



Course Syllabus: Advanced Practice Applications  
College of Health Sciences and Human Services  
RESP 4243 Section X20  
Spring Semester, January 12, 2019 – May 10, 2019

Contact Information

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Course Description

Designed for advanced students to work in appropriate areas; not otherwise available to respiratory care. May be taken twice with varying topics vary. No Text book required.

Course Structure

Students are awarded points for obtaining skills that help advance the practice of respiratory care. Points are awarded for specific classes. More points are awarded when the student completes a NEW area of practice. NEW refers to obtaining education/training that the student had not previously been trained in. Fewer points are awarded for re-certifying in an area of study. Certificates of Completion are used to document course completion. The certificates must be obtained, and therefore dated, AFTER the start of the semester of RESP 4243 at MSU. No certificates can be used when dated BEFORE the start of the semester (January 12, 2019). The student should achieve a point total of 3 (see table below) and write a Reflective Report. Once documentation is submitted, the instructor can complete grading for this class. This course can be taken twice for credit, however excess points obtained in the first class CANNOT be carried over to the second and topics must vary.

Point Values

<b>Certificate</b>	<b>Re-credential</b>	<b>New</b>
RRT	1.0	-----
CPFT	0.5	1.0
RPFT	1.0	1.5

NRP Provider	0.5	1.0
ACLS Provider	0.5	1.0
PALS Provider	0.5	1.0
ABLS Provider	0.5	1.0
NPS	1.0	1.5
NRP Instructor	1.0	1.5
ACLS Instructor	1.0	1.5
PALS Instructor	1.0	1.5
ABLS Instructor	1.0	1.5
BLS Instructor	0.5	1.0
Asthma Educator	1.0	1.5
STABLE	0.5	1.0
BLS Instructor Trainer	1.0	1.5
AHA PEARS	0.5	1.0
COPD Educator	0.5	1.0
PULM DIS Educator	0.5	1.0
NBRC SDS	1.0	1.5
NBRC ACCS	1.0	1.5
FCCS	1.0	1.5
AARC Leadership Institute	-----	1.0/track
VASCULAR Access Course	-----	1.0
GRE	-----	1.5
6 APPROVED CEUs	-----	0.5

#### Assignment Grading

Assignments	Percentage of Total Grade
Certificates of Completion	80%
Reflective Report	20%

#### Grading Scale

Letter Grade	Percentage Grade
A	90-100%
B	80-89%
C	75-79%
D	60-74%
F	Less than 60%

A minimum grade of 75, or a C, is required in all respiratory courses. All assignments must be completed by 11:59pm on the due date.

#### Certificates of Completion

Each time the student completes a program of study a copy of the certificate of completion must be obtained and submitted via the dropbox. These certificates are used to document the students' attendance in the class. All certificates must

be submitted no later than May 5, 2019 at 11:59pm. Students will not be given credit for attempted exams. In other words, the student must pass exams associated with the advanced credential in order to be awarded points for that certificate.

#### Reflective Report

A word-processed report must be written that explains why the particular certificates that were obtained are important to advancing the practice of respiratory care. The report is to be narrative rather than a list of topics covered. The report needs to have at least three pages of written material, 1-inch margins, double-spaced and 12-point font. The grade is made on how well the student makes the argument that the material studied advances the practice of respiratory care. The style of this paper is to be energetic and precise: the sentence structure is varied and the words are carefully chosen. *How* the writer says things is as excellent as *what* the writer says. There is evidence of careful editing since the essay contains few grammatical and/or mechanical errors. A writing rubric is attached to this assignment in D2L so you will be able to see what I'm looking for in your assignment. This is due May 5, 2019 by 11:59pm.

#### Late Work

D2L is designed so that students are locked out of the system after the deadline has passed. Please make note of all deadlines and adhere to them. Anything not completed and submitted on time will be graded as a zero. Please talk with your professor, prior to the due date, regarding circumstances that may prevent you from completing an assignment on time. All assignments must be completed by 11:59pm on the due date.

#### Important Dates

Deadline for Change of Schedule and Late Registration: January 16, 2019

Deadline to file for May Graduation: February 18, 2019

Last Day to drop with a grade of "W:" March 25, 2019

Refer to: [Drops, Withdrawals & Void](#)

#### Student Handbook

Refer to: [Student Handbook 2018-2019](#)

#### Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. Research papers and projects must be original work for each course assignment. The faculty will not accept a submission that has been or is being submitted for another course. No Exceptions!

### Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

### Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. **Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. Your computer being down is not an excuse for missing a deadline!!**

There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

### Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

### Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### Services for Students With Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified

persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Website for Disabilities Services](#).

### College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

### Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

### Course Schedule:

On the next page, you will find the course schedule. I suggest printing a copy of the course schedule to help you stay organized and submit your assignment by the deadlines. Please note that changes in the course syllabus, assignments, and schedule may be made at the discretion of the professor.

## Course Schedule

Week	Assignments
Week 1 1/12 to 1/20	Post Introduction on Discussion Board: Introduce yourself including how long you have been in respiratory care and how long you have attended MSU.
Week 2 1/21 to 1/27	Consider areas in which you would like to increase your skill areas and develop yourself professionally. Be prepared to post at least three ideas between now and the end of week three. These areas are not limited to the ones on the chart above. If you have an area of interest that is not listed above, please email your ideas to <a href="#">Email for Jessica Fino</a> for consideration and possible approval.
Week 3 1/28 to 2/3	Begin commenting on at least three different students ideas within the class. The goal is to confirm and /or redirect your own area of interest and learn from others within the network of this class. Please share any positive and/or negative comments that you have personally experienced with the certifications your peers are considering. Please exclude all hearsay and keep to facts!
Week 4 2/4 to 2/10	Take into consideration any feedback you may have received and determine which area or areas you plan to pursue. Submit a Proposed Skills Plan in the Assignment Dropbox by February 10, 2019.
Weeks 5-8 2/11 to 3/10	Schedule and begin taking classes necessary to fulfill your objectives of this class.
Weeks 9-14 3/11 to 5/5	Complete on-line course evaluation as soon as available. Complete courses and submit all certificates by May 5 <sup>th</sup> and write reflective report (Due May 5 <sup>th</sup> ) as described in syllabus. Please share on discussion board ways the newly acquired skills have assisted you in your practice if applicable.
Week 15 5/6 to 5/10	Please post comments on this course on the main discussion board. Include ways this course could be improved in the future as well as things you may have liked or disliked about the course. Thank you in advance for your comments!