

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

HLTH 635

HEALTH AGENCY MANAGEMENT

COURSE DESCRIPTION

This course prepares students for employment as Executive Directors, Program Directors and/or House Managers of 501(c) (3) organizations. Topics include but are not limited to fund-raising, staffing, liability, budgeting, human rights issues, service coordination, and emergency preparedness.

RATIONALE

Historically, nonprofit agencies have served as mechanisms for citizen participation, social responsibility, and collective action in the resolution of societal problems. From healthcare agencies, social service agencies, philanthropic foundations, and religious institutions to museums, universities, and professional associations, the nonprofit sector includes a diverse array of organizations, all chartered with a particular public or collective purpose.

In the last 30 years, the importance of the nonprofit agency in the development and delivery of public services has grown dramatically. This course introduces the nonprofit organizational forms and examines the complex social, political, legal, and economic environments in which nonprofits operate; the various roles they play on local, national, and international levels; and the structures, processes, and complexities of organizational governance shared by volunteer and professional staff decision-makers.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Discuss acquisition and management of organizational resources.
- B. Analyze the human aspects of maintaining a successful organization.
- C. Recognize the scope and limits to the activities of public health organizations.
- D. Develop systems for continual quality improvement of public health programming.
- E. Manage traditional and social media for the furtherance of a public health agency.
- F. Develop the framework for creating a 501(c) (3).

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and lecture presentations
- B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Discussion Board Forums (6)

Discussion boards are collaborative learning experiences. Therefore, the student is required to provide a thread in response to the provided prompt for each forum. The student will use each thread to create the elements of the Mock Proposal assignment that will be submitted at the end of the term. Each thread must be at least 600 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates' threads. Each reply must be at least 300 words. For each thread, the student must support his/her assertions with at least 2 scholarly or biblical resources in current AMA format. Each reply must incorporate at least 1 scholarly or biblical resource as well.

- D. Submission of Intent

Before beginning the Case Study and Mock Proposal assignments, the student will complete a Submission of Intent form for instructor approval. The Submission of Intent must include the name of the organization that will be used for the Case Study as well as a paragraph of at least 200 words identifying the name, mission, vision, and intent of the nonprofit organization the student will create to complete the Mock Proposal.

E. Case Study

The student will complete a Case Study consisting of 3 parts, culminating in a final 12-page paper. The Case Study will be a critical analysis of a real-life nonprofit organization using the concepts learned during the course regarding nonprofit development and management.

1. Referenced Outline

The student will complete an outline of the Case Study across each section identified in the template: background, board members, volunteers, SWOT, performance measures, functions, fundraising, and fiscal analysis. The outline will include a numbered reference list of at least 8 scholarly sources, 2 biblical principles, and any additional relevant websites to the Case Study. The references will be cited, in-text, using current AMA formatting. The items on the list must be in the same order as they appear on the Case Study – Outline, and all references must be in current AMA format.

2. The student will submit a Draft & complete a Peer Review

The student will submit a complete rough draft of the Case Study for peer-editing. Using the Group Discussion Board, the student will also complete a critique of 1 classmate's rough draft.

3. Final Submission

The student will write a research-based paper of at least 12 pages in current AMA format that focuses on a review and analysis of a nonprofit organization. The paper must include at least 8 scholarly references, 2 biblical principles, and all organizational materials (e.g. information on agency, mission, and background).

F. Mock Proposal

Using the Mock Proposal Template, the student will develop a business plan as if he/she was starting his/her own nonprofit organization.

1. Risk Assessment

As part of the Mock Proposal assignment, the student will complete a Risk Assessment, identifying and describing at least 10 specific risks for his/her hypothetical nonprofit organization.

2. Final Submission

The student will write a multi-section research-based proposal in current AMA format in which he/she will complete a business plan for creating a hypothetical nonprofit organization. The student will use material developed in the Discussion Board Forums and the Risk Assessment form to complete the sections of the Mock Proposal Template. The Final Submission must include at least 10 scholarly references in addition to the course textbooks and the Bible.

G. Midterm and Final Exams (2)

Each exam will cover the Reading & Study material for the assigned modules/weeks. Each exam will be open-book/open-notes, contain 40 multiple-choice questions, and have a 1-hour and 30-minute time limit. The student will have 2 attempts for each exam.

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist		10
Discussion Board Forums (6 at 40 pts ea)		240
Submission of Intent		10
Case Study		
Outline		75
Draft & Peer Review		100
Final Submission		150
Mock Proposal		
Risk Assessment		75
Final Submission		150
Midterm Exam	(Modules 1–4)	100
Final Exam	(Modules 4–8)	100
	Total	1010

B. Scale

A = 940–1010 A- = 920–939 B+ = 900–919 B = 860–899 B- = 840–859
 C+ = 820–839 C = 780–819 C- = 760–779 D+ = 740–759 D = 700–739
 D- = 680–699 F = 0–679

C. Writing Style

For this course, all papers and written assignments must be completed in the American Medical Association style (AMA).

D. Confidentiality and Limits of Confidentiality

Because many of our students are already actively involved in a career in Health Promotion, the student may have experiences that will naturally lend themselves to the curriculum of this course. To respect the privacy of others, it is imperative that students do not use the names of individuals that they have worked with and/or treated.

In the event of a student’s disclosure, either verbally or in writing, of threat of serious or foreseeable harm to self or others, abuse or neglect of a minor, elderly or disabled person, or current involvement in criminal activity, the faculty, staff, administrator, or supervisor will take immediate action. This action may include, but is not limited to, immediate notification of appropriate state law enforcement or social services personnel, emergency contacts, and notification of the appropriate program chair or online dean. The incident and action taken will become part of the student’s permanent record.

E. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

HLTH 635

HEALTH AGENCY MANAGEMENT

Textbook: McConnell, *Umiker's Management Skills for the New Health Care Supervisor* (2014).

Hopkins BR. *Starting and Managing a Nonprofit Organization: A Legal Guide*. 6th ed. Hoboken, NJ: John Wiley & Sons; 2013. ISBN: 9781118413456.

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	McConnell: chs. 1–3 Hopkins: chs 1-2 1 presentation, 1 website	Course Requirements Checklist	10
		Class Introductions	0
		DB Forum 1	40
		Guidestar Account Setup	0
2	McConnell: chs. 5–6, 11, 13 Hopkins: chs 4, 8 1 presentation, 1 website	DB Forum 2	40
		Submission of Intent	10
3	McConnell: chs. 8–10, 14–15 1 presentation, 3 websites	DB Forum 3	40
		Case Study – Referenced Outline	75
4	McConnell: chs. 17–20, 24 1 presentation	Midterm Exam	100
5	McConnell: chs. 7, 21–22 Hopkins: chs 16, 18 1 presentation, 1 website	DB Forum 4	40
		Case Study – Draft & Peer Review	100
6	McConnell: chs. 30-31, 33 Hopkins: chs 21, 22 1 presentation, 2 websites	DB Forum 5	40
		Mock Proposal – Risk Assessment	75
7	McConnell: chs. 26–29 Hopkins: chs 11,12 1 presentation, 1 website	DB Forum 6	40
		Case Study – Final Submission	150
8	McConnell: ch. 36-37 2 presentations	Mock Proposal – Final Submission	150
		Final Exam	100
TOTAL			1010

DB = Discussion Board

NOTE: Each course module/week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.