



**MSU Texas**

Robert D. & Carol Gunn College of Health Sciences & Human Services  
Department of Radiologic Sciences  
Revised December 2019

Course Number: RADS 4513 x20                      3 credits                      Spring 2021

Course Title: Administration & Supervision in Diagnostic Imaging

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**Course Overview:**

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 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.

**Materials:**

Top Hat subscription to the course and interactive text. The join code is provided in the Welcome letter.

**Methodology/Teaching Strategies:**

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

**Evaluation Method:**

- Module Discussions 30%
- Module Questions 20%
- Independent Assignments 50%

**Grading Scale:**

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or less

**Communication with the Instructor:**

Individual questions and concerns should be handled through an email directly to the professor using the email address at the top of this syllabus. Email is the best way for contacting the instructor.

Throughout the semester, the professor may post announcements on D2L. Contact information for the professor is listed at the beginning of this syllabus. Email is the preferred mode of communication. Students must use the MSU Student Email system. The professor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session; in the summer, when MSU is open 4 days a week (Monday – Thursday), the professor will respond within a maximum of 3 days. Beyond standard university holidays and breaks, the professor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc).

Students should include the course number (RADS 4513) in the subject line of the email and include his/her name in the body of the email. If students do not use the course number, the professor will return with an email asking for more information; this will delay getting answers to students.

The professor will be available to meet face-to-face with any interested students if they request it. This meeting is optional and an appointment must be made and confirmed by email ahead of time with the professor.

**Attendance:**

This is an online course and there are no mandatory sessions. However, the student should be vigilant in logging onto D2L. Regular checks will insure that 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 for specific information about activities and due dates.

**The last opportunity to drop this course with a “W” is 4:00pm April 23, 2021.**

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.”

Please note, late submissions will NOT be accepted for this course and will result in a grade of “0”. Do not ask for extra credit at any time. I will not provide it. It is your responsibility to keep up with the course work and adhere to posted due dates and deadlines. All submissions are considered final and will be graded as such.

**Activities and Assignments:**

Students can 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 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 on D2L, contact the MSU Information Systems Support Staff, and send an email to the professor explaining what happened.

- Check and proofread your work prior to submitting the assignment. All work submitted to the instructor will be considered complete and final, and will be graded as such.
- All assignments must be written at the baccalaureate level and will be graded for: accuracy, completeness, quality, spelling, grammar, and integrity.
- Because of the nature of the assignments, late submissions will not be accepted.

## Modules

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

- Module 1 is comprised of Chapters 1-5.
- Module 2 is comprised of Chapters 6-10.
- Module 3 is comprised of Chapters 11-15.

Please be aware, each chapter has reading, videos, and graded questions interspersed throughout the text in Top Hat that you will be required to complete. You should 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 be responsible for replying to questions/comments made to his/her 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 0 (zero) 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, 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 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 original posts

of your classmates, and mechanics (grammar, spelling, punctuation, etc.). All Unit 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 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 will be required to 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 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 to the appropriate dropbox and discussion board.
2. All students must review at least 5 classmates' submissions and provide substantial feedback about their work.

Students will take at least one (no more than three) 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, three supporting pieces of evidence must be provided on the same topic with 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.

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.

### **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 4513 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 4513 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)

### **Campus Carry:**

Senate Bill 11 passed by the 84<sup>th</sup> 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 webpage: [Campus Carry - MSU Texas](#).

**Tentative Course Schedule**

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

<b>Date</b>	<b>Activity</b>
<b>Saturday, January 11</b>	Class opens Review course syllabus
<b>Monday, January 25</b>	Module 1 Original Discussion Board Posts due by 11:59 PM
<b>Monday, February 1</b>	Module 1 Top Hat Chapters and Discussion Board replies due by 11:59 PM Module 2 Opens
<b>Monday, February 22</b>	Module 2 Original Discussion Board Posts due by 11:59 PM
<b>Monday, March 1</b>	Module 2 Top Hat Chapters and Discussion Board replies due by 11:59 PM Module 3 Opens
<b>Monday, March 22</b>	Personal Strengths & Weaknesses Assignment due to dropbox by 11:59 PM
<b>Monday, March 29</b>	Module 3 Original Discussion Board Posts due by 11:59 PM
<b>Monday, April 5</b>	Module 3 Top Hat Chapters and Discussion Board replies due by 11:59 PM
<b>Monday, April 19</b>	Supervisor Scavenger Hunt Assignment due to dropbox AND discussion board by 11:59 PM
<b>Monday, April 26</b>	Supervisor Scavenger Hunt discussion board replies due by 11:59 PM