MHA STUDENT guide

LSUS
College of Business

Table of Contents

Introduction..... 3
Student ID, PIN, & Email..... 4
MHA Program Expectations..... 4
Scheduling Courses..... 8
Registering for Courses..... 10
Finding Courses & Materials..... 12
Monitoring Program Progress..... 12

Introduction

Welcome MHA students! Our program encourages students to use the information that we provide in this MBA Student Guide to proactively plan a curriculum for coursework.

For assistance with general admission, course registration, or program information, please contact **Victoria Culbertson, MHA Program Coordinator,** at **victoria.culbertson@lsus.edu.**

After admission to the MHA Program and course registration, please check the MHA Resource Center Moodle course for frequently asked questions, program policies, curriculum offerings, program recognitions, and much more.

MHA Graduate Coordinator



Victoria Culbertson

victoria.culbertson@lsus.edu

PLEASE NOTE: Due to the high volume of incoming emails, there may be a delay in a Coordinator's response time. All emails will be answered in the order they have been received. Urgent issues will be prioritized. Please do not send multiple emails or contact multiple Coordinators as it will delay a Coordinator's response.

Student ID, PIN, & Email

The Student ID and PIN acts as a username and password. They allow students to access all of the internet-based applications, including student email, myLSUS, and Moodle.

The student email will be activated the weekend before classes begin for newly admitted students. Check the LSUS student email account multiple times a day because email is the main method for sending important information. Be aware that the MHA Program may not respond to requests from email addresses unaffiliated with the University.

For questions related to forgotten Student ID and/or PIN numbers or technology related difficulties, file a Helpdesk ticket with the LSU Shreveport ITS Department at **https://helpdesk.lsus.edu/support/home**.

MHA Program Expectations

Prior Preparation

The MHA program is a rigorous AACSB accredited graduate program. Students in the MHA Program are expected to have a level of prior preparation from their undergraduate degree program, their previous/current employment, and/or other coursework. Prior preparation includes basic computing, quantitative, grammar, and writing skills. In addition to basic skills, the MHA Program expects students to have prior skills in economics, statistics, finance, and accounting. Optional foundation courses are available in economics, statistics, finance, and accounting. Students are personally responsible for preparing themselves prior to entering courses with stated knowledge expectations. All students are responsible for their own basic level of preparation. Professors and/or Academic Coaches in courses do not provide remedial support for students who are not prepared.

Time Commitment

Students routinely ask how much time they are expected to spend on a course. Students who have commitments outside of this program should carefully consider the amount of time they have available to dedicate to a term, remembering that each course may require as much as 30 hours per week. The MHA program is a rigorous AACSB accredited graduate program. Conventional wisdom for any Masters-level graduate course work at accredited universities is a commitment of 3 to 4 hours a week of study time per credit hour. For an online course, an hour is added to this study time (4 to 5 hours per week per credit hour). As a 3-credit hour course, in a traditional 15-week format, students should be willing to commit 12 to 15 hours per week per course. In an accelerated format, the estimate doubles. The recommended amount of time that a student should be committing to an MHA course is 24 to 30 hours each week.

Performance Measures

The MHA program is a rigorous AACSB accredited graduate program, in which students will earn letter grades in accordance with achievement expectations established by the Professor. Students who desire to achieve a grade higher than a C must exceed minimum expectations.

Grade Appeals

The MHA program is a rigorous AACSB accredited graduate program. The University has an established policy governing the student's access to submit a grade appeal. Appeals must be based clearly on alleged prejudice, bad faith, capricious action, or similar reasons. The following do not qualify as basis for appeals:

- Technical issues **unrelated** to university provided services such as problems with the student's internet service provider do not qualify as a basis for an appeal.
- Malfunctioning personal devices including computers, tablets, & phones do not qualify as a basis for an appeal.
- Malfunctioning browsers do not qualify as a basis for an appeal.
- Performance below expectations on tests does not qualify as a basis for an appeal.
- Perceived difficulty or appropriateness of class material, textbooks, or assignments and tests does not qualify as a basis for an appeal.
- Dissatisfaction with instructor's qualifications, teaching methods, or teaching effectiveness does not qualify as a basis for an appeal.

