

5. HR Briefing Paper: 150 Points or 15% of your final grade

One “briefing paper” on HR issues will be required. The same HR current event presented in class (maybe used) for the paper. This current event should be related HR concept(s) and at least one of the chapters found in Fried, B.J.& Fottler’s Human Resources in Healthcare: Managing for Success, 4th Edition. The paper must reference the Chapter used as well as the source of the current event in both the body of the paper and reference page and at least 2 videos from the Canvas Video project,. The paper is to be double spaced following APA guidelines **and between 3 and 4 pages in length not including the bibliography.** (Not 2 or 5 pages ie 5 pages with bibliography). The paper must incorporate at least 5 recognized scholarly references. For purposes of this assignment, **Wikipedia is not considered a scholarly reference.** The format must conform to standard APA format. It is expected that the paper include a one paragraph executive summary or abstract, which summarizes the contents of the paper and states the current event and the chapter that the event is related too. The Paper must use and address in content the following **Required Headings** (Just put them in bold)

- I. Introduction /Abstract:
 - a. Summary of Current Event HR Issue/ problem- no more than ½ page
- II. Body of Paper:
 - a. Possible solution of HR Issue(s) presented- Include
 - b. benefits/advantages solution(s)
 - c. challenges/disadvantages of solution(s)
- III. Conclusion/recommendation(s)
 - a. Meaning for Health care Delivery System
 - b. Meaning for Healthcare organization/facility
 - c. Meaning for you as a Health Administrator

You are free to expand on the above but the must be within the page range and address the above content areas at minimum. The event can be from newspapers(including local, regional and National such as USA Today), journals, websites or a written report on something viewed on TV, movie, observation in real life,(ie your job) etc... and of course Workforce Week e-newsletter and ASHRM e-news. To be considered current the event should have been published and/or occurred within 6 months of your report. Remember following the above instructions for the paper’s format and contents or points will be deducted. **The briefing paper must be uploaded to Canvas no later than 11:59 PM on the Wednesday one week after your in Class presentation** **Late submissions of current events will be downgraded one 5% for each day late and receive 0 points for 1 week or greater.**

Evaluation for Written Assignments

APA FORMAT: All written assignments must follow the APA Format. All papers must be:

- **typed**
- **double-spaced**
- **12-point Times New Roman font**
- **1" margins (left, right, top, & bottom)**
- **spell checked**
- **page numbered**
- **Uploaded to Moodle -**
- Paper Should use the following format with these Headings:

All papers/worksheets will be graded based on grammar, APA format, and the following criteria:

<u>Score</u>	<u>Criteria and Standards</u>
Full credit	• Interpretation of content is completely accurate. • Identifies and describes precise and explicit supporting evidence (facts). • Strongly connects new content to previous learning (elaboration). • Draw accurate conclusion based upon interpretations, connections, and integration. • Provides strong reason(s) for the conclusion. • Follows required format
Half credit	• Interpretation of content is somewhat accurate. Somewhat follows format. • Identifies supporting evidence; description is somewhat accurate or clear. • Satisfactorily connects new content to previous learning. • Draws a somewhat accurate conclusion based upon interpretations, connection, and integration. • Provides adequate reason(s) for the conclusions.
No credit	• Interpretation of content is inaccurate; facts are misleading. • Supporting evidence is missing, incorrect, or irrelevant. • Fails to elaborate or elaboration is extremely weak. Format not followed. • Conclusion drawn or reasons supporting it are inadequate or missing.

Here are wonderful online resources to help you with APA citation guidelines and with formatting your citations. The first one can be found in our Oviatt Library website and the second is the OWL Purdue Online Writing Lab:

1. <http://library.csun.edu/Guides/ResearchStrategies/CitationStyleGuides>
2. <http://owl.english.purdue.edu/owl/resource/560/01/> www.workforce.com Workforce Week e-newsletter.
3. ASHRM e-news

Rubric : HSCI 416 HR Briefing Paper Rubric	
Student:	Title:
Format and Briefing Construction: 100 points – Points Earned = /50	
1. Uploaded to Canvas by 11:59 PM one week after Original Presentation: Date of Original Presentation: Paper Posted: 2. APA Format requirements: ○ <u>Typed</u> ○ <u>double-spaced</u> ○ <u>12-point Times New Roman font</u> ○ <u>1” margins (left, right, top, & bottom)</u> ○ <u>spell checked</u> ○ <u>page numbered -No</u> ○ <u>Title/Running Header No</u> ○ <u>Between 3 and 4 pages in length not including the bibliography : 3 ½ pages</u> 3. Required Headings Paper should use the following format with these Headings: <i>Not used -10 Points</i> I. Introduction /Abstract: a. Summary of Current Event HR Issue/ problem- no more than ½ page II. Body of Paper: a. Possible solution of HR Issue(s) presented- Include b. benefits/advantages solution(s) c. challenges/disadvantages of solution(s) III. Conclusion/recommendation(s) a. Meaning for Health care Delivery System b. Meaning for Healthcare organization/facility c. Meaning for you as a Health Administrator IV. References a. Fried, B.J. & Fottler’s Human Resources in Healthcare Chapter(s) Cited: b. Current Event Cited Published in the last 6 months Citations(s) c. 6. Videos Cited from Canvas Video project	
Briefing Paper Required Heading Content Criteria and Standards: 100/ Points Earned = /100	
• Interpretation of content is completely accurate. • Identifies and describes precise and explicit supporting evidence (facts). • Strongly connects new content to previous learning (elaboration). • Draw accurate conclusion based upon interpretations, connections, and integration. • Provides strong reason(s) for the conclusion. • Follows required format	Full credit
• Interpretation of content is somewhat accurate. Somewhat follows format. • Identifies supporting evidence; description is somewhat accurate or clear. • Satisfactorily connects new content to previous learning. • Draws a somewhat accurate conclusion based upon interpretations, connection, and integration. • Provides adequate reason(s) for the conclusions.	Half credit
• Interpretation of content is inaccurate; facts are misleading. • Supporting evidence is missing, incorrect, or irrelevant. • Fails to elaborate or elaboration is extremely weak. Format not followed. • Conclusion drawn or reasons supporting it are inadequate or missing.	No credit
Format and Briefing Construction: 50 points: – Points Earned = /50	
Content Criteria and Standards: 100 Points Earned= /100	
Feedback /Comments :	
TOTAL POINTS /150	