



**Midwestern State University**

Robert D. & Carol Gunn College of Health Sciences & Human Services  
The Shimadzu School of Radiologic Sciences  
Revised December 2021

Course Number: RADS 3523                      3 credits                      Spring 2022  
Course Title: Essentials of Research

Faculty:            Jessyca Wagner, Ph.D., RT(R), (She/Her)  
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**Course Overview:**

This course discusses the fundamentals of research and scholarly writing.

**Textbook:**

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.). Author. [ISBN 9781433832161]

**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 a reliable computer and internet access. ALL STUDENTS MUST HAVE A WEBCAM AND MICROPHONE – NO EXCEPTIONS! Computers must be either a PC or MAC. Chromebooks are not compatible with the Lockdown Browser and Respondus Monitor software..*

**Class Meeting Date and Time:**

Wednesdays 11:00 AM – 11:50 AM  
Dillard 175

**Attendance Policy:**

The student has a responsibility to attend all classes/labs at the designated time of that class or lab. If a student does not, they may be classified as tardy or absent. The following criteria of those classifications are solely those of the instructor of this class. Attendance counts as 5% of your overall course grade.

**Tardiness**

Any student that arrives at class/lab after the starting time designated in the university catalog of classes will be considered tardy. If a student arrives tardy, two (2) points will be deducted from his or her attendance grade for each tardy. Three tardies constitute 1 unexcused absence, resulting in five (5) points being deducted from the student's attendance 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 his or her attendance grade. Three (3) separate unexcused absences in lecture or lab **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 to be 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.

If a student is affected by an illness that is not debilitating, (i.e. COVID, flu, virus infection) which may result in the student missing one or more consecutive class/lab sessions, 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 to the effect that you were seen in the office, or you 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.**

**Personal Appointments**

Students should refrain from 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 because of an appointment, or for 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.

### **Classroom Behavior:**

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 will not be tolerated and 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 final grade. Repeat offenders will be sent directly to the program chair's office. **Cell phones are not to be used in class.** Disruptions due to these devices may result in your dismissal from class and/or the program.

### **Methodology/Teaching Strategies: Class Activities and Assignments**

- **Independent Module Readings**
  - Module 1: D2L
  - Module 2: D2L & APA 7e Chapter 5
  - Module 3: D2L & APA 7e Chapter 2
  - Module 4: D2L & APA 7e Chapters 4 & 6
  - Module 5: D2L & APA 7e Chapters 8 & 9
  - Module 6: D2L
- **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%)
  - Outline or 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.

**Evaluation Method:**

Percentage Distribution	Value
Writing Assignments	50%
Quizzes	15%
Assignments	20%
Participation	15%

**Grading Scale:**

Grade	Range
A	90-100
B	80-89
C	75-79
D	60-74
F	59 or below

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

**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.

Activities such as quizzes have expiration dates. Please take note that expiration dates for quizzes will differ from deadlines for assignments and activities.

Quizzes and assignments/activities are spaced out in a manner that will allow you ample time to complete them. Assignments/activities will be accepted on or before the posted due date and deadline. **No late assignments/activities will be accepted.** 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 will not be

graded; students must contact the instructor for approval for late submissions. If a student has emergency issues, then the student must contact the instructor as soon as possible (within a day or two). Any activity not completed and submitted by the due date will be addressed on an individual basis.

***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.

See the course calendar for the specific due date.

### **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 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:**

RADS 3523 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 RADS 3523 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.

***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.***

### **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. Department Chair: Dr. Beth Vealé (940) 397.4611
2. College Dean: Dr. Jeff Killion (940) 397.4594
3. Dean of Students: Matthew Park (940) 397.7500

### Tentative Course Schedule

Date	Activities/Assignments/Exams
January 12	First day of class; Syllabus review; Unit 1 – Types of Research; Searching and Evaluating Literature
January 19	Unit 1 – Choosing and Narrowing Topics <b>Types of Research Essay Due by 11:59pm</b>
January 26	Unit 2 – Plagiarism & Bias <b>RQA Form Due by 11:59pm</b>
February 2	Unit 2 – Plagiarism & Bias <b>Quiz 1 – Plagiarism Evaluation</b>
February 9	Unit 3 – Elements & Format (Recorded lecture – Dr. Wagner @ ACERT)
February 16	Unit 3 – Elements & Format <b>Quiz 2 – Chapter 2</b> <b>Title Page Assignment Due by 11:59pm</b>
February 23	Unit 4 – Style, Grammar, & Mechanics
March 2	Unit 4 – Style, Grammar, and Mechanics <b>Grammarly Assignment Due by 11:59pm</b>
March 9	Unit 5 – Synthesis & Flow
March 14-18	SPRING BREAK
March 23	Unit 5 – Synthesis & Flow <b>Outline or Matrix Due by 11:59pm</b>
March 30	Unit 6 – References & In-text Citations
April 6	Unit 6 – References & In-text Citations <b>Quiz 3 – Chapters 8 &amp; 9</b>
April 8	<b>Mini Lit. Review Due by 11:59pm</b>
April 13	4913 Overview
April 20	Common Errors
April 25	<b>Mini Lit. Review Final Due by 11:59pm</b>