

# **Course Syllabus: RESP 4233 Educational Admin Concepts**

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

Section X21

Spring 2026 Part B

## **Contact Information**

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## **Course Description**

This is a course utilizing educational skills appropriate to the advancement of the respiratory therapist. Students will develop, implement, and evaluate relevant projects. Each student will develop an individual project with varied content.

## **Course Objectives:**

Critique and evaluate research articles

Develop an educational topic within respiratory care

Evaluate and provide constructive feedback

Design and present a quality educational presentation

## **Textbook & Instructional Materials**

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). American Psychological Association.

[ISBN: 9781433832161], Recommended

## **Study Hours and Tutoring Assistance**

By appointment

## **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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of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. [Office of Student Conduct](#)

**Use of Artificial Writing or Presentation Generators** The use of any artificial writing or presentation generators (ex: Chat GPT) is strictly prohibited. The use of artificial writing or presentation generators can and will be deemed a violation of the university's honor system. Any or all parts of a written assignment identified as having elements of writing attributed to an artificial writing source will automatically receive a zero (0) for a grade.

***Students will not be allowed to make up those assignments.*** This course uses software that detects AI generators. For more policy information regarding cheating and plagiarism, see the Honor System section in this syllabus.

### **Moffett Library**

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

### **Grading**

A minimum grade of 75 (C) is required in all respiratory courses. 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.

*Table 1: Points allocated to each assignment*

Assignments	Percentage
Introduction/ Topic Discussion	5%
Scholarly Article/APA	5%
Final Topic Selection	5%
Importance of Topic Paper	20%
Student Feedback #1	5%
Presentation Draft	20%
Student Feedback #2	5%
Final Presentation	35%
Total Points	100%

*Table 2: Total points for final grade.*

Grade	Points
A	90 to 100
B	80 to 89
C	75 to 79
D	74 to 60
F	Less than 60

### **Major Assignments Importance of Topic Paper**

Submit a one-page summary that explains the importance of your selected topic and its value as an educational presentation, addressing why others need to know about this topic, what aspects are not common knowledge, and whether the topic involves new applications or updated guidelines in the field. The paper must follow proper APA format. Support your summary with at least three current, scholarly references published within the last five years; refer to the assignment rubric for specific grading criteria.

### **Presentation Draft**

Develop an evidence-based draft presentation on an approved respiratory care topic that reflects the professional format and quality standards of continuing education conference presentations, demonstrating your ability to synthesize current evidence and communicate effectively to healthcare professionals. The presentation draft must include at least 20 content slides (excluding title and reference slides) with clear organization, including a title slide, learning objectives, summary, and references. Include 5-7 current, peer-reviewed scholarly sources (within the last 5 years) cited in proper APA format.

### **Final Presentation**

Develop a comprehensive, evidence-based presentation suitable for delivery at AARC Congress, AARC Summer Forum, or a state respiratory care conference, demonstrating your ability to design professional educational content that incorporates current scholarly research (published within the last five years) including research studies, case studies, systematic reviews, or outcome data. Your presentation must include a minimum of 20 content slides (excluding title and reference slides) with clear organization including a title slide, learning objectives, introduction, body, summary, and references; be submitted in an accessible format with appropriate headings, readable fonts (minimum 18-point), high contrast, and alternative text for all visual elements; include 5-7 current, peer-reviewed scholarly sources cited in proper APA format; and feature a complete voice-over recording for all slides. A professional design appropriate for a conference presentation is required. Refer to the assignment rubric for detailed grading criteria across organization, content, grammar/mechanics, resource utilization, APA formatting, and voice-over quality.

### **Extra Credit**

Extra credit assignments are not accepted in this course.

### **Late Work**

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.

### **Make Up Work**

Students are not allowed to submitted make up work in this course. All assignment must be submitted on time.

### **Assignment Submissions**

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.

### **Important Dates**

- Last Day to drop with a grade of "W" 4:00 PM April 29  
Refer to: [Drops, Withdrawals & Void](#)

### **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.

### **Attendance**

Students are expected to log into D2L regularly and submit assignments by the due date. If the student is not doing this the faculty will give the student a verbal

or written warning prior to being dropped from the class. The faculty records of students not logging into D2L will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

### **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.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***\*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) exist 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 Student Wellness Center, (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 [Disability Support 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.

### *Campus Carry*

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### *Active Shooter*

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and

strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

### Grade Appeal Process

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

**\*Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

### Course Schedule:

Below, 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. Assignment specifics are outlined in each module in D2L.

Module	Assignments	Due Date
Module 1  Complete Module 1 and 2 the first week	Introduction/ Topic Considerations <ul style="list-style-type: none"> <li>• Introduce yourself to your peers.</li> <li>• Post at least three topics that you are considering for this course.</li> </ul>	Initial post /Topic Considerations (Due Wed. March 25)  Response posts (Due Sun. March 29)
Module 2	Scholarly Article/ APA Topic Selection <ul style="list-style-type: none"> <li>• Find two scholarly articles and post references in APA format.</li> <li>• Respond to two peers in the discussion.</li> <li>• Submit your final topic selection (lecture title, description, and two learning objectives) to the drop box.</li> </ul>	Initial post (Due Wed. March 25)  Response posts (Due Sun. March 29)  Topic Selection (Due Sun. March 29)

Module 3	Importance of Topic Paper	Submit to Dropbox (Due Sun. April 5)  Post paper in Module 4 Discussion
Module	Assignments	Due Date
Module 4	Student Feedback on the Importance of the Topic Paper <ul style="list-style-type: none"> <li>• Provide feedback to two peers' papers.</li> </ul>	The initial post is the paper from module 3 (Due Mon. April 6)  Response posts (Due Sun. April 12)
Module 5	Work on Presentation Draft	Submit Presentation Draft to Dropbox (Due Sun. April 26)
Module 6	Presentation Draft and Student Feedback <ul style="list-style-type: none"> <li>• Post your Presentation Draft to the Discussion Board (as one thread).</li> <li>• Respond to two peers in the discussion.</li> </ul>	The initial post is the draft from module 5 (Due Mon. April 27)  Response posts (Due Sun. May 3)
Module 7	Final Presentation Due *See course instructions and rubric for assignment specifics <ul style="list-style-type: none"> <li>• Using feedback gained over the previous modules, make final edits to your presentation</li> <li>• Complete a voice-over recording for your presentation.</li> </ul>	Final Presentation (Due Sun. May 10)
Module 8	Course Evals Complete online course evaluation	

**\*Important note:** All assignments are due by 11:59 PM CST on the indicated due date