Issues in Health and Human Services Policy & Management

MPAL 6381/PLSC4389

Fall 2020
Syllabus

Basic Information

Hank Abrams, Ph.D.
OFFICE: MB4100
OFFICE PHONE (432) 552-2342
E-MAIL: abrams_h@utpb.edu
OFFICE HOURS: Monday—2:15pm-5:15pm, Tuesday—10:30am-11:30am, Thursday—11:30am-12:30pm
This course is a Web Course and is conducted within Canvas.

NOTE: Due dates and times stated within the course are in Central Time Zone.

Course Description

Course Catalog Description:
Will explore service areas such as health care, child welfare, and education (K-12). For each area will consider structure (including intergovernmental aspects), funding, and selected policy and management issues.

Measurable Learning Outcomes:
By the end of this course, you will increase your ability to:

A. Describe the basic structure of the health care, child welfare, and education (k-12) systems in the United States (including organizational and intergovernmental aspects).
B. Specify the major funding sources (public and private) for health care, child welfare, and education (k-12) systems.
C. Analyze major policy/management issues in the Health Care, Child Welfare, and Education (k-12) systems.

Prerequisites:
No course prerequisites.

Materials

Required Materials:

Johnson, S.M. & Cheng, T.K. (rev. 2007). "Using Data to Improve Instruction at the Mason School" PEL-047. Boston, Ma. : Public Education Leadership Project at Harvard University. (can get digital version from the Case Centre (info.usa@thecasecentre.org) Will need for Module 3. (note: in theory you can get a paper version sent to you but this will take longer to obtain than the digital version)

Crosson-Tower, Cynthia. *Exploring Child Welfare: A Practice Perspective, 7th Edition* (New York: Pearson, 2018) Chapters 7, 8, 11, and 13 (can obtain digital access to these chapters from Pearson via a Purchasing Link to be provided by the first day of class) Will need for Modules 4 and 5.

You can use the following link to obtain the four chapters by Crosson-Tower from Pearson.

https://secure-web.cisco.com/1HaLM7LkjwvjESs3VxOhA_8r0E2fEC0uj4QtpNRKSLVeshh8J_7IJSH7pehQY4hLy2 67xMrHybRw6U2ZCkFZBSqBlWzqCIEwkhoJoX80Stqkh2QL8GJRqWB5O3dX442XCy-Ys0zHp15cJGTsbdIZ-CsqrmZIEAPtKpHTMfLLgn9glNS9aSLd6g76GP5v5apCh_q0aAQfKxQQxraQOceDSnxwteUgkbJZbs R9FMitbeuanpR-iOrxs1uegPA8qBRJp/https%3A%2F%2Fcollections.pearsoned.com%2Fpurchaseebook%2F#1323 897917

The next two sets of chapters can be obtained from Jones & Bartlett in digital form in one electronic packet. The packet is for MPAL 6381, and is an E-Book of about 90 pages. You can contact customer service below and can use the special ISBN number of **9781284013658** to order this material from Jones & Bartlett. You can contact customer service directly:

customerservice@jblearning.com
toll free: (800) 932-0034
switchboard: (978) 443-5000
customer service: ext. 8197

Shi, Leiyu & Singh, Douglas. *Delivering Health Care in America, 7th Edition* (Burlington, Mass. : Jones & Bartlett, 2019) Chapters 13 and 14 Will need for Modules 6 and 7.

Tietelbaum, Joel & Wilenski, Sara. *Essentials of Health Policy and Law, 4rd Edition* (Burlington, Mass.: Jones & Bartlett, 2020) Chapter 4. Will need for Module 7

Recommended Materials:
None

Other materials:
In addition to the readings, there will be some required readings from various journals. You may access these articles via the University Library website. On the University Library website go to Falconfinder and enter the article title. You should be able to print out the article (note: once the article appears on your screen you may need to click on a PDF icon to get a nice copy printed out). Please contact me if you have any problems doing this.

