



*Gunn College of Health Sciences and Human Services
Shamadzu School of Radiologic Sciences
Bachelor of Science, Radiologic Science Program
Course Syllabus - Dr. Rodney Fisher*

RADS 4513 Administration and Supervision in Medical Imaging

Course Information

Name	RADS 4513-X20 Administration and Supervision (online)
Credit	3 hours
Term	Spring 2023
Dates	January 17, 2023 – April 25, 2023
Time Commitment	Students should expect to spend at least 9 hours per week on course material (15-week term)
Prerequisites	None

Professor

Rodney Fisher, Ph.D., R.T. (R) (N) (CT) (BD), CNMT

Assistant Professor / Radiation Safety Officer

E-mail: Rodney.Fisher@msutexas.edu

Phone: (940) 397-4615 **Fax:** (940) 397-4845

Office: Midwestern State University
 3410 Taft Blvd, Centennial Hall 430N
 Wichita Falls, TX 76309

Office hours: Student Specific: Mondays & Wednesdays 9:30 AM – 11:00 AM, Tuesdays 1:00 PM – 3:00 PM, and by appointment. Appointments always take preference over walk-ins. If calling, please email for a time first.

Communicating with the Professor

I prefer email so there is a record of the communication, and often I am away from my desk. Phone calls may be answered by email when appropriate. I will respond to or at least acknowledge all student communications within five (5) business days. If this time period will be longer because I am out of town or for another reason, a news item will be posted online in D2L for the class. Please always give me the time asked for to respond before repeating your request.

Course Description

This course provides a study of general principles of supervision and administration of radiology departments that includes such topics as management techniques, in-service training, human relations, as well as identification of administrative and supervisory problems and solutions.

Course Objectives

Upon completion of this course, the student will:

- Develop their own strengths as leaders
- Describe the basic skills of supervision and administration.
- Describe strategies for managing people.
- Apply the principles of administration and supervision to their own clinical environments.

Teaching Methodology

This course is taught using an online methodology. There will be reading assignments, questions, class discussion boards, and individual projects. This course does not have a final examination.

Course Materials

Textbooks

Required

Top Hat Subscription to course and interactive test. The Top Hat Join Code is provided in the course.

Computer Requirements

You need access to an up-to-date computer with an internet connection in this course. D2L does not work well with Internet Explorer. Use a different browser when working in D2L.

Assignments

There are four types of assignments in this course. The grading will be as follows:

- | | |
|---|-----|
| 1. Module Questions (15 Chapters) | 20% |
| 2. Module Discussion Boards (2 per Module; 6 total) | 30% |
| 3. Independent Assignments (2) | 50% |

Important Dates

All times are MSU campus time and all assignments are due at 11:59 pm on the date indicated

Date	Assignment
January 17	Class opens Review course syllabus
February 7	Module 1 Original Discussion Board Post
February 14	Module 1 Top Hat Chapters and Discussion Board
March 7	Module 2 Original Discussion Board Post
March 14	Module 2 Top Hat Chapters and Discussion Board
March 21	Personal Strengths & Weaknesses Assignment
March 27	Last day to withdraw with a "W" by 4:00 pm campus time
April 4	Module 3 Original Discussion Board Post
April 11	Module 3 Top Hat Chapters and Discussion Board
April 18	Supervisor Scavenger Hunt Assignment and Original Discussion Board Post
April 25	Supervisor Scavenger Hunt Discussion Board Replies

Course Modules

Module 1: The Essence of Being a Supervisor (Chapters 1 – 5)

Module 2: Nuts & Bolts of Supervision (Chapters 6 – 10)

Module 3: Workplace Relations (Chapters 11 – 15)

Grading

Grade Distribution

- 20% Module Questions from Top Hat (15 Chapters)
- 30% Module Discussion Boards (3 Discussion Boards)
- 15% Personal Strengths and Weakness Project
- 35% Supervisor Scavenger Hunt Project and Discussion Board

Grade Scale

A=100-90

B=89-80

C=79-70

D=69-60

F=59 and below

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 the 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 important updates.

