



Course Syllabus: RADS 3523 Essentials of Research
Robert D. & Carol Gunn College of Health Sciences & Human Services
Department of Radiologic Sciences

Course Information

Information	Description
Name	RADS 3523-Essentials of Research (hybrid)
Credit	3 hours
Term	Spring 2024
Dates	January 17- May 5, 2024
Class Meeting Times and Days	Mondays 11:00-11:50am-Centennial Hall 302
Time Commitment	Students should expect to spend at least 9 hours per week on course material (15-week term)

Professor

Kimberly Onstott EdD, RT(R)(CT)(MR), MRSO(MRSC™) Assistant Professor, Radiologic Sciences

Email: kimberly.onstott@msutexas.edu

Use this format in the subject line: 3523_your last name_ topic of the message.

Email is the best way to contact me. If I haven't responded within 72 hours, please email me again.

Phone: (940) 397-4332

Office location: Midwestern State University

3410 Taft Blvd

Centennial Hall 430Q

Wichita Falls, TX 76309

Office hours: Mondays 12-2, Wednesdays 12:30-14:30, & Thursdays 9-10

Please make an appointment by email to be sure I am not meeting with another student at the same time. Zoom meetings, phone meetings, and any additional hours can be arranged by email request.

Course Description

This course introduces research methods specific to radiologic sciences.

Course Objectives

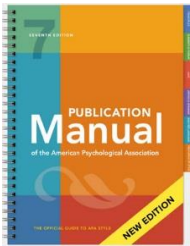
Upon completion of this course, the student will:

- Discuss essential components of the research process.
- Differentiate the application of selected research designs.
- Discuss the ethical and legal aspects of research.
- Demonstrate ability to apply research findings to professional practice issues by producing a scholarly literature review.

Course Materials

Required

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author. [ISBN 978-1433832161]. (\$14.00+)



Computer Requirements

You need access to an up-to-date computer with an internet connection, a webcam, and a microphone. Additionally, D2L does not work well with Internet Explorer. Use a different browser when working in D2L. Also, **Chromebooks will not work**. Only Word documents will be submitted in this course. If using a MAC, documents can be saved as Word files. Video: [How to save Apple Pages document as Microsoft Word file \(.doc & .docx\)](#)

Teaching Methodology/Class Activities and Assignments

- Independent Module Readings
 - Module 1: D2L
 - Module 2: D2L
 - Module 3: D2L
 - Module 4: D2L & APA 7e Chapter 2
 - Module 5: D2L & APA 7e Chapters 4 & 6
 - Module 6: D2L
 - Module 7: D2L
 - Module 8: D2L & APA 7e Chapters 8 & 9
- Writing Assignments (50%)

- Types of Research (10%)
- Mini Lit. Review (30%)
- Final Revisions (10%)
- Quizzes (15%)
 - Plagiarism & Evaluation (5%)
 - Elements & Format (5%)
 - In-text Citations & Reference Lists (5%)
- Assignments (20%)
 - RQA Form (5%)
 - Title Page (5%)
 - Grammarly Evaluation & Revision (5%)
 - Matrix (5%)
- Participation (15%) Students must participate in class activities, projects, and discussions. Evidence of class participation includes attendance, being on time, participating in class discussions, and submitting assignments on time. Each unexcused absence (see attendance) will be a 5-point deduction.

Important Dates and Course Schedule

Important Dates

Date	Lecture	Assignment
January 16	Class opens	
January 22	11-11:50 am Class Meeting CE 302 Module 1 –Welcome Week & RQA Form <ul style="list-style-type: none"> ● Course Overview ● Review Course Syllabus ● RQA Instructions 	
January 21		Introductions and Replies due by 23:59
January 23		Syllabus Acknowledgment due by 23:59
January 29	11-11:50 am Class meets in Moffett Library Media Room – 2nd Floor Library Tutorial	
February 5	11-11:50 am Class Meeting CE 302 Module 2 – Types of Research	
February 6		RQA Form due by 23:59
February 12	11-11:50 am Class Meeting CE 302 Module 3 – Plagiarism & Bias	
February 13		Types of Research Assignment due by 23:59
February 19	11-11:50 am Class Meeting CE 302	