Important Academic Dates

 Academic Calendar

Course Overview

The course is broken into six substantive modules as detailed in the Schedule section at the end of this syllabus. In addition to presenting module objectives, the modules will have:

- Assigned reading
- A lecture
- Study Area Questions that need to be completed. These will not be graded but will increase your understanding of the material and will help you do better on the written assignments, discussion questions, and the Final Exam to be given at the end of the course.
- Other Activities

In addition, as outlined in the Schedule portion of this document, there will be:

*one end of course comprehensive final exam (classical exam and NOT open book—no notes, no lecture copies, no study question answers, no articles, no book chapters, etc.) as noted on p.4 this will be weighted more for MPAL students than for undergraduate PLSC students.

The exam will be based on the questions at the end of each module. The idea is to assess your familiarity and mastery of the basic concepts underlying each of the three service systems considered in the course. The exam will consist of multiple choice questions (about 70%) and some moderate length written response questions (about 30%).

The exam will involve live proctoring. Since we are discontinuing our contract with Examity, another vendor will be selected by the University. The estimated cost will be about $22 for the exam.   At least for Examity, a student needed: a working webcam and microphone; an internet connection of at least 3Mbps; Chrome, Mozilla, Safari, Internet Explorer, Microsoft Edge browser; and an up to date operating system (Windows or Mac OS). More information will be provided later in the course.

 More information will be provided later in the course about how this will work.

While I anticipate that the exam will take an AVERAGE of about 85 minutes to complete, you will be allowed up to 120 minutes (2 hours) if you need it.

*Three graded web-based discussion board questions

For each discussion board question, you will post your own main response and then post responses to posts by at least two other class participants (this is a minimum; meaningful responses to a range of posts will be favorably considered by the instructor). Not reading posts/replies is the equivalent of sleeping in class.

*Three graded written assignments

(PLSC4389 students will be required to do any two of the three graded written assignments (they will have the option of doing all three written assignments and only the two with the best grades will be counted); MPAL 6381 students will be required to do all three graded written assignments .

Reading the lectures, doing the assigned textbook portions and journal article readings, and rigorously doing various questions or exercises are essential for success. If you have any questions about the material, you should feel free to contact me (email, phone, etc.).

In general, all exams, discussion questions, and graded assignments must be submitted according to the dates specified in the schedule in this syllabus.

Grading Weights: For MPAL 6381 Students

Course Activity	Percentage of Total Grade
Assignment 1	11%
Assignment 2	12%
Assignment 3	14%
End of Course EXAM	30%
Discussion Forum 1	10%
Discussion Forum 2	10%
Discussion Forum 3	13%
Total	**100%**

For PLSC 4389 Students, End of Course Comprehensive Exam: 22% (vs. 30% for MPAL students), Two Assignments Out of Three: 38% (19% apiece), and All Three Discussion Forums: 40% ($13^{1/3}$% apiece). PLSC students will also have the option of doing all three Assignments but will only count the best two grades among the Assignments submitted.

Grading Scale:

Each course component listed in the table immediately above will receive a letter grade (e.g., A= 4.0, A-=3.67, B+=3.33, B=3.00, etc.) The final course grade will be a weighted average using the above percentages and the numerical equivalent for each letter graded given.

Grade Range	Letter Grade
4.00	A
3.67	A-
3.33	B+
3.00	B
2.67	B-
2.33	C+
2.00	C
1.67	C-
1.33	D+
1.00	D
0.00	F

Each course component listed in the Grading Weights table above will receive a letter grade. The final course grade will reflect a weighted average using the Graded Weights (i.e., percentages) and the numerical equivalent for each letter grade given as shown in the above Grading Scale table (e.g., A=4.00, A-=3.67, B+=3.33. B=3.00, etc.). Essentially, each student will have a course GPA which then translates into a course letter grade.

