MIDWESTERN STATE UNIVERSITY
A Member of the Texas Tech University System

Revised May 2024

Course Number: RADS 4863   3 credits   Spring 2025

Course Title: Essentials of Teaching in Imaging Sciences

Instructor: Dr. Ludie Tyran, Ed.D., RT(R)(M)(ARRT)
Pronouns: She/Her
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Course Description:
This course explores the fundamentals of teaching and managing a course as an educator in the imaging sciences field.

Course Objectives:
Upon completion of this course the student will be able to:
- Analyze the differences between an imaging professional in the field and an educator.
- Investigate the responsibilities of an educator outside the classroom.
- Explore the elements necessary to cultivate learning.
- Discuss ways to foster collegiality with other educators and professions.
- Understand what it means to teach the student as a whole.

Course Resources:
Required:
American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Author. [ISBN 9781433832161]

List price: $35.99 (prices may vary depending on the vendor.)

Current prices for course resources can be found through the MSU Bookstore.

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.

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.

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.

2

All modules have expiration dates. Independent readings and assignments/activities are spaced out to 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. Please note that late submissions may not be graded unless prior approval has been granted. If a student has emergency issues, the student must contact the instructor as soon as possible.

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.

Course Behavior:
All students will treat others with respect in this course. Discussion board posts will be professional and constructive.

Pronouns
Names and pronouns are deeply personal. Assumptions about them can cause harm. In this class, we will respectfully use whatever names and pronouns peers, authors, and community members ask us to use. If we make a mistake, we will respectfully correct ourselves. Please let me know if you have a chosen name different from that on your academic record or particular pronouns you prefer. To learn more about personal pronouns and why they are important, please visit Pronouns Matter.

Mental Health
We all experience stressful and difficult events as a normal part of life. As your instructor, I believe your mental health is an important part of your academic success. Success in this course depends heavily on your personal health and well-being. You should recognize that stress is an expected part of the college experience, and if often can be compounded by unexpected setbacks or life changes outside the classroom. I strongly encourage you to reframe challenges as unavoidable pathways to success. Reflect on your role in taking care of yourself throughout the term before the demands of exams and projects reach their peak. Please feel free to reach out to me about any difficulty you may be having that may affect your performance in this course as soon as it occurs and before it becomes unmanageable. In addition to your academic advisor and me, I strongly encourage you to contact the many other support services on campus that stand ready to assist you.

- Counseling Center – call 940-397-4618 to schedule an appointment
- TAO – a multilevel online therapy tool
- Self-help apps – MSU has a list available
- Mental Health Resources
- More online resources

Methodology/Teaching Strategies:
Independent reading assignments, discussion boards, individual writing assignments.

Activities and 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.

Assignments (75%)
There are several independent directed assignments in this course. All the assignments are weighted differently, but make up a combined 75% of the course grade. (See evaluation breakdown below.)

Detailed instructions and grading rubrics for each assignment are available in D2L.

See course schedule in this syllabus and D2L for specific due dates.

Students are required to submit all assignments in the appropriate assignment area within D2L. Do not email assignments unless told specifically to do so by your instructor. Do not wait until the last minute to submit in case you have technical difficulties. If you have difficulties submitting any assignments, contact your instructor immediately so that problems can be resolved by the deadline. Technical difficulties need to be addressed through the D2L help link.

Discussion Boards (25%)
This course contains multiple graded discussion boards. Once any required reading or research has been completed, students will post their answers to the appropriate discussion board. Each student must then write a substantial reply to two of their classmates' posts. Posts such as "I agree" are not acceptable.

Original posts are due one week before the discussion board closes to provide ample time for everyone to reply.

See course schedule in this syllabus and D2L for specific due dates.

Please be aware – there are some modules that require an assignment or discussion board be completed before the module content will unlock. Do not wait until the last minute!

Evaluation Method:

Percentage Distribution	Value
Discussions Boards	25%
JRCERT Assignment	20%
Educator Responsibilities Assignment	20%
Contingency Plan Assignment	25%
IPE Assignment	20%
Journal Entry Assignment	15%

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 4:00pm April 30, 2025. 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."

Any student desiring one (1) extra credit point added to their final course grade may email a kangaroo picture to the professor with the subject line "Extra Credit" by February 1. No other extra credit opportunities will be offered in this course.

Disability Support Services:
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:
This course 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 this course 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.

Use of Artificial Writing Generators
Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

*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.

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 as 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 Safety/Emergency Procedures. Students are encouraged to watch the video entitled "Run, Hide, Fight."

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. Interim 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

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

Date	Activity
Tuesday, January 21	Classes begin Review Syllabus and Course Information
Sunday, February 2	Module 1 Discussion Board Original Posts due
Sunday, February 9	Module 1 Discussion Replies and JRCERT Assignment Due
Sunday, March 2	Module 2 Discussion Board Original Posts due
March 10 – 14	**Spring Break**
Sunday, March 23	Module 2 Discussion Board Replies and Educator Responsibilities Assignment due
Sunday, March 30	Module 3 Discussion Board Original Posts due
Sunday, April 6	Module 3 Discussion Board Replies and Contingency Plan Assignment due
Sunday, April 20	IPE Assignment due
Sunday, April 27	Journal Entry Assignment Due