



Course Syllabus: Educational – Admin Concepts
College of Health Sciences and Human Services
RESP 4233-DX1
2019 Fall Semester Block B

Contact Information

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Course 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. This course may be repeated once with varied content.

Course Objectives

Participants in this course will have the opportunity to:

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

Textbook & Instructional Materials

Recommended:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
ISBN: 9781433805615

Online Writing Lab

Begin drafting papers and projects as early as possible and take advantage of the MSU Writing Lab. Tutors will not edit your papers for you, but they will provide support and feedback at every stage of the writing process, from

brainstorming to drafting, revising to proofreading. Online Tutoring:
<https://msutexas.edu/writing-center/online-tutoring.php>

Student Handbook

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Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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

Assignment Grading

Assignments	Percentage of Total Grade
Introductions	2.5%
Scholarly Article	2.5%
Topics/Student Feedback	5%
Project Topic/Projected Timeline	10%
Rough Draft	25%
Student Feedback/Rough Draft	5%
Final Timeline	10%
Final Presentation	40%

Grading Scale

Letter Grade	Percentage Grade
A	90-100%
B	80-89%
C	75-79%
D	70-74%
F	Less than 69%

A minimum grade of 75, or a C, is required in all respiratory courses. All assignments must be completed by 11:59pm on the due date.

Discussion Boards

Discussions:

Scholarly Articles: Post two recently published (within the last 5 years) references for scholarly research articles related to the topic you are considering for your Presentation. Post references using correct APA format. Students are responsible for ensuring references are typed in correct APA format. Rather than simply typing within the discussion board consider attaching a Word document with your references

Example:

Saxena, M., & Khan, M. S. (2016). A Comparative Study On Inhaler Use Among Bronchial Asthma And COPD Patients. *National Journal of Integrated Research in Medicine*, 7(2), 37-40.

Finding Articles: Use the MSU off-campus access (MSU Portal) to log into the library databases. Go under Launchpad take me to: Library Databases. Click to continue to library databases- Click on Health Sciences. Then search the data bases to find articles on your topic. You may also use google scholar as long as the articles are peer-reviewed.

Topic Considerations: Post possible topics (either educational or administrative) and various ideas that you might like to pursue—post on the Topic Considerations Discussion Board. You may post more than one topic that you are considering.

EXAMPLES OF PROJECT TOPICS:

Educational:

- Skills Fair—developed and implemented an annual competency skills check off to be used by education department at hospital facility providing a fun and organized atmosphere which eventually went hospital wide
- Poster Presentation—accepted and presented at the national AARC convention
- Equipment In-Service—presented to respiratory therapists, nursing, and/or physicians

Administrative:

- Development and implementation of new policy and procedure including evaluation process
- Development and implementation of protocol including outcome documentation
- Development and implementation of smoking cessation hospital wide including entire department smoke-free with incentives

- Development and implementation of preceptor evaluations for new employees/participants.

Response Posts: Respond to at least three other students' posted topics with suggested ideas. Find scholarly articles and citations to substantiate your response.

Rough Draft and Final Presentation

Upon selecting an educational or administrative topic in Respiratory Care, you will create a professional PowerPoint presentation. You must thoroughly research your topic and be familiar with the content. The content must not simply be read from the slides. You must present your presentation to a minimum of five participants. The location for presentation is your choice. Some examples include Respiratory care or nursing department, a school, or nursing home. Your choices are limitless. Please refer to the course modules for specific requirements regarding the Rough Draft and Final Presentation assignments.

Late Work

D2L is designed so that students are locked out of the system after the deadline has passed. Please make note of all deadlines and adhere to them. Anything not completed and submitted on time will be graded as a zero. Please talk with your professor, prior to the due date, regarding circumstances that may prevent you from completing an assignment on time. All assignments must be completed by 11:59pm on the due date.

Important Dates

Last Day to drop with a grade of "W:" November 20, 2019

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.

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. 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](#).

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) 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 application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (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 [Students with Disabilities](#).

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.

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 as well. I suggest printing a copy of the course schedule to help you stay organized and submit your assignment by the deadlines.

Please note that changes in the course syllabus, assignments, and schedule may be made at the discretion of the professor.

Course Schedule

WEEK / Module	Discussions	Assignments
1 Oct 19-27 Module 1	Introductions Syllabus Confirmation Due Wednesday, October 23 rd by 11:59pm Central Time (CT)	Begin Working on Modules 1, 2, and 3
2 Oct 28- Nov 3 Module 2	Find two Scholarly articles and post references in APA format. Due Wednesday, October 30 th by 11:59pm (CT) Post Topic Considerations Due Wednesday, October 30 th by 11:59pm (CT)	Respond to at least <i>three</i> other students' posted topics. Due Sunday, November 3 rd by 11:59pm Central Time (CT)
3 Nov 4 – 10 Module 3		Submit Topic and Projected Timeline Due Sunday, November 10 th by 11:59pm Work on rough draft

WEEK / Module	Discussions	Assignments
4 Nov 11-17 Module 4 and 5	Post Feedback to <u>Three</u> Students' Rough Draft Presentations Due Sunday, November 17 th by 11:59pm	Submit Rough Draft in Dropbox and Post Rough Draft on Discussion Board Due Wednesday, November 13 th by 11:59pm (CT)
5 Nov 18-24 Module 6		Use feedback from other students to improve/correct your presentation Make final edits
6 Nov 25- Dec 1 Module 7		Give Final Presentations Present by December 1 st to an audience of at least 5 people.
7 Dec 2-8 Module 8	Course Evaluations & Feedback Post in the Discussion Board what you found most interesting about this course and any feedback on improvements.	Submit Final Presentation to Dropbox Submit Sign in Sheets to Dropbox Submit Evaluations to Dropbox Submit Final Time Log to Dropbox Due Sunday, December 6 th by 11:59pm
	CONGRATUALTIONS 2019 GRADUATES	