For example, suppose an MPAL student receives the following: Assignment 1(B+), Assignment 2 (A-), Assignment 3 (A-), the Exam (B-), Discussion Forum 1 (C+), Discussion Forum 2 (B+), and Discussion Forum 3 (B). The person's overall course GPA would be 3.10 which as suggested by the above Grading Scale table rounds to a B for the course. That is, (3.33X.11)+ (3.67X.12) +(3.67X.14) + (2.67X.30) + (2.33 X .10) + (3.33X .10) + (3.00X .13)= 3.07 or B for the overall course grade.

At any point, if you have a question about any of this or you are unclear where you stand, please feel free to contact me.

Communication, Grading & Feedback

Email: I will make every effort to respond to all messages and emails within 48 hours. If I am going to be out due to ill health, attending a conference, etc., I will notify you using email

and/or the announcements page in Canvas. You may contact me via the Canvas message function; or you may contact me via my campus email address or campus phone number (both are provided in the Basic Information section).

Feedback on Assignments and Tests: Assignments and tests will be graded generally within 7 days of submission; individual and/or general feedback will be provided.

Question and Answer Forum: Besides course content and related discussion topics, there will be a question and answer discussion board. I will check this area, but other students may provide the answers. I will also send you emails as necessary. In fact, if you have a question, feel free to email me. You must, therefore, have access to your UTPB email account or have it redirected to another address of your choice

Time Management:
It is anticipated that across the approximately eight week semester that a student will ON AVERAGE need to spend about 7-12 hours per week on this course to be successful. PLAN AHEAD BY LOOKING AT THE SCHEDULE AND SETTING ASIDE BLOCKS OF TIME TO GET COURSE ELEMENTS COMPLETED IN A TIMELY MANNER.

Policies

1. **Discussion Board**: Discussion Board is primarily for discussing course related topics and issues. Best practices are:
    a. Read all message postings in online discussion.
    b. Respond to the question directly
    c. Reply to minimum of two other student posts.
    d. Use a person's name in the body of your message when you reply to their message.
    e. Avoid postings that are limited to 'I agree' or 'great idea', etc.
    f. Ensure responses to questions are meaningful, reflective.
    g. Support statements with concepts from course readings, refer to personal experience, examples.
    h. Follow **Rules of Behavior.**

2. **Rules of Behavior:** Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:
    a. Do not post anything too personal.
    b. Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
    c. Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
    a. Be courteous and respectful to other people on the list
    b. Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
    c. Use line breaks and paragraphs in long responses.

       d. Write your full name at the end of the posting.
       e. Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

3. **Make-Up/Late Submission Policy:**
   All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times due to an extraordinary circumstance (e.g., hospitalization for an acute medical condition), it is his/her responsibility to contact the instructor promptly for his consideration. However, generally, assignments and exams must be completed according to the timetables set in the schedule. Failure to do so may result in receiving an F for the particular component.

   Note: the due dates and times for the activities will adhere to the Central Time Zone.

4. **Academic Dishonesty/Plagiarism/Cheating:** The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an "F" for the course.

   All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the University's Handbook: Scholastic Dishonesty.

   Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

   Plagiarism includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

5. **Attendance and Class Participation:** Regular and active participation is an essential, unmistakably important aspect of this online course.   All students are expected to do the work assigned, and notify the instructor when emergencies arise.

6. **Tracking:** The learning management systems have a tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

7. **Absenteeism:** All the course activities have set dates to be completed and submitted. After the due dates, the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency.

8. **Course Incomplete/Withdrawal/Grade Appeal:**
   All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will be considered if the student provides a valid, documented excuse for not being able to complete the course on time (e.g., hospitalization for a serious, medical condition), and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates. None of this overrides the general requirement that all exams, assignments, and discussion forums are to be done according to the schedule provided in the syllabus.

   Find information and dates regarding drops and withdrawals consult the University Handbook: Drops and Withdrawls and Appeal Process.

   NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

Accommodation for Students with Disabilities: The University of Texas Permian Basin in compliance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act provides "reasonable accommodations" to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Office for Students. Only those students who have officially documented a need for an accommodation will have their request honored. ** Adapted from the UTSA ADA syllabus statement**

To request academic accommodations for a disability, contact:
ADA Officer for Students: Mr. Paul Leverington
Address: Mesa Building 4243, 4901 E. University, Odessa, Texas 79762
Voice Telephone: 432-552-4696
Email: ada@utpb.edu

Accessibility and Privacy Statements.

Computer Skills, Technical & Software Requirements

This course is designed as a web-based class, which necessitates specific computer expertise on the part of the student, specific computer equipment or programs, and a commitment on the part of the student beyond that of most other courses. Canvas navigation help is provided within the course, in case you are new to Canvas. You will also need to create word processing documents, save files, submit files within this course.

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information, refer to Student Services below or visit: Office 365 Page.

Computer Technical Requirements: See Technical Requirements.

Online Student Authentication

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password. At least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies student authentication by having face-to-face proctored exams using an approved photo ID*.

As noted in the Course Overview:there will be one exam; it will involve live proctoring. The exam will NOT be open book. You should bring a regular, handheld calculator (cell phone use will not be allowed during the exam and you will not be allowed to access your computer files).

*Approved photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD.

Preparation for Emergencies

Computer Crash: Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Complete Loss of Contact: If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

Lost/Corrupt/Missing Files: You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, you may be required to resubmit the files.

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Student Support Services

SERVICE	CONTACT
ADA	[Services for Students with Disabilities](#)

SERVICE	CONTACT
Accommodation/Support	(432) 552-4696
Testing Services	Testing Services & Academic Accommodations Department (432) 552-2630
Advising	(432) 552-2661 UTPB Academic Advising Center
Bookstore	UTPB Campus Bookstore (432) 552-0220
Email, Office 365, my.utpb.edu	Information Technology
Financial Aid and Scholarship	UTPB Financial Aid (432) 552-2620
Library	The J. Conrad Dunagan Library Online at (432) 552-2370
Registrar	UTPB Registrar (432) 552-2635
Student Services	Student Services (432) 552-2600
Technical Support	Canvas 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course).

Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

Schedule

DATE	Assignments/Activities/Topics	Module
Oct 19-21	COURSE INTRODUCTION (as instructed, includes providing background & contact info)	Module 1
Oct 22-24	EDUCATION (K-12): STRUCTURE AND FUNDING	Module 2
Oct 25-Nov 5	EDUCATION (K-12): KEY POLICY/MGMNT ISSUES ASSIGNMENT ONE DUE BY MIDNIGHT OCT 30TH DISCUSSION QUESTION ONE DUE BY MIDNIGHT NOV 5TH	Module 3
Nov 6- 8	CHILD WELFARE: STRUCTURE AND FUNDING	Module 4
Nov 9-18	CHILD WELFARE: KEY POLICY/MANAGEMENT ISSUES ASSIGNMENT TWO DUE BY MIDNIGHT NOV 14TH DISCUSSION QUESTION TWO DUE BY MIDNIGHT NOV 18TH	Module 5
Nov19-21	HEALTH CARE SYSTEM: STRUCTURE AND FUNDING	Module 6
Nov 22-Dec 5	HEALTH CARE SYSTEM: KEY POLICY/MANAGEMENT ISSUES ASSIGNMENT THREE DUE BY MIDNIGHT DEC 1ST DISCUSSION QUESTION THREE DUE BY MIDNIGHT DEC 5th (allowance for Thanksgiving Holiday)	Module 7
Dec 10	FINAL EXAM+	**READ NOTE BELOW**

+ Live proctored testing will run from 1AM CST December 10th – 11PM CST December 10th. Students should allow for up to two hours to complete the exam (though I anticipate the average time to complete the exam will be about 85 minutes).