



RADS 4513 Administration & Supervision of Diagnostic Imaging

Summer 2026

Midwestern State University

Robert D. & Carol Gunn College of Health Sciences & Human Services

The Shimadzu School of Radiologic Sciences

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Faculty:

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Course Overview:

This course provides a study of general principles of supervision and administration of radiology departments that includes such topics as management techniques, in-service training, human relation, as well as identification of administrative and supervisory problems and solutions.

Course Objectives:

Upon completion of this course the students will:

- Develop their own strengths as leaders
- Describe the basic skills of supervision and administration
- Describe strategies for managing people
- Apply the principles of administration and supervision to their own clinical environments

Course Resources:

Top Hat subscription to course and interactive text. ***Required. *Join code is 969654**

*Direct URL: <https://app.tophat.com/e/969654>

Required digital materials for this course are part of the Courseware Access and Affordability Program at MSU Texas. To access your materials, please log into D2L and navigate to your course. Students are charged for required course materials on their

student account with the Business Office. It is possible for students to opt-out of the Program and purchase the required course materials on their own. Opt-out instructions are sent to students' official *my.msutexas.edu email address on the second day of class. Please contact the MSU Bookstore (940) 397-4303 if you have any questions about the opt-out process.

Additional Resources:

**It is recommended that students download Google Chrome (a free download through Google) or Mozilla Firefox and use one of those as the default browser for ALL D2L courses. This appears to eliminate 99% of technical issues often encountered with Internet Explorer, Apple Safari, etc.*

**Students MUST have reliable computer and internet access.*

Communication with the Instructor:

Communication will be through the student's Midwestern State University email account. An email account is created for every MSU student. If you have not accessed this account yet, please do so by logging into the Portal and clicking the student email account icon located in the Portal.

You have the option to have any messages sent here to be forwarded to the email account of your choice.

The instructor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session. Beyond standard university holidays and breaks, the instructor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc.).

***When emailing the instructor, please include your full name, course and section number, and a thorough explanation in your message. This will help expedite your request or needs.**

Students should also periodically check the 'News' section within D2L for course updates and other important information.

Class Meeting Date and Time:

Since this is an online course, there are no mandatory face-to-face sessions. However, the student should be vigilant in logging into D2L. Regular checks will ensure messages from the instructor are received in a timely manner. This course is on a schedule that will be strictly adhered to. See the Course Schedule at the end of this syllabus for specific information about activities and due dates. The instructor will be

available to meet face-to-face or over Zoom with any interested students. This meeting is optional and must be confirmed by email ahead of time with the instructor.

Students should check for class announcements on the course website in D2L. This course also includes an UNGRADED discussion board on D2L so students may post questions they want the instructor to answer. The entire class will benefit from the answers. Students should check the Instructor Discussion Board at least once per week.

Weather Closure Practices:

Since this is a fully online course, it will continue as scheduled without interruption in the event the MSU campus closes for inclement weather.

Methodology/Teaching Strategies:

Independent reading assignments, Top Hat questions, discussion boards, individual writing assignment, and a portfolio project. There is NO final exam for this course.

Evaluation Method:

Percentage Distribution	Value
Module Discussions	30%
Top Hat Questions	20%
Independent Assignments	50%
Total	100%

Grading Scale:

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

***The last opportunity to drop this course with a grade of “W” is 4:00 PM July 22, 2026.** Please refer to the Undergraduate Bulletin for details about receiving a grade of “Incomplete” in a course.

In an emergency or extenuating circumstance, a student may request a grade of “Incomplete” in a course before grades are submitted.

If the instructor grants the “Incomplete,” the student has until thirty (30) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of “Incomplete” will automatically convert into a grade of “F.”

Student Responsibilities:

As a student enrolled in this course, you will be responsible for adhering to and meeting posted deadlines and due dates. All activities for this course are listed at the end of this syllabus.

Activities such as quizzes have expiration dates. Please take note that expiration dates for quizzes will differ from deadlines for assignments and activities.

Quizzes and assignments/activities are spaced out in a manner that will allow you ample time to complete them. Assignments/activities will be accepted on or before the posted due date and deadline. ****Late assignments will be accepted on a case-by-case basis.*** If a student cannot complete a course activity by the indicated due date, the student must contact the course instructor immediately. If a student has emergency issues, then the student must contact the instructor as soon as possible (within a day or two). Any activity not completed and submitted by the due date will be addressed on an individual basis.