Communication Protocols

The MHA program is a rigorous AACSB accredited graduate program. During the time in the MHA program, students will have the opportunity to interact with Professors, Academic Coaches, staff members, and other students. LSUS expects the highest level of professionalism in these interactions. The default method for addressing an MHA faculty member should be Dr. or Professor. Additionally, Professors should only be contacted using the contact information provided on the course syllabus. The MHA Honor Code provided below requires a commitment to civility and professional communication in interactions with Professors, Academic Coaches, staff members, and other students. The expectation for a response from a Professor, Academic Coach, or staff member should be 48 hours. Students who submit repeated requests slow the response time forall.

Please remember that there is a hierarchical structure in the College of Business pertaining to course-related questions. Your first point of contact for your course is always your Course Professor. If you contact the MHA Coordinator, Matt Vines, prior to contacting your Professor, you will be forwarded back to the Professor to handle your concern.

MBA Honor Code

An MHA Honor Code, established by policy, requires students to commit to the MHA Honor Code in each course taken. Below is the MHA Honor Code:

I agree to demonstrate high ethical standards in all aspects of my participation in the LSUS MHA program and will not engage in any behavior that discredits my degree, puts other students at a disadvantage, or unfairly elevates my performance. Ethical standards extend to matters of academic integrity and behavioral conduct. In particular, students are expected to demonstrate the highest level of respect for fellow students and instructors in emails, forum posts, and group interactions. Disrespectful comments, inciting language, or cyberbullying of anyone in an MHA course is a violation of the MHA Honor Code.

Proctoring

In support of academic integrity at LSUS, courses in the MHA program will use online proctoring services. Check the course syllabus and Moodle course site for more information. Standard proctoring services are free to students. Use of a proctoring service will require that a student adhere to the proctored test protocols. See the Getting Started section ofyour Moodle course. Some students prefer to use a dedicated computer obtained solely for proctored testing.

Tutoring

LSUS provides online tutoring services offered through the Student Success Center, which can be accessed at **https://www.lsus.edu/student-life/student-success-center**. Use of any site offering information sharing is not considered tutoring at LSUS and may be a violation of the MHA Honor Code and the Student Code of Conduct. Information sharing sites should not be used for posting or accessing proprietary MHA course materials.

Role of an Academic Coach

The MHA program is a rigorous AACSB accredited graduate program. Throughout the MHA program, students may have the opportunity to interact with Academic Coaches. An Academic Coach in the MHA Program is a support staff member for the Professor of the course. The duties of an Academic Coach are assigned by the Professor and typically include communication monitoring, grading assistance, and entering feedback. Academic Coaches do not design course materials, set grading policy, or determine course standards. Academic Coaches do not provide remedial training for students enrolled in a course for which the student is not prepared.

Scheduling Courses

Our MHA program consists of accelerated courses over a seven-week session. All courses are based on Central Standard Time (CST). The MHA Course Rotation can be found in the MHA Resource Center Moodle course or at: **http://www.lsus.edu/online-mha**

MHA Optional Foundation Courses

Optional foundation courses are: (1) one credit hour courses, (2) offered in a seven-week, accelerated format, and (3) graded on a pass/fail basis. Students must achieve a passing grade to earn a grade of P. If a student does not earn a passing grade, a grade of F will be entered. While a P grade does not change the GPA, a grade of F will negatively affect the GPA, the transcript, and the academic standing of a student in the MHA program.

MBA 500	Fundamentals of Accounting	(offered in AP2)
MBA 501	Fundamentals of Economics	(offered in AP1)
MBA 502	Fundamentals of Finance	(offered in AP2)
MBA 503	Fundamentals of Statistics	(offered in AP1)

MHA Core Courses

MHA 701	Healthcare Organizational Behavior
MHA 702	Healthcare Human Resources Management
MHA 703	Healthcare Law & Ethics
MHA 704	Healthcare Marketing
MHA 705	Healthcare Informatics
MHA 706	Healthcare Finance
MHA 707	Healthcare Systems
MHA 708	Healthcare Policy
MHA 709	Healthcare Strategic Management
MHA 710	Healthcare Economics

Sample Schedules

Sample schedules may assist with course selection. Sample schedules are advisory in nature and are subject to program changes. Be advised that previous courses taken may not align with sample schedule information, and deviation from the recommended courses will disrupt the sample schedule sequencing. Access the links in the MHA Resource Center Moodle course to view the sample schedule for MHA Program.

