Course Syllabus: Administration & Supervision of Diagnostic Imaging
College of Health Sciences & Human Services
RADS 4513 X20
Spring 2026
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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 relation, 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

Course Resources:

Top Hat subscription to course and interactive text. **Required. *Join code is 180613**
Current prices for course resources can be found through the MSU Bookstore.

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 reliable computer and internet access.

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.

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 assignments for this course are listed in the course calendar at the end of this syllabus.

It is expected that all required assignments are completed and submitted by their specified due dates. As a general rule, late assignments will not be accepted. Unplanned circumstances do happen. Please communicate with your instructor about such circumstances by email *prior to the assignment due date*. On some occasions, following acceptable documentation to authenticate your circumstance, your instructor will issue an extension prior to a due date.

Discussions will not be given extensions, due to the fact that other students rely on timely discussion posts in order to complete their own work and late posts impact your

peers' learning. Late discussion posts submitted after the close of a module week will not be accepted or graded as they prevent fellow students from considering your post and offering constructive feedback prior to the due date.

A common rationale for late work is "computer issues". Be proactive and create a contingency plan that will allow you to complete your work in the event of a computer meltdown, internet outage, or unplanned travel. "Problems with D2L" is not an acceptable excuse when turning in written assignments. If you are having difficulty submitting your work via D2L on a Sunday evening, simply email that assignment to your instructor with a brief explanation.

All assignment submissions made by students in D2L are considered final submissions. It is the student's responsibility to ensure that the correct and complete file has been uploaded. If a student submits an incorrect document, an incomplete draft, or any unintended version, the assignment will be graded as submitted. Students are strongly encouraged to double-check their upload before finalizing the submission.

Additionally, Apple file formats such as .pages or Keynote files will not be accepted. All submissions must be uploaded in Microsoft Office formats—such as .doc, .docx, .ppt, or .xlsx—or as otherwise specified in the assignment instructions.

There can be no email submissions of graded course work, since the MSU administrative team or any external reviewer cannot see any email communication from students.

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.

Course Behavior:
All students will treat others with respect in this course. Discussion board posts will be professional and constructive.

Mental Health
We all experience stressful and difficult events as a normal part of life. As your instructor, I believe your mental health is an important part of your academic success. Success in this course depends heavily on your personal health and well-being. You should recognize that stress is an expected part of the college experience, and if often can be compounded by unexpected setbacks or life changes outside the classroom. I strongly encourage you to reframe challenges as unavoidable pathways to success.

Reflect on your role in taking care of yourself throughout the term before the demands of exams and projects reach their peak. Please feel free to reach out to me about any difficulty you may be having that may affect your performance in this course as soon as it occurs and before it becomes unmanageable. In addition to your academic advisor and me, I strongly encourage you to contact the many other support services on campus that stand ready to assist you.

- Counseling Center – call 940-397-4618 to schedule an appointment
- TAO – a multilevel online therapy tool
- Self-help apps – MSU has a list available
- Mental Health Resources
- More online resources

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.

It is expected that all required assignments and discussion question responses are completed and submitted by their specified due dates.

As a general rule, late assignments will not be accepted. Unplanned circumstances do happen. Please communicate with your instructor about such circumstances by email *prior to the assignment due date*. On some occasions, following acceptable documentation to authenticate your circumstance, your instructor will issue an extension prior to a due date.

Discussions will not be given extensions, due to the fact that other students rely on timely discussion posts in order to complete their own work and late posts impact your peers' learning. Late discussion posts submitted after the close of a module week will not be accepted or graded as they prevent fellow students from considering your post and offering constructive feedback prior to the due date.

A common rationale for late work is "computer issues". Be proactive and create a contingency plan that will allow you to complete your work in the event of a computer meltdown, internet outage, or unplanned travel. "Problems with D2L" is not an acceptable excuse when turning in written assignments.

All assignment submissions made by students in D2L are considered final submissions. It is the student's responsibility to ensure that the correct and complete file has been uploaded. If a student submits an incorrect document, an incomplete draft, or any unintended version, the assignment will be graded as submitted. Students are strongly encouraged to double-check their upload before finalizing the submission.

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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, each chapter has reading, videos, and graded questions interspersed throughout the text in Top Hat 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 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 <u>meaningless</u> 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 will be required to 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 <u>AND</u> Discussion Board) This a <u>two-part</u> 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.

Evaluation Method:

Percentage Distribution	Value
Module Discussions	30%
Top Hat Questions	20%
Independent Assignments	50%
Total	100%

Grading Scale:

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

*The last opportunity to drop this course with a grade of "W" is 4:00pm April 29, 2026. 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."

Disability Support Services:

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:

This course 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 this course 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.

Use of Artificial Writing Generators
Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as 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.

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 as 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 Safety/Emergency Procedures. Students are encouraged to watch the video entitled "Run, Hide, Fight."

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. Lynette Watts (940) 397.4833
2. College Dean: Dr. Jeff Killion (940) 397.4594
3. Dean of Students: Matthew Park (940) 397.7500

Tentative Course Schedule
All assignments are due by 11:59pm CST on the indicated due date

Date	Activity
Tuesday, January 20	Classes begin Review Syllabus and Course Information
Sunday, January 25	Module 1 Discussion Board Original Posts due
Sunday, February 1	Module 1 Top Hat Chapters & D2L Discussion Replies
Sunday, February 22	Module 2 Discussion Board Original Posts due
Sunday, March 1	Module 2 Top Hat Chapters & D2L Discussion Replies
March 9 - 14	**Spring Break**
Sunday, March 29	Strengths and Weaknesses Assignment Due
Sunday, April 12	Module 3 Discussion Board Original Posts due
Sunday, April 19	Module 3 Top Hat Chapters & D2L Discussion Replies
Sunday, April 26	Scavenger Hunt Assignment (Dropbox) AND Discussion Board Original Posts
Sunday, May 3	Scavenger Hunt Assignment Discussion Board Replies due