



**MSU
TEXAS**



SHIMADZU
The Shimadzu School
of Radiologic Sciences

Course Syllabus: Essentials of Research
RADS 3523 X21
3 Credits
Spring 2022

Instructor: Rachel Whatley, M.S.R.S., R.T.(R)
(She/Her)

Office: 430F Centennial Hall

Office hours: *Monday: 8 – 10 AM*
Tuesday: None
Wednesday: 9 – 10 AM
Thursday: 11 – 12 PM
Friday: 1 – 2 PM

Office phone: (940) 397-4571

E-mail: rachel.whatley@msutexas.edu

Communicating with the Professor:

Email is my preferred method of communication. The subject line should include your name and course number. Failure to include identifying information in the subject line could result in a delayed response.

Office hours are listed above. Appointments are preferred.

Course Description:

This course discusses the fundamentals of research and scholarly writing.

Textbook & Instructional Materials:

Required:

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). Washington, DC: Author. [ISBN 9781433832161]

Additional Resources:

Students are advised to download Mozilla Firefox or Google Chrome. Past experience indicates there are fewer technical issues using these browsers as opposed to Internet Explorer, Apple Safari, etc. All writing assignments must be submitted as .doc or .docx

Student Handbook

Refer to: [Student Handbook-2021-22](#)

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Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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

[Office of Student Conduct](#)

Grading

Evaluation:

Assignments	Weight
Writing Assignments	50%
Quizzes	15%
Assignments	20%
Participation	15%
Total	100%

Grading Scale:

Grade	Points
A	90 to 100
B	80 to 89
C	75 to 79
D	60 to 74
F	Less than 60

**** Please note this course requires a minimum passing grade of 75.**

Teaching Strategies

Independent reading assignments, written assignments, quizzes, classroom activities, and presentations.

Extra Credit

Any students desiring 1 extra credit point added to their final grade may email a photo of a dog to the professor with the subject line "Extra Credit for RADS 3523" The deadline to submit a photo for credit is May 2, 2022 at 8am.

Late Work

Late work is not accepted in this course. Special circumstances are individually evaluated by the professor.

Attendance

Attendance is mandatory. Excessive absences will result in a referral to the Dean of the College of Health Sciences and may result in your being dropped from the Program. Excessive absences are defined as: three (3) absences from lecture (except medical reasons – physician note required). If a student is more than 10 minutes late to class it will count as tardy. Three (3) tardies will count as an absence.

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 10 point deduction.

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 or her 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.

Specific components of RADS 3523 are designed to represent the efforts of each student individually and are not to be shared or copied (plagiarized) from other sources. These components include the module quizzes and assignments. When students submit their efforts for grading, they are attesting they abided by this rule.

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. Papers and other assignments may be submitted to an external agency for verification of originality and authenticity.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, the student should ask the instructor for clarification. If students are guilty of academic dishonesty, a grade of zero (0) may be given for the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the university.

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 [Disability Support Services](#).

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.

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Tentative Course Schedule and Important Dates

Date	Activities/Assignments/Exams
Monday, January 10	First day of class; Syllabus review; Unit 1 – Types of Research; Searching and Evaluating Literature
Monday, January 17	Unit 1 – Choosing and Narrowing Topics (Recorded Lecture due to MLK Day) Types of Research Essay Due by 11:59pm
Monday, January 24	Unit 2 – Plagiarism & Bias RQA Form Due by 11:59pm
Monday, January 31	Unit 2 – Plagiarism & Bias Quiz 1 – Plagiarism Evaluation
Monday, February 7	Unit 3 – Elements & Format
Monday, February 14	Unit 3 – Elements & Format Quiz 2 – Chapter 2 Title Page Assignment Due by 11:59pm
Monday, February 21	Unit 4 – Style, Grammar, & Mechanics
Monday, February 28	Unit 4 – Style, Grammar, and Mechanics Grammarly Assignment Due by 11:59pm
Monday, March 7	Unit 5 – Synthesis & Flow
Monday, March 14	SPRING BREAK
Monday, March 21	Unit 5 – Synthesis & Flow Outline or Matrix Due by 11:59pm
Monday, March 28	Unit 6 – References & In-text Citations
Monday, April 4	Unit 6 – References & In-text Citations Quiz 3 – Chapters 8 & 9
Friday, April 8	Mini Lit. Review Due by 11:59pm
Monday, April 11	4913 Overview
Monday, April 18	Common Errors
Monday, April 25	Mini Lit. Review Final Due by 11:59pm

Last Day to drop with a grade of “W:” March 21, 2022 at 4 p.m.

Refer to: [Drops, Withdrawals & Void](#)