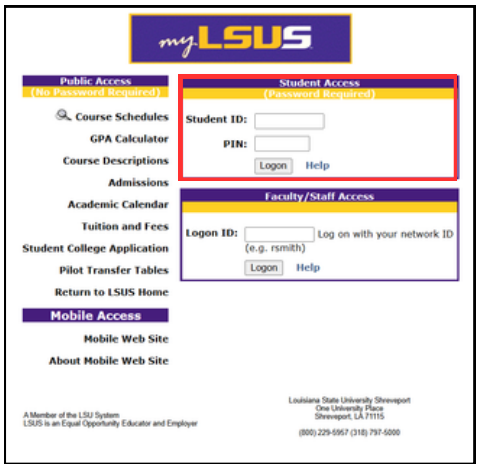
MBA Resource Center Moodle Course

Each LSUS MHA student is automatically enrolled in the MHA Resource Center Moodle course. This course is located towards the top of a student's Moodle course list. Here students will find answers to frequently asked questions, program policies, curriculum offerings, program recognitions, and much more. Students should access the MHA Resource Center Moodle course on a regular basis to stay up to date on LSUS MHA information.

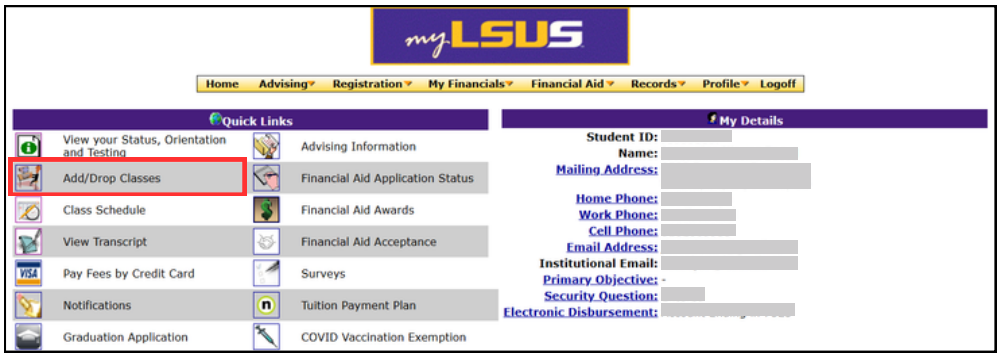
Registering for Courses

Follow these steps to register for courses:

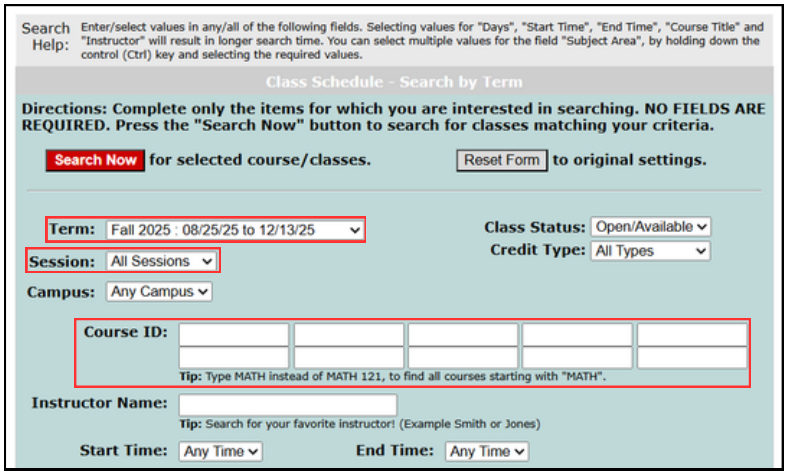
1. Go to **myLSUS**
2. Log in to myLSUS using your **Student ID** and **PIN**



