

Health Services
Administration

University of Wyoming
PHCY 5045

HSA Applied Research

Spring 2026

January 20 – May 8



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This course provides the opportunity for students to apply knowledge and skills obtained in the HSA program while gaining practical experience with real-world projects. Please refer to the MS HSA Final Project Guidelines and Recommendations revision in the files section of the course.

STUDENT LEARNING OUTCOMES:

Below is a list of learning outcomes as presented by Bloom. A student's final projects should encompass all of these objectives from knowledge and comprehension of course materials, to application and analysis of information, to synthesis and evaluation in a written paper. Refer to the MS HSA Final Project Guidelines and Recommendations revision July 2021 for more information.

Bloom's Learning Outcomes
Bloom's Taxonomy (Adapted from Bloom, 1956)

<u>Learning Outcomes</u>	<u>Evidence of Outcomes</u>	<u>Terms for Outcomes</u>
KNOWLEDGE	Knows common terms, specific facts, methods or procedures, basic concepts or principles	Define, describe, identify, label, list, locate, match, memorize, name, outline, recall, reproduce, select, state
COMPREHENSION	Understands facts, principles, interprets verbal material, graphs, tables, estimates outcomes implied in data	Convert, defend, distinguish, estimate, explain, extend, generalize, give example, infer, paraphrase, predict, rewrite, summarize
APPLICATION	Applies concepts, principles to new situations, solves mathematical problems, constructs graphs, charts, demonstrates method or procedure	Change, compute, demonstrate, discover, make, manipulate, modify, operate, predict, prepare, produce, relate, show, solve, translate, use
ANALYSIS	Recognizes unstated assumptions, fallacies in logic and reason, distinguishes between fact and inferences, evaluates relevance of data, analyzes an organizational structure	Break down, diagram, differentiate, discriminate, distinguish, identify, illustrate, infer, outline, point out, relate, select, separate, subdivide

REQUIRED TEXTS:

No specific texts are required.

Specific readings are listed in the Syllabus

Students should be able to leverage texts and articles presented in previous coursework where appropriate

IRB information: https://www.uwyo.edu/research/_files/research_compliance/human_subjects/_docs/human-subject-research-determinations.pdf

INSTRUCTOR AVAILABILITY/ CONTACT INFORMATION:

Elliott M Sogol PhD, RPh, FAPhA

Office hours: by appointment

Dr. Sogol (esogol@uwyo.edu) will be available via electronic mail

Note: The goal is to respond to emails within 48-72 hours.

CLASS WEBSITE:

The WyoCourses site is accessible from the University website via WyoWeb. Class information will be posted or linked on this site. The student is expected to utilize the site and accept changes from this syllabus as amended on the site. You may not be able to see the course materials until two weeks prior to the course. Students are requested to set up their own cadence to meet with the professor. A live discussion for all students will be listed on the course website.

LIVE SESSIONS:

Live class sessions will be held **Wednesday evenings at 6:00PM MST**. There are only a few times that we will meet live. We will use Zoom for these live sessions.

<https://uwyo.zoom.us/j/9948111349> See Syllabus for specific dates the class will meet.

COURSE PREREQUISITES, CO-REQUISITES, ENROLLMENT RESTRICTIONS:

This course is required for students in the Master of Science in Health Services Administration program. Please check the catalog for a list of any prerequisites for the course. This course is a core component for all tracks.

COURSE PROCEDURES:

All students will join the class at the same time (synchronous) when the option is available. Most activities can be done at the student's selected times (asynchronous).

A class session/assignment is the time that includes the live session, the pre-session work, and any immediate post- session work. For this class, a session/assignment will become available as noted in the Syllabus with due dates listed for each item.

Instructional procedures consist of live lecture / discussions, discussion board, plus assigned readings.

The distance education model of this course requires some adaptation by the students and instructor from the traditional classroom setting. **You may be recorded with your face and name.** This recording will be placed on a password protected site (course website), but no guarantees are made on its security.

Different people have different learning styles. Lecture where the instructor talks and students listen is passive on the part of the student. Discussion requires active participation on the part of the learner. In this class, some topics are appropriate for lectures; some are appropriate for discussion; and some will be conducted through active participation such as analysis of case studies and or discussion boards.

GENERAL REQUIREMENTS AND EXPECTATIONS:

Students should obtain the MS HSA Final Project Guidelines and Recommendations revision July 2021, which is a required assigned reading prior to the first live online date listed in the course calendar. Students are encouraged to participate in live class sessions.