****Students must use baccalaureate level writing skills including complete sentences, correct grammar, and proper punctuation. All assignments will be graded for accuracy, completeness, quality, spelling, grammar, and integrity.***

All assignments will be submitted in a dropbox within D2L. All assignments will be completed in Times New Roman or Arial, 12-point font.

****All assignment submissions made by students in D2L are considered final submissions. It is the student's responsibility to ensure that the correct and complete file has been uploaded. *If a student submits an incorrect document, an incomplete draft, or any unintended version, the assignment will be graded as submitted. Students are strongly encouraged to double-check their upload before finalizing the submission.***

****Additionally, Apple file formats such as .pages or Keynote files will not be accepted. *All submissions must be uploaded in Microsoft Office formats—such as .doc, .docx, .ppt, or .xlsx—or as otherwise specified in the assignment instructions.***

See the course calendar for the specific due date.

Assignments/Assignments:

Students may proceed through the course content at their own pace within the boundaries set by the course schedule and the MSU Academic Calendar. See the course calendar within D2L and the course schedule at the end of this syllabus for specific information about activities and due dates.

If students have technical difficulties, they should use the 'Help' link within D2L, contact the MSU Information Systems Support Staff, and send an email to the professor explaining what happened ***at the time of the incident.**

Top Hat Questions (20%)

- Module 1: Chapters 1 – 5
- Module 2: Chapters 6 – 10
- Module 3: Chapters 11 – 15

Please be aware, each chapter has reading, videos, and graded questions interspersed throughout the text in Top Hat you will be required to complete. You should plan for each chapter to take approximately 45 minutes to complete (depending on your speed and efficiency). You are also required to complete discussion scenarios for each module in D2L.

Discussion Boards (30%)

There are two discussion topics for Modules 1-3. *Students must post one (1) original post in response to EACH discussion question in EACH module. *Every individual student will reply to questions/comments made to their original post. *Students must also respond to at least two (2) postings from other students for EACH discussion board in EACH module. *Students must post responses by the deadlines to receive credit. Spelling, grammar, and substance really do count. Try not to veer off subject and be respectful and considerate of your fellow students' submissions. *This is an all-or-nothing assignment. If you meet ALL requirements, you will receive credit. If you miss any deadlines or forget any posts, you will receive a zero (0) for that discussion module.

What is a discussion-type question?

A discussion-type question is one that does not necessarily have a right or wrong answer, unlike a factual question. It facilitates the exchange of knowledge and thought. On the other hand, if asked for the sum of $2 + 2$, the answer is four. This is a fact, and there is no room for discussion. There is a right answer and an unlimited number of wrong answers.

What is a meaningful response?

A meaningful response is one that contributes to or sheds new light on the discussion. "I agree with the others..." is an example of a meaningless response.

The forums are designed to encourage interaction between students. Have fun with this activity but take it seriously because it does contribute to your course grade. Remember that your original posting will account for a significant portion of the discussion grade, and it must be posted before you can participate in the topic discussion. The remainder of the discussion grade will be based upon three (3) things: replying to any questions/comments from classmates regarding your post, responding to the original posts of your classmates, and mechanics (grammar, spelling, punctuation, etc.). All Module Discussions MUST be submitted by the published due dates (see the course calendar).

Please note - *there are separate due dates for your original posts and your replies. *The discussion boards are graded as MODULES (2 boards per module), so you must have two (2) original posts (1 per board), and four (4) replies (2 per board) by the due dates listed in the syllabus. *The ending date listed in the course is for REPLIES and is when the module closes. *If you miss the deadline for ANY posts, you will receive a zero (0) for that discussion MODULE. *No exceptions.

Independent Assignment (50%)

Personal Strengths and Weaknesses in the Workplace (Dropbox Assignment)
Students will complete this assignment individually. A list of common supervisory strengths and weaknesses will be provided, and students will be required to choose two (2) strengths and two (2) weaknesses from the list. Please see the complete Personal Strengths and Weaknesses in the Workplace Instructions in the Assignments section for completion of this assignment.

Please see the course schedule for the due date.

Supervisor Scavenger Hunt (Dropbox Assignment AND Discussion Board)

This a two-part assignment:

1. Students must load their final document into the appropriate dropbox and discussion board.
2. All students must review at least five (5) classmates' submissions and provide substantial feedback about their work.