3. Select **Add/Drop Classes** from the left side of the menu.

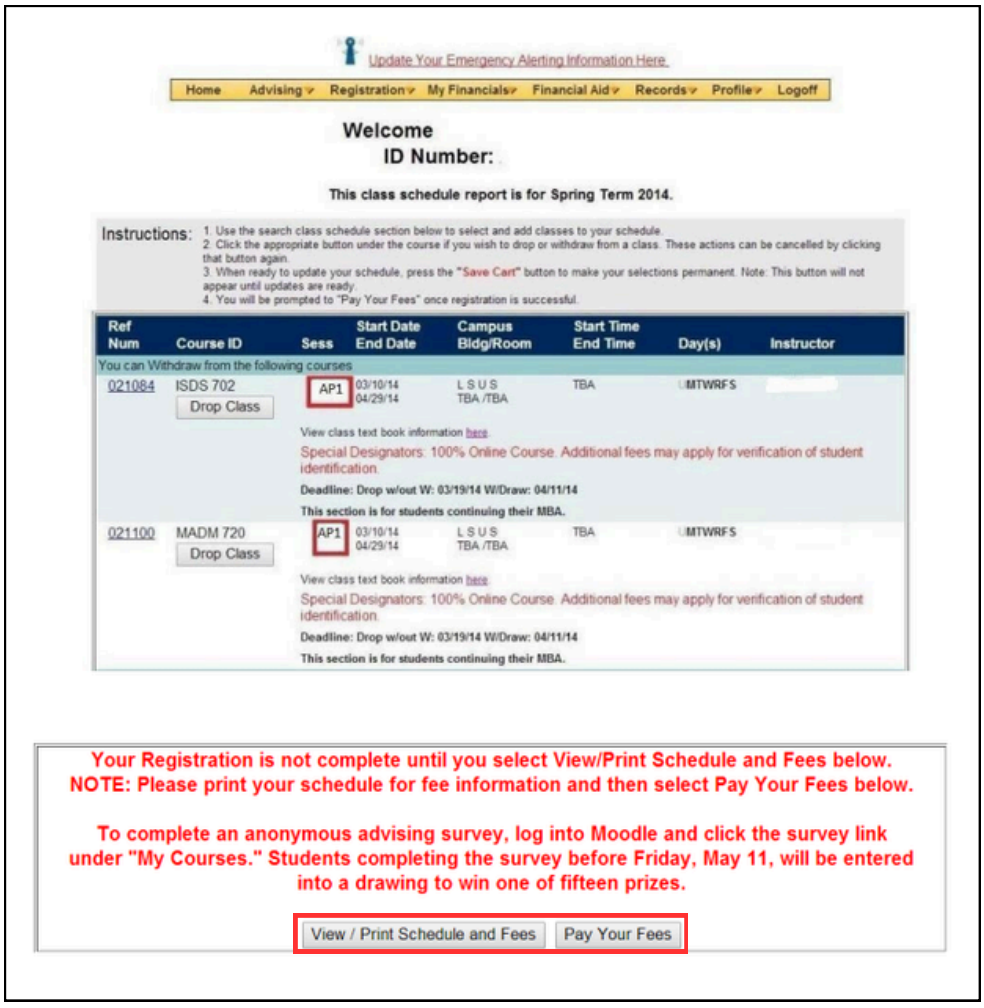


4. Click on **Term** and select the correct term [e.g. Spring, Summer, Fall]
5. OR Search by **Course ID** [e.g. MHA 701] or by **Session** [e.g. AP1 or AP2]
   *Please only register for MHA courses that say AP1 or AP2



6. After selecting your courses, be sure to save the cart as the system doesn't automatically do this. **Be aware of the final registration date for each session.**

7. Make sure your schedule looks similar to the one below.
8. Click on **View/Print Schedule and Fees** to finalize your cart.



