



Course Syllabus: Administration and Supervision of Diagnostic Imaging

Robert D. & Carol Gunn College of Health Sciences & Human Services
RADS 4513 Section 10
Fall 2026

Contact Information

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Course Description

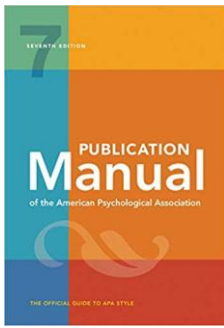
This course provides a study of general principles of supervision and administration of radiology departments that includes such topics as management techniques, in-service training, human relations, as well as identification of administrative and supervisory problems and solutions. Upon completion of this course, the student will be able to:

- 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

Textbook & Instructional Materials

Top Hat subscription to the course and interactive text. ***Required. *Join code is 175609**

Current prices for course resources are available on the MSU Bookstore website. The APA manual will be a textbook you will use in many of your other courses, and this one. You will want to purchase it if you still need to. Do not rent it, as it will cost you more money in the long term.



American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th Ed.). Washington, DC: Author. [ISBN: 978-1-4338-3216-1]. This book is approximately \$43 from the bookstore. This book is used in many radiology courses and should be retained until graduation.

Communication with the Instructor

Communication will be through the student's Midwestern State University email account. An email account is created for every MSU student. If you have not accessed this account yet, please do so by logging into the Portal and clicking the student email account icon located in the Portal.

The instructor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session. Beyond standard university holidays and breaks, the instructor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc.).

***When emailing the instructor, please include your full name, course and section number, and a thorough explanation in your message. This will help expedite your request or needs.**

Students should also periodically check the 'News' section within D2L for course updates and other important information.

Student Handbook

Refer to: [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.

[Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Table 1: Points allocated to each assignment

Assignments	Values
Module Discussion	30%
Top Hat Questions	20%
Independent Assignments	50%
Total Points	100%

Table 2: Total points for final grade.

Grade	Points
A	90 to 100
B	80 to 89
C	70 to 79
D	60 to 69
F	59 or below

Methodology/Teaching Strategies

Independent reading assignments, discussion boards, individual writing assignment, and a portfolio project. There is NO final exam for this course.

Activities and Assignments

Students may proceed through the course content at their own pace within the boundaries set by the course schedule and the MSU Academic Calendar. See the course calendar within D2L and the course schedule at the end of this syllabus for specific information about activities and due dates.

If students have technical difficulties, they should use the 'Help' link within D2L, contact the MSU Information Systems Support Staff, and send an email to the professor explaining what happened ***at the time of the incident.**

Modules

The course content is divided into three modules associated with chapters in the Top Hat text for the course.

Module 1: Chapters 1-5

Module 2: Chapters 6-10

Module 3: Chapters 11-15

Please be aware that each chapter has readings, videos, and graded questions interspersed throughout the text in Top Hat that you will be required to complete. Plan for each chapter to take approximately 45 minutes to complete (depending on your speed and efficiency). You are also required to complete discussion scenarios for each module in D2L.

Discussion Boards

There are two discussion topics for Modules 1-3. *Students must post one (1) original post in response to EACH discussion question in EACH module. *Every individual student will reply to questions/comments made to their original post. *Students must also respond to at least two (2) postings from other students for EACH discussion board in EACH module. *Students 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 zero (0) for that discussion module.

What is a discussion-type question?

A discussion-type question is one that 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 is one that contributes to or 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 it must be posted before you can participate in the topic discussion. The remainder of the discussion grade will be based upon three (3) things: replying to any questions/comments from classmates regarding your post, responding to the original posts of your classmates, and 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 two (2) original posts (1 per board), and four (4) replies (2 per board) by the due dates listed in the syllabus. *The ending date listed in the 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 discussion MODULE. *No exceptions.

Personal Strengths and Weaknesses in the Workplace (Dropbox Assignment)

Students will complete this assignment individually. A list of common supervisory strengths and weaknesses will be provided, and students must choose two (2) strengths and two (2) weaknesses from the list. Please see the complete Personal Strengths and Weaknesses in the Workplace Instructions in the Assignments section for completion of this assignment.

Please see the course schedule for the due date.

Supervisor Scavenger Hunt (Dropbox Assignment AND Discussion Board)

This is a two-part assignment:

1. Students must load their final document into the appropriate Dropbox and discussion board.
2. All students must review at least five (5) classmates' submissions and provide substantial feedback about their work.

Students will take at least one (1) (no more than three (3) piece(s) of information from each chapter they feel will be important to carry forward in a supervisory position. For each portion of information taken from the text, the student must include a brief explanation of why the student feels this topic is important (in their own words) along with three (3) supporting pieces of evidence. The supporting evidence could be a website, article, video, TED talk, etc. Active links to the supporting evidence must be provided in the document. 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.
final exam for this course.

Class Meeting Date and Time

Since this is an online course, there are no mandatory face-to-face sessions. However, the student should be vigilant in logging into D2L. Regular checks will ensure messages from the instructor are received in a timely manner. This course is on a schedule that will be strictly adhered to.

See the Course Schedule at the end of this syllabus for specific information about activities and due dates.

The instructor will be available to meet face-to-face or over Zoom with any interested students. This meeting is optional and must be confirmed by email ahead of time with the instructor.

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. ***Late assignments will be accepted on a case-by-case basis.** If a student cannot complete a course activity by the indicated due date, the student must contact the course instructor immediately. 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.

Important Dates

- Last day for term schedule changes: August 24 – August 27: Check date on [Academic Calendar](#).
- Deadline to file for December graduation: September 21; Priority Deadline for May graduation: October 5. Check the date on the [Academic Calendar](#).
- Last Day to drop with a grade of "W": November 23. Check the date on the [Academic Calendar](#).
- 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 a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ****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](#).

Instructor Class Policies

I prefer email for most contacts. This gives me a written record of what we talked about so I remember everything necessary. Please include the course name or number you are emailing me in reference to in your email subject. I am often away from my desk and may be hard to reach by telephone. If you need to contact me by phone, please email me for an appointment. The appointment will ensure that I have everything ready for your call and we will not be disturbed.

Withdrawals: The student must initiate all withdrawals. After the withdrawal deadline, dropping the course will result in a grade of "F." Withdrawal from this course will result in the student being dismissed from the BSRT program. In an emergency or extenuating circumstance, a student may request an incomplete grade 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 complete the course requirements within the deadline, the incomplete grade will automatically convert into a grade of "F."

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

1. Department Chair – Dr. Lynette Watts (940-397-4833)
2. College Dean – Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

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 Student Wellness Center, (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](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

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.

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 has 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 is 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 MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor. All assignments are due by 11:59 PM CST on the indicated due date.

Tentative Course Schedule:

All assignments are due by 11:59 PM CST on the indicated due date

Activities/Assignments	Due Date
Classes begin. Review Syllabus and Course Information	Monday, August 24
Module 1 Discussion Board Original Posts due	Wednesday, September 2
Module 1 Top Hat Chapters and D2L Discussion Replies	Sunday, September 13
Module 2 Discussion Board Original Posts due	Sunday, September 20
Module 2 Top Hat Chapters and D2L Discussion Replies	Wednesday, October 7
Strengths and Weaknesses Assignment Due	Sunday, October 18
Module 3 Discussion Board Original Posts Due	Wednesday, October 21
Module 3 Top Hat Chapters & D2L Discussion Replies	Sunday, November 1
Scavenger Hunt Assignment due Dropbox AND Discussion Board	Sunday, November 8
Scavenger Hunt Assignment Discussion Board Replies due	Sunday, December 6