College of Business

LSUS SHREVEPORT

MHA STUDENT GUIDE

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Introduction

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

- For assistancewith general admission, course registration, or program information, please contact Matt Vines, MHA Program Coordinator, at Matt.Vines@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.

Student ID, Pin, and 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, please contact LSU Shreveport Informational Technology Services Department at
(318) 797-5221 or its@lsus.edu.

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 for all.

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.

MHA 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 of your 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/offices-and-services/student-success- center/graduate- students/graduate-tutoring-services. 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 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 Fall AP2, Spring AP2 and Summer AP2), recommended prior to MHA 706.
MBA 501: Fundamentals of Economics (offered in Fall AP1, Spring AP1 and Summer AP1) recommended prior to MHA 710
MBA 502: Fundamentals of Finance (offered in in Fall AP2, Spring AP2 and Summer AP2) recommended prior to MHA 706.
MBA 503: Fundamentals of Statistics (offered in Fall AP1, Spring AP1 and Summer AP1) recommended prior to MHA 705 and MHA 710.

MHA Core Courses

MHA 701: Healthcare Organizational Behavior
MHA 702: Healthcare Human Resources Management
MHA 703: Healthcare Law and 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

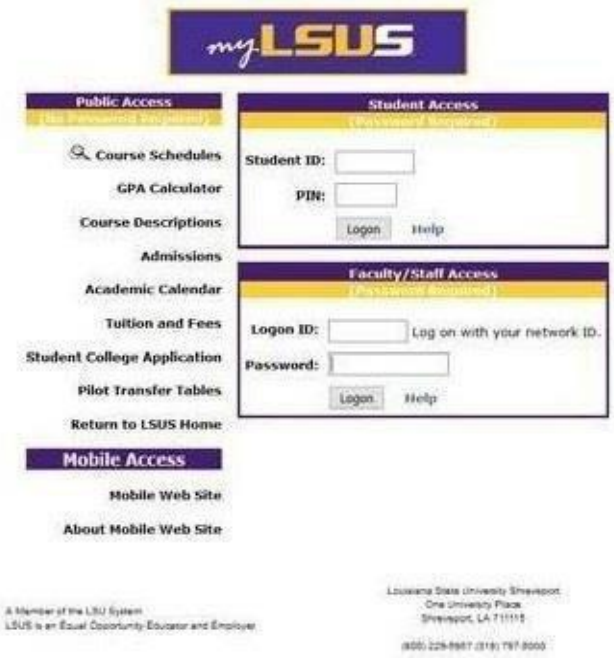
Sample Schedules
Sample schedules may assist with course selection. Sample schedules are advisory in nature and are subject to program changes. Be advised that previous courses taken may not align with sample schedule information, and deviation from the recommended courses will disrupt the sample schedule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

MHA 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

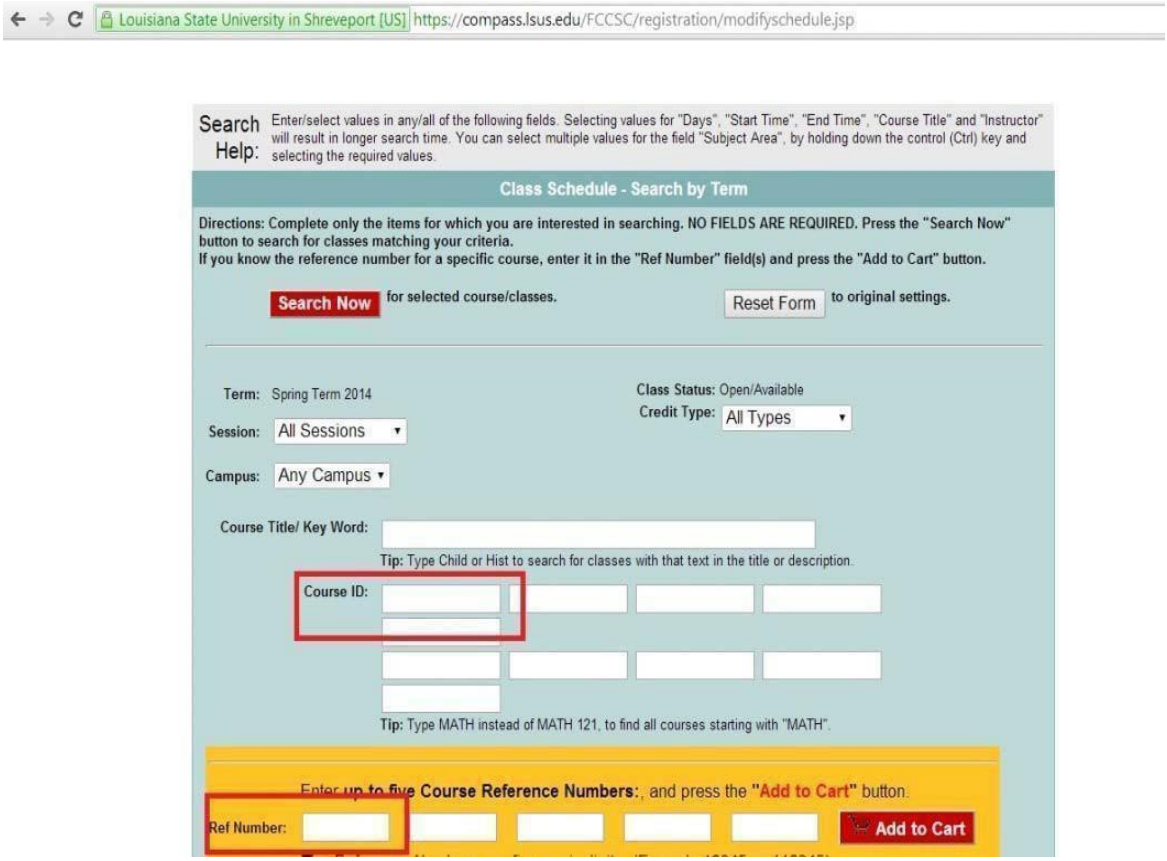
Follow these steps to register for courses:
1. Go to www.lsus.edu.
2. Go to the Quick Links drop-down menu for links to all Internet-based Applications including myLSUS.
3. Select myLSUS.

