64	63-60	59-0

Note: A grade of "C" or higher is required to pass HCA401.

POLICY ON LATE PAPER ASSIGNMENTS: If we have not spoken ahead of time, late papers will not be accepted--period! Some of you have pushed the envelope in the past. This will not be allowed in Senior Seminar.

HONOR CODE STATEMENT

The policy of Mary Baldwin University concerning cheating and plagiarism will be strictly followed in this class.

COURSE EVALUATION

HCA 401 is the capstone course for the HCA Program. Students are evaluated as to their

competencies to synthesize their educational experiences in the program. Written assignments (see below) measure a student's ability to research and critically analyze a topic of significance to the field of HCA. Oral communication for those in the on-campus course is measured in part through responses to the seminar questions. In short, HCA 401 is the program's assessment tool to indicate whether or not a student has reached a level of competency as to the learning goals and objectives indicated in the HCA Program Handbook.

ITEM	DUE DATE	% OF GRADE
Project Statement – Assignment 1		15%
Project Outline – Assignment 2		15 %
1st Draft of Paper – Assignment 3		15%
Project Final Draft – Assignment 4		25 %
Class Participation/seminar questions		30%
TOTAL		100%

*** See assignment section for details on all work required in seminar (pp.8-13)**

If a student misses an on-campus Monday class, written responses to the seminar questions for that day are still required to be submitted on Blackboard.

SEMINAR QUESTIONS

These questions are to stimulate thought and discussion. Focus on “answering what is asked” but also “go beyond what is asked”--be imaginative, creative, and thorough.

The seminar questions will be evaluated based upon their completeness, timeliness, level of analysis, and specificity.

*Seminar questions are provided to you early. You can do as many as you like but they will be graded as we go.

Schedule of Research Paper DUE DATES

Date:

Jan. **Assignment 1 due**

Feb. **Assignment 2 due**

Mar. **Assignment 3 due**

Apr. **Assignment 4 due**

ASSIGNMENT SECTION
YOU WILL BE GRADED ON APA FORMATTING AND FULL COMPLETION
OF EACH ASSIGNMENT.

Assignment 1 - Research Project Statement

Purpose - Offer insight into the nature of the research project, what is being investigated, and the topic's significance to the field of HCA. This assignment continues the work done during the Fall 2020 HCA 300 course.

*** Format (use subheadings for each section)**

- 1) Title/Topic of research project – also include why you chose this topic; and the purpose behind the research
- 2) Research question being asked (and an explanation in detail of the relationship under investigation; what is being measured and how)
- 3) Research methodology - What is it and how will this help answer the Research Question (explain in detail) – tools of analysis to be utilized – contingency plan explained (backup plan)
- 4) Significance of topic to HCA - how it advances our understanding of the field of HCA
- 5) Surveys/Interviews (if being used) to be attached.
- 6) Preliminary Reference list showing review of literature up to this date – with a minimum of 15 references (books, articles, etc.)

***Sources – scholarly works only**

*** Length**

3 pages. (not including Reference list and surveys/interview instruments) double spaced

*** Due Date -**

Assignment 2**Research Paper
Outline**

* **Purpose** - Organize and explain major sections of the paper in substantial fashion. **THIS MEANS IF YOU HAVE 15 SOURCES, THEY MUST BE USED.** In the final paper, I will check for this. If you are unfamiliar with outlines, I suggest that you seek outside help.

* **Format** - I. Introduction

Background of the Problem
Statement of the Problem
Purpose of the Study
Research Questions
Significance of the Study
Definition of Terms

II. Review of the Literature

Introduction
Search Description
Conceptual or Theoretical Framework
Review of Research (organized by variable or themes)- here each sub topic and piece of background information should be illuminated along with the order of presentation.

III. Methodology (Qualitative)

Introduction
Research Design
Research Questions again
Setting
Participants
Data Collection (how each piece informs the research, what data, why and from where)
Presentation of data.

III. Methodology (Quantitative)

Introduction
Research Design
Research Questions and Hypotheses
Population and Sample
Instrumentation
Data Collection (how each piece informs the research, what data, why and from where)
Presentation of data

III. Methodology (Mixed)

Introduction
 Research Design and sequence
 Research Questions and Hypotheses
 Setting and Sample
 Data Collection (how each piece informs the research, what data, why and from where)
 Presentation of data

IV. Analysis

Introduction
 Findings (organized by Research Questions or Hypotheses)
 Conclusion

V. Conclusions, Discussion, and Suggestions for Future Research

Restate question and purpose
 Summary of Findings
 Conclusions (organized by Research Questions or Hypotheses)
 Discussion
 Limitations, strengths and weaknesses
 Significance
 Suggestions for Future Research
 Conclusion

References

Appendix – numbered (when writing the final paper you will refer to these numbers)

* **Length** - 10 pages (not including Reference list or surveys, etc.) double spaced; Reference list to include 15+ sources – showing a strong review of literature on topics

* **Due Date** - February 21

REMEMBER: GOOD OUTLINES MEAN GOOD PAPERS - PUT SOME TIME INTO AN OUTLINE AND YOU WILL BE REWARDED LATER.