Whether a lecture or discussion, students should feel free to ask questions during class or on-line. If you have a question, other students may have the same question.

I will alert you to any possible course format changes in response to UW decisions about community safety during the semester.

As with any disruptive behaviors, we have the right to dismiss you from the classroom (Zoom and physical), or other class activities if you fail to abide by these COVID-19 policies. These behaviors will be referred to the Dean of Students Office using the UWYO Cares Reporting Form for Student Code of Conduct processes (https://cm.maxient.com/reportingform.php?UnivofWyoming&layout_id=5).

HyFlex, Zoom, and WyoCourses expectations:

As with all UW coursework, this course will be educational and useful to you. I will respond to questions, concerns, and feedback in a timely manner.

Your responsibilities:

- Give and receive feedback from me and your classmates respectfully and constructively in all interactions. This includes in Zoom chats, on WyoCourses boards, and within physical classroom spaces.
- Actively engage in civil discourse in a respectful manner. Use professional language in all course related forums.
- Communicate professionally. Whenever you send class-related email or messages, please include a clear, specific subject line and use the body of the email or message to explain the purpose for the email and any attached materials. Conduct yourself professionally.
- Meet assignment deadlines. We expect that you're interacting with course material multiple times during the week.
- Ask for help when you need it.
- Please let us know if you notice another student who needs help in our (anonymous) WyoCares referral option (<https://www.uwyo.edu/dos/students-concern/index.html>).

GRADES

The numbers assigned to the grades shall be

A=90 and above,

B=80 to <90;

C=70 to <80;

D=60 to <70;

F=below 60.

Graduate students, including those enrolled in the Master of Science in Health Services Administration, must maintain a 3.00 GPA (B or better). Note: there is no rounding of grades – an 89.9 is not 90.

Final project submission 100 points

COURSE SCHEDULE

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You are strongly encouraged to begin the assigned reading PRIOR to the class starting.

(Schedule is tentative and topic dates are subject to change. Students should consult with the professor regularly for any assistance, guidance, or questions that they have. It is preferred to ask up front vs having to rework modules.

	DATES	TOPIC AND ASSIGNMENTS
Module 1	Understand the scope of the project. Week 1 - 2	Readings: MS HSA Final Project Guidelines and Recommendations revision July 2021 IRB Training document – submission for approval if required should be completed as soon as feasible Discussion of comprehensive final exam - live session LIVE Class session: January 21 - 6:00pm MST
Module 2	Choose the Subject Week 3	Define your project and choose your subject Reading: Literature search process (Elsevier)
Module 3	Define the Topic UW IRB approval NOTE: If there are no human subjects in your project you may omit this step – however interviewing just one person is considered the involvement of human subjects) Week 4 - 6	Create a preliminary outline with the main research question(s) or concept(s) that you will investigate. Submit this to the course coordinator for approval by end of week 5 Determine if your project needs IRB approval. Visit the U of Wyoming IRB website and read the criteria for research / investigations that include human subjects. https://www.uwyo.edu/research/compliance/human-subjects/ Even if you are not seeking IRB approval it would be a good idea to at least read through the information for an Exemption review, so you are familiar with the specifics of IRB needs LIVE Class session: date TBD 6:00pm MST (If needed)
Module 4	Determine main points of paper Week 7 – 8	How do you intend to conduct the research / investigation?

Module 5	Individual updates Week 9	Set up time with professor to discuss progress to date. Week of March 8
Module 6	Rough draft Week 10 – 12	Provide a rough draft of the paper. This may include submission of just one or two sections at a time. Include all references*, documentation, graphics and tables (if included), etc. You will receive feedback in a reasonable amount of time so that you can continue to move forward with the paper. As numerous students will be submitting papers, this can be submitted early at any time – papers will be reviewed in the order they are submitted. *If you are unsure how to reference your paper – review this with the professor. Multiple rough drafts are part of the process and can be submitted at any time prior to this date. March 21 due date for rough draft
Module 7	Last updated draft Week 13 – 14	Provide a clean draft of the paper. This is not the definitive version – however this version should contain all the topic headings – place holders (if necessary) – appropriate reference style and reference list..... April 18 due date for clean draft LIVE Class session: TBD – if needed
Module 8	Submit final paper Last week of classes	Submit final paper – include cover page May 2 due date