4. Log into myLSUS (Use Student ID number and PIN).

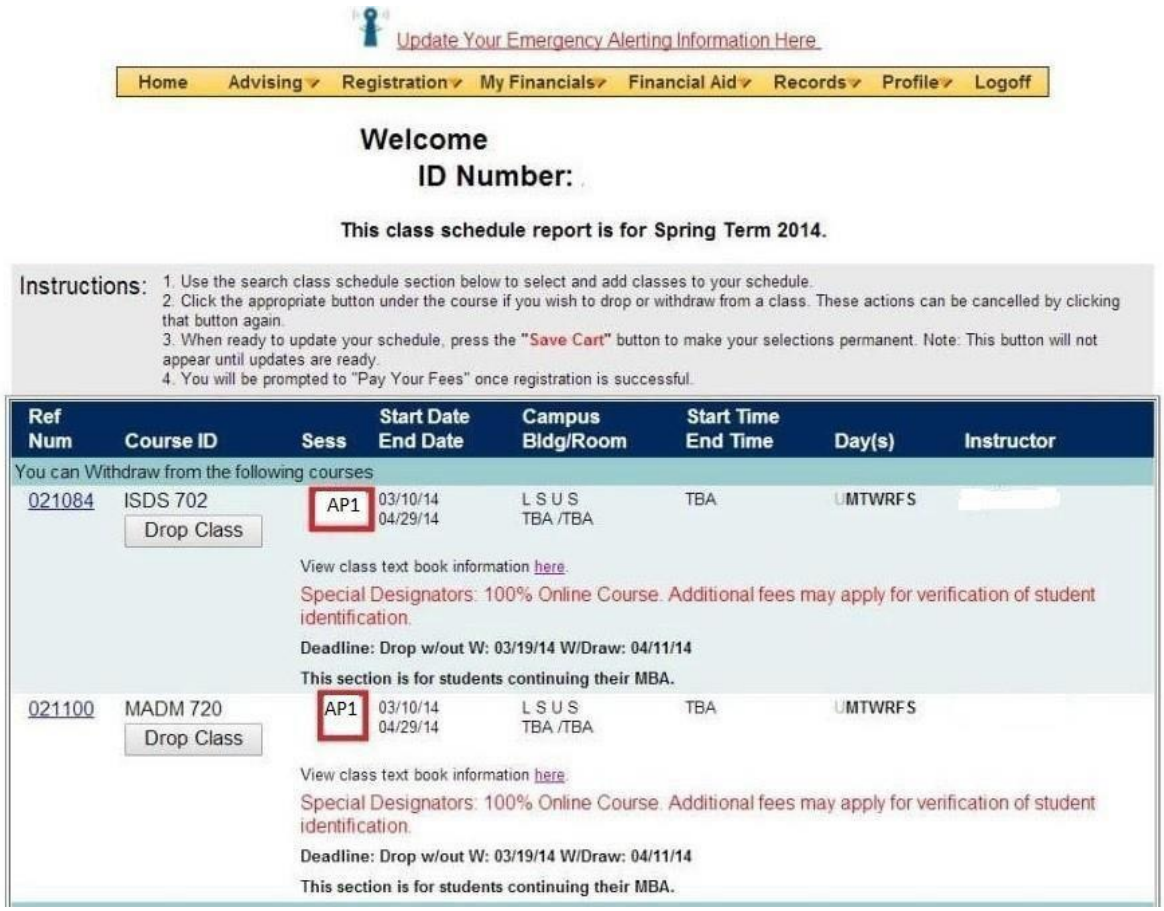


5. Select **Add/Drop Classes** from the left side of the menu.

6. Choose the term to add courses.
7. Search by course ID (e.g., MHA 710) or session (e.g., 1C or 1D). Only register for MHA classes that say 1C or 1D, classes that are scheduled for AP1 or AP2 sessions are reserved for MBA students only.
8. After selecting courses, be sure to save the cart as the system does not automatically do this. Be aware of the final registration date for each session.



9. Schedules may look similar to the one below.
10. Make sure to select View/Print Schedule and Fees.



Update Your Emergency Alerting Information Here

Home | Advising | Registration | My Financials | Financial Aid | Records | Profile | Logoff

Welcome

ID Number:

This class schedule report is for Spring Term 2014.

Instructions:
1. Use the search class schedule section below to select and add classes to your schedule.
2. Click the appropriate button under the course if you wish to drop or withdraw from a class. These actions can be cancelled by clicking that button again.
3. When ready to update your schedule, press the "Save Cart" button to make your selections permanent. Note: This button will not appear until updates are ready.
4. You will be prompted to "Pay Your Fees" once registration is successful.

Ref Num	Course ID	Sess	Start Date / End Date	Campus / Bldg/Room	Start Time / End Time	Day(s)	Instructor
You can Withdraw from the following courses							
021084	ISDS 702 Drop Class	AP1	03/10/14 04/29/14	L S U S TBA /TBA	TBA	MTWRFS	
