

**RESP 4233 Educational Admin Concepts**  
**COURSE SYLLABUS**  
**Fall 2021**

**DESCRIPTION**

This is an internet-based course utilizing educational and managerial skills appropriate to the advancement of the respiratory therapist. Students will develop, implement, and evaluate relevant projects. The course may be repeated once with varied content.

**INSTRUCTOR:**

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**COURSE OBJECTIVES:**

1. Critique and evaluate research articles
2. Develop an assessment instrument
3. Evaluate and provide constructive feedback
4. Design and present a quality educational presentation

**RECOMMENDED TEXT:**

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). American Psychological Association.  
[ISBN: 9781433832161]

**Student Handbook**

Refer to: [Student Handbook](#)

**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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual's to whom credit is given).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!

**MISSED EXAM, OR OTHER GRADED ITEM POLICY**

Anything not completed and handed in on time will be subjected to a "0" for that specific grade. Please talk with your professor, prior to the due date, regarding circumstances that may prevent you from completing an assignment. All assignments must be completed by 11:59 pm of the due date. Late work will not be accepted in this course.

**Midterm Grades**

In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through each student's WebWorld account.

**[only at-risk students will be reported]**. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should [schedule a meeting with the professor].

#### **APPROXIMATE GRADING SCALE**

Points	Grade
90-100	A
80-89	B
75-79	C
60-74	D
60 or below	F

***A minimum grade of 75 (C) is required in all respiratory courses. Failure to attain a minimum grade of C will prevent the student from progressing in the program.***

#### **Grade Determination**

Assignments	Grade Percentage
Introduction	2.5%
Scholarly Article/APA	2.5%
Student Feedback	10%
Project Topic/Projected Timeline	10%
Rough Draft	25%
*Final Presentation	40%
Final Time Log	10%

**\*You must turn in evaluations and handwritten (signed by each participant) sign in sheet with the final presentation**

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! You are expected to do your own work just as you would be in a "traditional" classroom setting.

#### **Important Dates**

Last Day to drop with a grade of "W" is Oct. 25, 2021.

#### **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 have trouble, 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 a 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 maybe 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 an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

## **College Policies**

### **Campus Carry Rules/Polices**

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. The same content will be in each D2L module. I suggest you print a copy of the course schedule to help you stay organized and submit your assignments by the deadlines. Please note that changes in the course syllabus, assignments, and schedule may be made at the discretion of the professor.

**\*All assignments are due by 11:59 pm CST on the indicated due date.**

Date	Module	Discussions	Assignments	Due Dates
8/23 – 8/29	Module 1	Introductions  Syllabus confirmation	Find two scholarly articles and post references in APA format. (post on the discussion board under Scholarly Articles)	Aug. 29
8/30 – 9/5	Module 2	Post topic considerations	Respond to three other student's posts.	Topic Considerations (Due Sept 1) Response posts (Due Sept 5)
9/6 – 9/12	Module 3		Submit topic projected timeline	Sept. 12
9/1– 10/10	Module 4		Work on the rough draft Select a time and place to present the final project.	
10/11 – 10/17	Module 5	Post feedback to three students	Step 1: Post rough draft (on discussion board under Rough Draft). Step 2: Submit rough draft to dropbox.	Post Rough Draft and submit to dropbox (Due October 13) Feedback (Due October 17)
10/18– 10/24	Module 6		Use feedback from faculty and other students to improve/correct your final project. Make final edits.	

<b>Date</b>	<b>Module</b>	<b>Discussions</b>	<b>Assignments</b>	<b>Due Dates</b>
<b>10/25- 11/21</b>	Module 7		Give final presentation <b>(present final project to at least five people)</b>	Present final project by Nov. 21
<b>11/22 – 11/28</b>	Module 8		Submit final project to dropbox Submit sign-in sheet to dropbox Submit evaluations to dropbox Submit final time log too dropbox	Due Nov. 28
<b>11/29- 12/6</b>	Module 9		Complete online course evaluation	Due Dec. 6