Finding Courses & Materials

Moodle is LSU Shreveport's Learning Management System and serves as the virtual classroom. It allows teachers and students to share messages, assignments, quizzes and more. Students are added to each registered course prior to the start of the session. Course materials can be accessed in the Moodle course for each class.

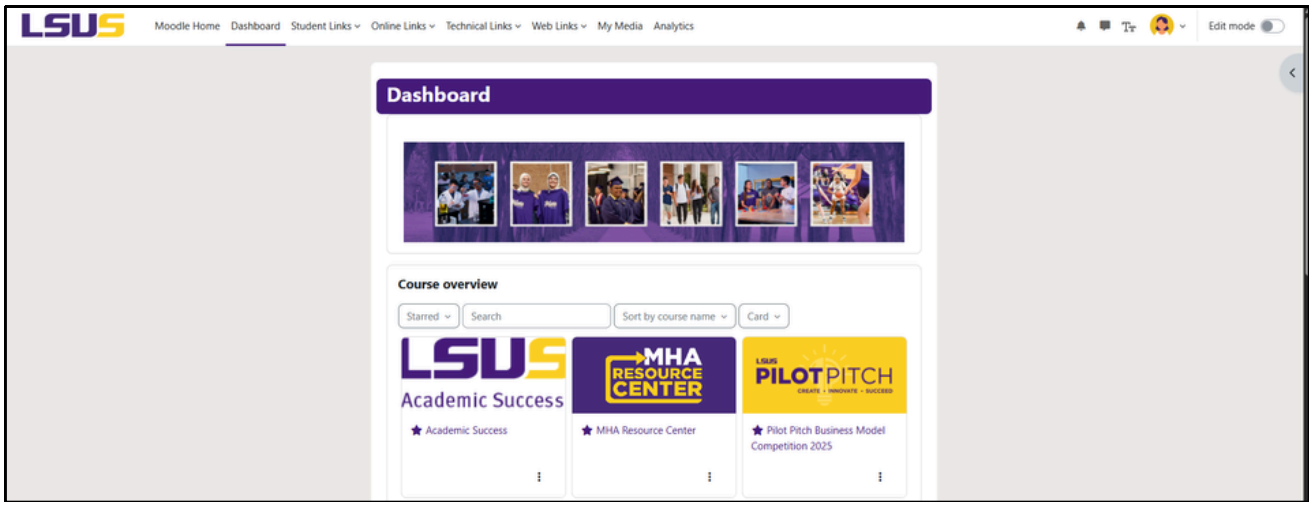
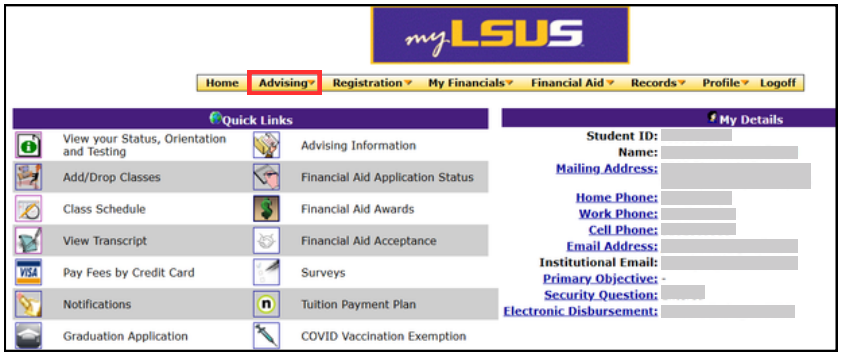


Fig. 1 Generic Moodle Dashboard page

Monitoring Program Progress

MHA students are encouraged to access their degree audit in order to monitor their progress throughout the program.
To view the degree audit:

1. Go to **myLSUS**
2. Log in to myLSUS using your **Student ID** and **PIN**
3. On the top yellow navigation bar, click on **Advising**
4. A drop-down menu will appear, select **Display Degree Audit**





PLEASE NOTE: Students should ensure that information is correct on the degree audit. If a student opts to change a major and enroll in MBA Program, please contact your MHA Program Coordinator, Victoria Culbertson, via email with a student ID number and she will provide you with instructions on how to do that.