Date	Lecture	Assignment
	Module 4 – Elements & Format (Chpt 2 APA Manual)	
February 20		Quiz 1 - Plagiarism due by 23:59
February 26	11-11:50 am Class Meeting CE 302 Module 5 –Style & Mechanics (Chpts 4 & 6 APA Manual)	
February 27		Quiz 2 – Elements & Format (Chpt 2 APA Manual) due by 23:59
March 4	11-11:50 am Class Meeting CE 302 Module 6 –Matrix	
March 5		Title Page Assignment due by 23:59
March 10-16	No Class Spring Break	
March 18	11-11:50 am Class Meeting CE 302 Module 7 – Synthesis & Flow	
March 19		Grammarly Assignment due by 23:59
March 25	11-11:50 am Class Meeting CE 302 Module 8 –References & Citations (Chpts 8 & 9 APA Manual)	
March 26		Matrix due by 23:59
March 27, 10 pm- April 1, 8 am	Holiday Break	
April 1	11-11:50 am Class Meeting CE 302 Writing the Mini Literature Review *Bring assignment to work on*	
April 2		Quiz 3 – References & In-text Citations (Chpts 8 & 9 APA Manual)
April 8	11-11:50 am Class Meeting CE 302 Writing the Mini Literature Review *Bring assignment to work on*	
April 9		Mini Lit Review Assignment due by 23:59
April 15	NO Class 11-11:50 am Class Meeting CE 302 *Bring assignment to work on*	
April 22	11-11:50 am Class Meeting CE 302 Papers returned 4913 Overview/Common Errors Scheduled Help (Sign up in Doodle)	
April 24	The last day to withdraw with a "W" grade by 4:00 pm campus time	
April 29	11-11:50 am Class Meeting CE 302	

Date	Lecture	Assignment
	Scheduled Help (Sign up in Doodle)	
April 30		Final Paper due by 23:59
May 3	Last day of semester-no class	

Information contained in the course syllabus, besides the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

Evaluation

Grade Distribution

- Writing Assignments 50%
- Quizzes 15%
- Assignments 20%
- Participation 15%

Grade Scale

- A=100-90
- B=89-80
- C=79-70
- D=69-60
- F=59 and below

NOTE: You must make a C average (70%) or above to continue in the Radiologic Technology Program.

Grading Cycle

All assignments are graded together as a group to maintain a higher level of consistency. Grading begins on the first business day after a due date, outside of university holidays and professional meetings, and is typically completed before the next due date. You may track your progress through the Gradebook in D2L.

Feedback

Feedback varies throughout the course. The News section of the course is where I will send messages to the entire class. It is best to set up your D2L account to receive an email notification (to the email of your choice) when News items are posted so you do not miss critical updates.

Setting Up Notifications in D2L

1. Click the down arrow in the News section on the 3523 course home page
2. Select Notifications
3. Check the email address you wish to send email notifications to. Select "Change your email settings" and enter the new email address if you need to change this. This email address should be an email address you check frequently.
4. If you want to receive these updates on your mobile, select "Register your mobile."
5. Check the box next to "News - new item available" and then check any other boxes you wish to receive an email notification.

You are welcome to email questions to clarify concepts or look for further explanations. If I encounter repeated questions, I will provide feedback or supplementary resources in the News section of the course so that everyone can benefit from it. You might look there first because your questions and answers may be there.

Late Work

Due Dates

Most assignments are due on Tuesdays (see Important Course Dates above). Assignments must be submitted by 23:59 (23:59) Central Standard Time on scheduled due dates in the course schedule. If a student fails to meet a deadline, the student will receive no credit for the assignment not submitted on time.

Progression

Each assignment in this course builds off of the previous assignment. Therefore, if any assignment has not been completed, NO other assignments will be accepted for grading. The student must consult with the professor if an assignment due date has been missed.

Emergency Extension

If you have a significant event such as a death in the family, illness, hospitalization, or other extenuating circumstances, email the professor at kimberly.onstott@msutexas.edu as soon as possible and on or before the scheduled due date. I will grant extensions on an individual basis. If an extension is granted, the following guidelines will typically be followed.

1. The assignment may be up to one week late and still qualify for full credit. After the one-week extension, ten points per day can be deducted until the assignment is no longer worth any credit.
2. When the assignment is completed, you must send a follow-up email to let the professor know it is ready to grade. Failure to notify the professor could lead to a grade of zero.
3. **Avoid End of Course Late Work:** Please note there are University deadlines for submitting grades at the end of the semester. Therefore, all work must be turned in at least a week before grades must be posted.
4. If a course includes interaction between students in the discussion board, and if extenuating circumstances will prevent you from participating, an alternate assignment may be considered at the discretion of the professor.