Finally, when you have questions, please seek out the help of the professor of the course.

Assignment 3**First Draft of Research Paper**

* **Purpose** - A well-developed complete research paper following prior input from the professor as well as all research done by the student. Use appropriate format. Analytical section is key. Survey results, interviews, etc. to be included. You will follow your outline but include analysis, conclusion and future research

* **Format**

Narrative style – Use APA Style as guide for citations, etc. Follow professor’s comments on outline. Be careful on use of grammar, spelling, etc. Refer to following set of “Guidelines” for writing research papers in Health Care Administration. Complete Reference list required. Analytical section is a key component. See Sr. Sem. sample paper on Blackboard site for course.

***Sources** – Scholarly works only

***Editing** – No help can be used to edit the assignment. The MBC Writing Center can of course be used.

* **Length** – 30 pages (approximately) not including appendices and Reference list. Double spaced. Reference list to include 20+ sources.

* **Due Date** –

Guidelines for Writing Research Papers Health Care Administration

Topic: Stay within the confines of the assignment; be sure you have a purpose behind your research.

Format: Keep a strong sense of organization to your work – use your outline! Make sure you have the following parts in your paper:

- Introduction: where you set up the paper in terms of the variables you want to research and the way you want to organize them.
Introduction = Purpose + Research Question + Research Methodology + Organization.
- Subheadings: Here you are using "section headings" to help "block" your thinking.
- Paragraph transitions: Make sure your thoughts connect from one section to another.
- Analysis Section: Here is where you analyze the results of your research – this comes right before the Conclusion.
- Conclusion: Here is where you answer the Research Question.
- **References: Use APA format**, make sure you combine a variety of sources (journals, books, newspapers, interviews, Internet sources, etc.) keeping in mind the necessity to have timely information, use scholarly sources (Wikipedia, general encyclopedias, etc. are not acceptable sources); do not rely on required readings in class.
- References and Appendices are not considered to be part of a paper's length requirement.
- Graphs, Charts, Appendices, etc., if appropriate. Make sure you explain what you use.
- Can use MBC Writing Center for assistance; cannot have someone edit your work or write your paper!
- See following site for help in doing research: <http://libguides.mbc.edu/hca101>

Remember: APA style is the required format all HCA assignments. Please refer to the two following websites related to Publication Manual, 6th ed. for "free" sample papers in the APA <http://www.apastyle.org/index.aspx> and <https://owl.english.purdue.edu/owl/resource/560/01/>

Research: Use of a computer-based literature search is required; use appropriate, professional databases and search engines. Use peer reviewed, scholarly articles/materials in your research.

Content: Be very careful to keep in mind the nature of the assignment, stress analysis throughout (the spotting of issues and pulling apart the various components).

Assignment 4**Final Draft of Research Project**

* **Purpose** - Clean, well-developed, complete research paper which clearly shows in-depth knowledge gained from research which advances the field of HCA. Appropriate format and presentation required. Follows comments made by professor on Assignment 3. Analytical section shows knowledge and skill sets acquired by student.

- **Format** -

HCA 401: Final paper- APA

Cover Page

-Title/Topic: This must be focused, truly descriptive of what the paper will be about

Header and page numbers on all pages

- A. Introduction
- B. Purpose
- C. Type of Research and Epistemology
- D. Theoretical Frameworks
- E. Lit Review and identification of gaps
- F. Research Question
- G. Methodology and Sampling
- H. Significance/Importance to HCA/Implications
- I. Ethical Considerations
- J. Strengths and Weaknesses of your research
- K. Analysis
- L. Conclusion
- M. Suggestion for future research
- N. Appendix: Interview questions or other background information such as surveys used, tables etc etc
- O. References

***Sources** – Scholarly works only

***Editing** – No help can be used in editing the assignment. The MBC Writing Center can of course be used.

***Also** – Email a copy of project to all students

* **Length** - Approximately 30 - 40 pages, double spaced, 12 point, Times New Roman Microsoft Word (not including appendices and Reference list); Reference list to include 20+ sources.

* **Due Date** – April 8