1. Click the down arrow in the News section on the 4513 D2L course home page
2. Select Notifications
3. Check the box next to “News - new item available” and then check any other boxes you wish to receive an email notification from.
4. Check the email address you wish to send email notifications. If you need to change this, select “change your email settings” and enter the new email address. This email address should be an email address you check frequently.

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 question may be located there.

Late Work**Due Dates**

Assignments are due on Tuesdays (see Important Course Dates above). Assignments must be submitted by 23:59 (11:59 pm) Central time, on scheduled due dates in the course schedule. If you fail to meet a deadline, you will receive no credit for the assignment not submitted on time. All coursework must be completed in the semester the course is taken. I do not give incomplete grades.

Emergency Extension

If you have a major event such as a death in the family, illness, hospitalization, or other extenuating circumstances, email me at Rodney.Fisher@msutexas.edu as soon as possible and on or before the scheduled due date. Extensions are granted on an individual basis. If an extension is granted, typically, the following guidelines will be followed.

1. The assignment may be up to one week late and still qualify for full credit. After the one-week extension has passed, 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 me know it is ready to grade. Failure to notify me could lead to a grade of zero.
3. **Avoid End of Course Late Work:** Please note that there are University deadlines for submitting grades at the end of the semester. All work must be turned in at least a week before grades must be posted.
4. If a course includes interaction between you and other students in the discussion board, and if extenuating circumstances will prevent you from participating, an alternate assignment may be considered at my discretion. It will usually involve more work than the discussion board would have required.
5. **Remember that you have plenty of time to complete each assignment;** therefore, extensions are rarely given. You should be working on schedule and do not procrastinate, and try and turn everything in at the last minute. **Think about how you would react if your employees were late with their assignments!**

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.

Module Questions from Top Hat (20%):

There are 15 chapters in Top Hat divided into three modules of 5 chapters each. Embedded in each chapter are questions for you to answer as you read. Your score on these questions will be recorded in Top Hat and you can see them there. After the due date for each module, I will transfer the grades from Top Hat to the D2L course grade book.

Module Discussion Boards in D2L (30%):

There are two discussion topics for each of the three Modules, for a total of six discussion boards. You must post one (1) original post in response to EACH discussion question in EACH module. You will be responsible for replying to questions/comments made to your original posts. In addition, you must also respond to at least two (2) postings from other students for EACH discussion board in EACH module. You must post responses by the deadlines to receive credit. Spelling, grammar, and substance really do count. Try not to veer off subject, and be respectful and considerate of your fellow students' submissions. This is an all-or-nothing assignment – if you meet ALL requirements, you will receive credit. If you miss any deadlines or forget any posts, you will receive a 0 (zero) for that discussion module.

What is a discussion-type question?

A discussion-type question does not necessarily have a right or wrong answer, unlike a factual question. It facilitates the exchange of knowledge and thought. On the other hand, if asked for the sum of 2 + 2, the answer is four. This is a fact, and there is no room for discussion. There is a right answer and an unlimited number of wrong answers.

What is a meaningful response?

A meaningful response contributes to or, in some way, sheds new light on the discussion. "I agree with the others..." is an example of a meaningless response.

The forums are designed to encourage interaction between students.

Have fun with this activity but take it seriously because it does contribute to your course grade. Remember that your original posting will account for a significant portion of the discussion grade and must be posted before you can participate in the topic discussion. The remainder of the discussion grade will be based on three (3) things:

1. Replying to any questions/comments from classmates regarding your post
2. Responding to original posts of your classmates
3. Mechanics (grammar, spelling, punctuation, etc.)

All Module Discussions MUST be submitted by the published due dates (see the course calendar).

Please note – there are separate due dates for your original posts and your replies.