HIPAA Requirement

Do not place ANY patient name on your assignments. Any proper name that appears on an assignment other than yours will be considered a HIPAA violation, and the assignment grade may be dropped to as low as a zero, depending on the severity of the violation.

Final Course Grade

A final course score of 70% is required to pass this course. Letter grades of "D" or "F" cannot be used for graduation and will require the course to be repeated according to the current radiology program policies.

Attendance

Class Meeting Date and Time

Mondays 11:00 AM – 11:50 AM Centennial Hall, Room 302

Attendance and Participation Policy

The student must attend all classes/labs at the designated time. Students may be classified as tardy or absent if they do not. The following criteria of those classifications are solely those of the instructor of this class.

Attendance and Participation count as 15% of your overall course grade.

Tardiness

Any student who arrives at class/lab after the starting time designated in the university catalog of classes will be tardy. If a student arrives tardy, two (2) points will be deducted from their attendance (Participation) grade for each tardy. Three tardies constitute one(1) unexcused absence, resulting in five (5) points being deducted from the student's attendance (participation) grade.

Absent from Class

A student will be considered absent from class/lab if the student does not show up after fifteen (15) minutes have expired. If the student has an unexcused absence, five (5) points will be deducted from their attendance grade. Three (3) separate unexcused absences will result in failure of the course and possible dismissal from the program. There will be no exception to this policy.

A student will be considered as having an excused absence from class/lab if the following criteria have been established:

1. Death of an immediate family member. An immediate family member is considered a grandparent, parent, sibling, spouse, in-law, aunt, uncle, or child.
2. Summons to appear in court or jury duty. A copy of the summons is required.
3. Call to military service. A copy of your orders to report is required.
4. University-sponsored event. Members of athletic teams, college bowl participants, etc., will be excused with proper notification.
5. Debilitating illness or disability will be addressed on an individual basis. Suppose a student is affected by an illness that is not debilitating (i.e., COVID, flu, viral infection), which may cause the student to miss more than one consecutive class/lab session. In that case, that student will be marked as unexcused for the number of days missed unless a doctor's note is provided. A doctor's note must have a statement that you were seen in the office or are cleared to return to classes. It does not have to state what you were seen for. There will be no exception to this policy. If a student is affected by an illness that is not debilitating but only needs to miss one class/lab session, a doctor's note is not required; however, contact with the instructor must be made BEFORE the designated class time to be considered excused.

Personal Appointments

Students should avoid making appointments that will take them out of class/lab. Routine doctor or dentist visits are an example of this. If you leave class/lab early for an appointment or any other reason, the occurrence will be treated with the same regard as tardiness. Doctor visits will be approved only with an accompanying release note.

Campus Closure Policy

In the event of campus closure due to weather or any other unscheduled event, this course will move entirely online. Course due dates for assignments and quizzes will remain the same. If the event prevents you from accessing a computer or the internet, use whatever means you have to send a note to your professor as soon as possible (e.g., phone message, email from phone, friend's phone).

Classroom Etiquette

Civility

You must respect the right of every student in the classroom to learn. Talking during class, leaving or entering the room repeatedly during class, or any other type of disruptive behavior may result in your being asked to leave the classroom. If this should occur, you will not be allowed to return to class that day, and it will be treated as an unexcused absence with a 5-point deduction from your attendance grade. Repeat offenders will be sent directly to the program chair's office. Cell phones are not to be used in class.

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 MSU Texas' Guide to Pronouns and pronouns.org.

Mental Health

We all experience stressful and challenging events as a normal part of life. As your instructor, I believe your mental health is essential to your academic success. Success in this course depends heavily on your health and well-being. You should recognize that stress is an expected part of the college experience, and it 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 peak. Please feel free to contact me about any difficulty you may have 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](#)– or call 940-397-4618 to schedule an appointment
- [BetterMynd](#)- free virtual counseling for students looking for evening appointments

Technical Difficulties

Occasionally, you may experience problems accessing D2L, accessing class files located within D2L, connecting with your internet service, or other computer-related issues. Make the professor aware of a technical problem as soon as possible. A due date extension will typically be granted if a problem occurs on our end, such as D2L failure. **However, remember that 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 a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.**

Dropbox assignments that can be attached in an email should be emailed to the professor as soon as a problem is encountered. Failure to do so may result in lost points, regardless of connection issues.