	View class text book information here. Special Designators: 100% Online Course. Additional fees may apply for verification of student identification. Deadline: Drop w/out W: 03/19/14 W/Draw: 04/11/14 This section is for students continuing their MBA.						
021100	MADM 720 Drop Class	AP1	03/10/14 04/29/14	L S U S TBA /TBA	TBA	MTWRFS	
	View class text book information here. Special Designators: 100% Online Course. Additional fees may apply for verification of student identification. Deadline: Drop w/out W: 03/19/14 W/Draw: 04/11/14 This section is for students continuing their MBA.						

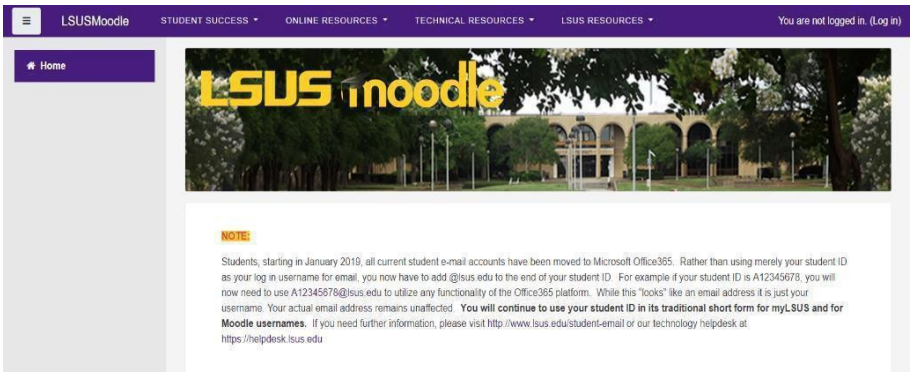
Your Registration is not complete until you select View/Print Schedule and Fees below.
NOTE: Please print your schedule for fee information and then select Pay Your Fees below.

To complete an anonymous advising survey, log into Moodle and click the survey link under "My Courses." Students completing the survey before Friday, May 11, will be entered into a drawing to win one of fifteen prizes.

View / Print Schedule and Fees | Pay Your Fees

Finding Courses and 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.



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. Follow Steps 1-4 from the "Register for Courses" section.
2. Select **Advising** on the top left of the page.
3. Select **Display Degree Audit** from the drop-down menu.
4. 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, Matt Vines, via email with a student ID number and she will provide you with instructions on how to do that.