Students will take at least one (1) (no more than three (3) piece(s) of information from each chapter they feel will be important to carry forward in a supervisory position. For each portion of information taken from the text, the student must include a brief explanation of why the student feels this topic is important (in their own words) along with three (3) supporting pieces of evidence. The supporting evidence could be a website, article, video, TED talk, etc. Active links to the supporting evidence must be provided in the document.

Please see the complete Supervisor Scavenger Hunt instructions and example in the Assignments section of the course content.

Please see the course schedule for the due dates.

Special Needs:

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 adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Support Services (DSS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The DSS has assistance devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with the Office of Disability Support Services in the Clark Student Center Room 168 or call 940-397-4140 for more information. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and/or assistance will be provided by the Office of Disability Services for resolution. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The ADA Coordinator may be contacted at (940) 397.4140, or 3410 Taft Blvd., Clark Student Center Room 168.

Conduct/Honesty/Honor System:

RADS 3203 adheres to the MSU Code of Conduct. In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his/her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the Student Handbook for answers to any questions about the code.

Students are encouraged to take full advantage of many resources available including Internet sites, handouts, other textbooks & journals, faculty, and peers. This interactive collegial learning environment is conducive to life-long learning.

Specific components of RADS 3203 are designed to represent the efforts of each student individually and are NOT to be shared. These components include the written

assignment submitted for a grade. Submitting someone else's work as your own or improperly cited work constitutes plagiarism. Please see the Midwestern State University Catalog for further discussion of plagiarism. Plagiarism will constitute in an F for the course and the student will be referred to administration for further action. When students submit their efforts for grading, they are attesting they abided by this rule.

****Quizzes and exams are not to be copied in any form or shared in any form. Students caught engaging in such activity will receive an F for the course and be referred to University administration for dismissal.***

Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) the acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to: the use of, by paraphrase or direct quotation without correct citation in the text and on the reference list, the published or unpublished works of another person. Students may not submit papers and assignments that they have previously submitted for this or other courses. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism.

Artificial Intelligence (AI) Usage Policy

In this course, the use of Generative AI tools (such as ChatGPT, Claude, Gemini, etc.) is permitted with specific limitations to ensure academic integrity and the development of critical research skills.

- **Research & Sourcing**: You may use AI tools for preliminary research and topic exploration. However, to ensure the validity and scholarly weight of your work, at least 50% of the sources cited in any assignment must be retrieved directly from the MSU Moffett Library online databases.
- **Writing & Content**: The use of AI in the writing process is strictly limited to spelling and grammar correction. AI tools are not permitted to generate text, arguments, analysis, or the bulk content of any assignment, including research papers, posters, and discussion board posts.
- **Verification**: To maintain the integrity of your research, you must be prepared to provide PDF copies of all sources used upon request.
- **Consequences**: Failure to adhere to these guidelines will be treated as a violation of academic integrity. A violation will result in a grade of zero for the assignment. Egregious cases of academic dishonesty involving AI may result in a failing grade (F) for the course.

**By enrolling in this course, the student expressly grants MSU a limited right in all intellectual property created by the student for the purpose of this course. The limited right shall include but shall not be limited to the right to reproduce the students work product in order to verify originality and authenticity, and for educational purposes.*

Administrative Process:

Unresolved issues related to this course should be first addressed between the student and the course instructor. If there is no resolution, students must follow this sequence:

1. Department Chair: Dr. Lynette Watts (940) 397.4833
2. College Dean: Dr. Jeff Killion (940) 397.4594
3. Dean of Students: Matthew Park (940) 397.7500

Tentative Course Schedule

Date	Activity <i>All assignments are due by 11:59 PM CST on the indicated due date</i>
June 1	Classes begin All quizzes open
June 10	Module 1 Discussion Board Original Posts due
June 17	Module 1 Top Hat Chapters & D2L Discussion Replies
June 29	Module 2 Discussion Board Original Posts due
July 8	Module 2 Top Hat Chapters & D2L Discussion Replies
July 13	Strengths and Weaknesses Assignment Due
July 15	Module 3 Discussion Board Original Posts due
July 22	Module 3 Top Hat Chapters & D2L Discussion Replies
July 27	Scavenger Hunt Assignment due Dropbox AND Discussion Board
August 4	Scavenger Hunt Assignment Discussion Board Replies due