



## **RADS 5233 Radiology Evidence-Based Project (EBP)**

**Administration  
Spring 2022**

### **Syllabus**

#### **Course Overview**

During this course, students will develop an evidence-based project (EBP) and create a portfolio within the area of radiology administration. The design of the course affords students the opportunity to apply knowledge and skills obtained throughout the program to the planning, administration, and evaluation of a faculty approved project.

EBP goals and objectives will be determined through collaboration with the MSU faculty member, the student, and the site preceptor (if students choose an external site). The culmination of this course will result in an EBP portfolio.

#### **Structure**

Teaching strategies include identification of an existing or ongoing project related to administration. The project structure requires the student to create **evidence based project (EBP)**.

The EBP includes:

1. Project title;
2. Project goal;
3. Project justification;
4. Project description;
5. Three (3) behaviorally stated and measurable objectives;
6. Minimum three (3) objective-specific deliverable(s) of project outcomes; (Deliverables are hard-evidence of satisfying)

7. Assimilation of project document & reflections in a digital Portfolio. (Portfolio page 3 of syllabus)

**Desire2Learn (D2L) is the management system for class, located on MSU's homepage.**

## Objectives

The student shall:

- In collaboration with the MSU faculty member and the site preceptor (if needed), develop a list of goals and objectives to complete.
- Maintain a portfolio documenting activities and evidence of achievement of goals and objectives.
- Commit sufficient time to accomplish the stated goals and objectives.

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## Course Requirements

### Assignments

**This is a brief summary of the portfolio - please see a full explanation of the project, expectations, and the grading rubric under “Course Instructions” in D2L.**

### EBP Objectives/Deliverables Form and Portfolio (100%)

Students preparing for careers in radiology administration will complete an evidence-based project (EBP) form that uniquely focuses on the students' special interests and career goals. Projects can be completed in a variety of healthcare settings outside or inside the students' work environments. For an external site selection, Administration track MSRS majors typically visit sites such as hospitals and outpatient clinics;

### EBP Objectives/Deliverables Form

Students must submit their project idea to the instructor on the form. Students will find the form under “Course Instructions” in D2L. Please submit to the appropriate dropbox by the date listed at the end of this syllabus. This will not be graded; it is, however, the contract between the instructor and student for the semester project.

## **Portfolio Development Instructions**

The EBP experience is designed to allow students to successfully complete pre-established objectives. Following completion of the project, each student is expected to submit a portfolio that reflects the outcomes of the experience. The portfolio should demonstrate completion of established objectives along with evidence of other activities in which the students were involved. All materials should be submitted electronically and include:

- Title Page
- Table of Contents
- Introduction Statement
- Project Goals and Objectives
- Value of the Project Goals and Objectives
- Changes in Goals & Objectives (if necessary)
- Evidence of Achievement
- Reflection on the Learning Experience
- Miscellaneous Items (if necessary)
- Journal
- Appendices / Exhibits / Tables (if necessary)
- Conclusion

**\*Submit your project via the D2L dropbox or Dropbox ([www.dropbox.com](http://www.dropbox.com)). Review the grading rubric within D2L prior to submission. Use correct APA writing style to cite any research studies, and please write following proper English writing style, as these will be graded.**

## **Course Policies & Grading**

### **Course Policies**

#### **Academic Dishonesty**

RADS 5233 adheres to the MSU Code of Student 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 or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the MSU Student Handbook for answers to any questions about the code.

Some components of RADS 5233 are designed to be highly interactive with students helping each other learn; however, all written assignments are designed to represent the efforts of each student individually and not to be shared. When students submit their efforts for grading, they are attesting they have abided by this rule.

#### **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 student's work product in order to verify originality and authenticity and for educational purposes.

### **Campus Carry Policy**

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's [Campus Carry Policies](#).

### **Special Needs**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, (940) 397-4140.

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, MSU endeavors to make responsible 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 Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The ODS has assistive 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 ODS in the Counseling Center, Clark Student Center, Room 108. 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, the ODS will provide advice and/or assistance. The grievance procedure may be found in the Student Handbook and Activities Calendar.

### **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:

Interim Department Chair – Dr. Beth Veale – [\(940\) 397-4611](tel:9403974611)

College Dean - Dr. Jeff Killion - (940) 397.4594  
 Dean of Students - Matthew Park (940) 397.7500

## Grading

EBP - 100% - Review rubric for this assignment

### Grading Percentages

Grade	Percentage Required
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	59 and below

**Deadlines for submission of assignments are provided in this syllabus. Failure to comply with the established deadlines may result in a grade reduction. Assignment submissions will be considered complete and will be graded as such. Be sure to look at all requirements before submitting to the appropriate dropbox within D2L.**

**The last opportunity to drop this course with a grade of "W" is 4:00pm, CST, March 21, 2022**

## Late Submission of Assignments

All assignments have due dates listed in the course schedule within this syllabus. Due dates are in place to keep students on target for the semester and allow for instructors to provide detailed, constructive feedback. Assignments not turned in on time will result in a "0" being assessed for that assignment. With that being said, the instructor understands students who are enrolled in the MSRS program tracks may be responsible for managing many employees/students and family matters. If you need any assistance regarding a deadline, you must contact the instructor at least two (2) days before the due date to discuss the issue. "After the fact" will not be accepted and will result in a grade of "0." Emergencies (death, severe illness, etc.) occur; thus, students should contact the instructor as soon as possible to resolve any due date conflicts. Extensions will be decided on a case-by-case basis.

## Incomplete Grades

Incomplete grades are given only at the instructor's discretion and **MUST** be requested by the student. If the instructor grants the "Incomplete," the student has until ninety (90) days after the beginning of the next regular 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." Please note incomplete grades are given only in an emergency or when there are extenuating circumstances. Refer to the Graduate Bulletin for additional details about receiving a grade of "Incomplete" in a course.

### **Schedule – Due by 11:59 EST (please note time region change)**

Schedule of Due Dates

<b>Date</b>	<b>Assignment/Activity</b>
January 23, 2022	Initial EBP Project Goals/Objectives Form Due
January 31, 2022	Instructor Feedback Due to Students
February 7, 2022	Final EBP Project Goals/Objectives Form Due (If needed)
March 21, 2022	Last Day to Withdraw from the Course (by 4:00 p.m. CST)
April 29, 2022	EBP Portfolio Due