For help options:

- For D2L issues, go online go to the [Distance Education Helpdesk](#)
- Call the Distance Education office at 940-397-4785 between 8 am and 5 pm.
- Use the D2L help link in D2L.
- Contact your professor.
- For other computer access issues, go to the MSU [Information Technology Website](#).

Requesting a Withdrawal

The last opportunity to drop this course with a grade of "W" is 4:00 pm on April 24, 2024. The student must initiate all withdrawals. After this date, dropping the course results in a grade of "F."

In an emergency or extenuating circumstance, a student may request a grade of "Incomplete" before grades are submitted. If the professor 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 meet the course requirements within the deadline, the " Incomplete " grade will automatically convert into a grade of "F".

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 opportunities 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, professors, and staff. In addition, 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 based on disability must register with the Office of Disability Services 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 based on a disability are encouraged to resolve the problem directly with the area involved. The Office of Disability Services for resolution will advise and assist if the matter remains unresolved. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The Director of the Counseling Center serves as the ADA Coordinator and may be contacted at (940)397-4140 or 3410 Taft Blvd., Clark Student Center Room 168.

Administrative Process

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

1. Department Chair – Beth Veale (940-397-4575)
2. College Dean - Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

Honor System

RADS 3523 adheres to the [MSU Code of Conduct](#).

In particular, however small, academic dishonesty breaches academic integrity. A student's participation in this course comes with the expectation that their work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the current Student Handbook for answers to any questions about the code.

Plagiarism

All components of RADS 3523 are designed to represent the efforts of each student individually and are NOT to be shared, copied, or plagiarized from other sources. When students submit their efforts for grading, they are attesting they abided by this rule.

An online plagiarism service will be used in this course. Student assignments will be uploaded to the service to identify similarities to other student papers and published works.

Cheating includes but is not limited to

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems, or completing other assignments or
- 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 paraphrasing or direct quotation without correct citation in the text and the reference list,
- The published or unpublished works of another person.
- Students may NOT submit papers and assignments previously submitted for this or other courses.
- Using materials generated by agencies engaged in "selling" term papers is also plagiarism.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure whether a particular situation will be interpreted as academic dishonesty, they should ask the professor for clarification. If students are guilty of academic dishonesty, a zero (0) grade will be given for the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the university. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism. If you have any questions about what constitutes plagiarism, please consult:

- The [University Academic Dishonesty Policy](#)
- The website [Plagiarism.Org](#), or
- The professor

Artificial Writing Generators

Using any artificial writing generator (ex, Chat GPT) is strictly prohibited. The use of artificial writing 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, and there will be no make-up of the assignment. This is a form of both cheating and plagiarism.

Intellectual Property

By enrolling in this course, the student expressly grants MSU a "limited right" to all intellectual property created by the student for this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work/project to verify originality and authenticity and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity and detect plagiarism.

Senate Bill 11/House Bill 1927

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 are 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 the 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](#). In addition, students are encouraged to watch the video "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: "[Run. Hide. Fight.](#)"

If you have questions or concerns, please get in touch with MSU Chief of Police [Steven Callarman](#) by email at steven.callarman@msutexas.edu

Communicating with the Professor

The professor's contact information is listed at the top of the first page of this syllabus. The professor prefers email, so there is a record of the communication, and often the professor is away from her desk.

Use the following format in the subject line of the email.

3523_your last name_topic of message

Example: 3523_Smith_Title Page question

When there is a need to contact a student, the professor will use the student's students.mwsu.edu email account. The professor is not responsible for sending emails to any other email account (set up your email to forward messages to an email you often check to avoid potentially missing any correspondence). Likewise, faculty members will not be responsible for keeping up with other students' email addresses. If you have not established this account or need help forwarding messages, contact [information systems](#) as soon as possible.

The professor will respond or acknowledge all student communications within five (5) business days. If this time will be longer because the professor is out of town or for other reasons, a news item will be posted online in D2L for the class. Please always give the professor the time asked to respond before repeating your request. Always include your course number and topic in the email's subject line.