The discussion boards are graded as MODULES (2 boards per module), so you must have 2 original posts (1 per board), and 4 replies (2 per board) by the due dates listed in the syllabus. The ending date listed in the D2L course is for REPLIES and is when the module closes. **If you miss the deadline for ANY posts, you will receive a zero (0) for that entire discussion MODULE. No exceptions.**

Personal Strengths and Weaknesses in the Workplace (15%):

You will complete this assignment individually. A list of common supervisory strengths and weaknesses will be provided, and you will choose 2 strengths and 2 weaknesses from the list. Please see the complete Personal Strengths and Weaknesses in the Workplace Instructions in the Assignments section of the D2L course for completion of this assignment. When you have finished the assignment, upload it in the appropriate dropbox on D2L

Please see the course schedule for the due date.

Supervisor Scavenger Hunt and Discussion Board (35%):

This is a two-part assignment:

1. After you complete the Supervisor Scavenger Hunt, please upload your final document to the appropriate dropbox **and** discussion board.

2. You must review at least 5 classmates' submissions and provide substantial feedback about their work.

You should take at least one (no more than three) piece(s) of information from each chapter that you feel will be important to carry forward in a supervisory position. For each portion of information taken from the text, three supporting pieces of evidence must be provided on the same topic with an explanation of why this topic is important. The supporting evidence could be a website, article, video, TED talk, etc. Active links to the supporting evidence must be provided in the document. **All links must be working and appropriate.**

Please see the complete Supervisor Scavenger Hunt instructions and example in the Assignments section of the course content.

Please see the course schedule for the due dates.

Technical Difficulties

On occasion, you may experience problems with accessing D2L, accessing class files located within D2L, connecting with your internet service, or may encounter other computer-related problems. Make the professor aware of a technical problem as soon as possible. If a problem occurs on our end, such as D2L failure, then a due date extension will typically be granted. **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 me 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 to the [Distance Education Helpdesk](#)
- By phone, call the Distance Education office at 940-397-4868 between 8 am and 5 pm.
- Use the D2L help link in D2L.
- Contact me.
- For other computer access issues, go online to the MSU [Information Technology Website](#).

Attendance

This is an online course, and there are no mandatory sessions. However, you should be vigilant in logging in to D2L. You should expect to log in at least 3 times per week. Regular checks will ensure that messages from me are received in a timely manner. This course is on a schedule that will be strictly adhered to. See the Important Dates section above for specific due dates.

Requesting a Withdrawal

The last opportunity to drop this course with a grade of “W” is 4:00 pm on the date in the course syllabus calendar. You must initiate all withdrawals. After this date, dropping the course results in a grade of “F”.

In an emergency or extenuating circumstance, you may request a grade of “Incomplete” before grades are submitted. If I grant the “Incomplete,” you have until thirty (30) days after the beginning of the next long semester to complete the course requirements. If you do not complete the course requirements within the deadline, the grade of “Incomplete” will automatically convert into a grade of “F”. I normally do not grant incomplete grade requests.

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 Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, professors, 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 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. If the matter remains unresolved, the Office of Disability Services for resolution will provide advice and/or assistance. 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)397-4618, TDD (940)397-4515, or 3410 Taft Blvd., Clark Student Center Room 108.

Administrative Process

Unresolved issues related to this course should be first addressed between you and me. If there is no resolution, you must follow this sequence:

1. Department Chair – Dr. Beth Vealé (940-397-4611)
2. College Dean - Dr. Jeff Killion (940-397-4679)
3. Dean of Students – Matthew Park (940-397-7500)

Honor System

RADS 3773 adheres to the [MSU Code of Conduct](#).

Academic dishonesty, however small, creates a breach of 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.

All components of RADS 3773 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 may be used in this course. Student assignments may 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, by paraphrase or direct quotation without correct citation in the text and in 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.
- Collaboration between students on individual projects

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, he/she should ask the professor for clarification. If students are guilty of academic dishonesty, a grade of zero (0) will be given for the quiz, assignment, etc. Based on the severity of the case, a grade of "F" may be given. Cases will be referred to the department disciplinary committee, which may result in dismissal from the program. 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

Please Note

By enrolling in this course, the student expressly grants MSU a "limited right" to 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/ project in order 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 to detect plagiarism.

Senate Bill 11

Senate Bill 11 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 webpage](#). If you have questions or concerns, please contact MSU Interim

Chief of Police [Steven Callarman](#) by email at steven.callarman@msutexas.edu.