# Course Syllabus: Imaging Informatics

## Robert D. & Carol Gunn College of Health Sciences & Human Services

## Department of Radiologic Sciences

## Course Information

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|---|---|
| **Name** | RADS 4533 X30 Imaging Informatics Syllabus Summer 2025 Onstott (online) |
| **Credit** | 3 hours |
| **Term** | Fall Long Term 2025 |
| **Dates** | August 25, 2025 – December 8, 2025 |
| **Time Commitment** | Students should expect to spend at least 9 hours per week on course material (15-week term) |
| **Prerequisites** | Acceptance into the BSRT, BSRS, or Modality Certification Program |

## Professor

**Kimberly Onstott EdD, RT(R)(CT)(MR), MRSO**

**Assistant Professor, Advanced Modalities Program Coordinator, Radiologic Sciences**

**E-mail:** kimberly.onstott@msutexas.edu

Use this format in the subject line: 4533_your last name_topic of the message

E-mail is the best way to reach me. If I have not responded within 72 hours, please e-mail me again.

**Phone:** (940) 397-4332 or (866) 575-4305. Please leave a message, and I will get back to you.

**Office Location:** Midwestern State University
3410 Taft Blvd
Centennial Hall 430Q
Wichita Falls, TX 76308

**Office hours:** Tuesdays 11:30:-12:30, Wednesdays 9-12:00, Thursdays 9-10:00. **Please make an appointment**

**by email** to be sure I am not meeting with another student at the same time. Zoom meetings, phone meetings, and any additional hours can be arranged by email request.

## Communicating with the Professor

Contact information for the professor is listed at the top of the first page of this syllabus. The professor prefers e-mail so there is a record of the communication and often the professor is away from her desk.

4533_your last name_topic of message

Example: 4533_Smith_Title Page question

When there is a need to contact a student, the professor will use the student's students.msu.edu e-mail account. The professor is not responsible for sending e-mails to any other e-mail account (set up your e-mail to forward messages to an e-mail you check often to avoid potentially missing any correspondence). Faculty members will not be responsible for keeping up with other e-mail addresses for students. If you have not established this account or you need help forwarding messages, do so as soon as possible by contacting information systems.

The professor will respond or at least acknowledge all student communications within five (5) business days. If this time period will be longer because the professor is out of town or for other reasons, a news item will be posted online in D2L for the class. Please always give the professor the time asked to respond before repeating your request. Always include your course number and topic in the subject line of the e-mail

## Course Description

This course introduces information technology concepts related to health care and radiology, such as healthcare data trends, electronic health records architecture of information systems, health information privacy and security, ethics, mobile technology, telemedicine, PACS, quality improvement, and patient safety.

Course Objectives

Upon completion of this course, students will be able to:

1. Discuss the concept of biomedical and health informatics as it relates to healthcare facilities.
2. Relate computing concepts for biomedicine and health
3. Operate the electronic health record (EHR) appropriately
4. Differentiate standards and interoperability of health informatics systems
5. Related the importance of healthcare informatics safety, quality, and value
6. Relate the health information exchange (HIE) to HER systems
7. Follow the guidelines for EHR system selection and implementation
8. Protect patient privacy through the proper use of health privacy and security regulations
9. Recognize ethical issues in health informatics

## Teaching Methodology

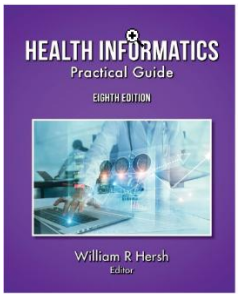
Desire2Learn (D2L) Modules, Independent reading assignments, D2L open book Module quizzes, Discussion Boards, and a Comprehensive Final Exam are used in this course.

## Course Materials

### Textbooks

#### Required

Hersh (2022). Health informatics: Practical guide for healthcare and information technology professionals. (8th ed.) Informatics Education. http://informaticseducation.org/




### Proctor Requirements

**Test-takers are responsible for meeting the following technical requirements:**

- A reliable computer running Windows XP (or higher) or Mac OS X 10 (or higher).
- A webcam with 640x480 video pixel resolution or higher.
- Headphones or working speakers connected to the computer.
- A reliable, high-speed Internet connection.
- The ability to allow video and screen-sharing connections to the computer used to take an exam.

### Computer Requirements

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

## Important Dates

**All dates are subject to change as needed**

| Date | | Quiz/Test/Project/Rad Tech Bootcamp |
|---|---|---|
| Aug | 25 | D2L is Open |
| Sept | 9 | Module 1 Quiz closes at 11:59 pm |
| | 16 | Module 2 Quiz closes at 11:59 pm |
| | 30 | Module 3 Quiz closes at 11:59 pm<br>Discussion Boards 1 & 2 close at 11:59 pm |
| Oct | 14 | Module 4 Quiz closes at 11:59 pm |

| Date | | Quiz/Test/Project/Rad Tech Bootcamp |
|---|---|---|
| | | **Discussion Board 3 closes at 11:59 pm** |
| | **28** | **Module 5 Quiz closes at 11:59 pm**<br>**Discussion Board 4 closes at 11:59 pm** |
| **Nov** | **1** | **Final Exam is open until Dec 2** |
| | **4** | **Module 6 Quiz closes at 11:59 pm** |
| | **11** | **Module 7 Quiz closes at 11:59 pm** |
| | **18** | **Module 8 Quiz closes at 11:59 pm** |
| **Dec** | **2** | **Final Exam closes at 11:59 pm** |

## Evaluation

**Grade Distribution**

Quizzes 40%

Discussion Boards 20%

Final Exam 40%

**Grade Scale**

A=100-90
B=89-80
C=79-75
D=74-60
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 4533 course home page

2. Select Notifications
3. Check the box next to “News - new item available” and then check any other boxes from which you wish to receive an email notification.
4. Check the email address you wish to send email notifications. Select “change your email settings” and enter the new email address if you need to change this. This email address should be an email address you check frequently.

You can 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**

I do not typically accept late assignments without prior approval and proper documentation for the rationale. In extreme emergencies, I may grant an extension after the due date has passed with acceptable documentation from the student. Group projects will never be granted extensions. All coursework must be completed in the semester the course is taken. I do not give incomplete grades except under extraordinary circumstances.

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## Imaging Informatics Course Policy Details

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### Professional Conduct

All students are expected to comport themselves professionally while in class or working on course projects with other students on or off campus. If students have questions about what the proper professional conduct should be, please reference the University Student Handbook located on the Office of Student Rights and Responsibilities webpage and the Shimadzu School of Radiologic Sciences Academic and Clinical Handbook for the student’s current cohort located on the BSRT Program webpage. Violations of either set of standards or policies may result in grade reduction and referral for disciplinary action.

### Attendance

Although there is no attendance policy for this online course, students must log into D2L at least once a week. The professor may post news items that will require the student’s attention. It is also good for students to check their email several times during the week. Students should ensure their email address is kept up-to-date with the university. This may be done through the MSU Portal.

### Requesting a Withdrawal

The last opportunity to drop this course with a grade of “W” is 4:00 pm on November 24, 2025. The student must initiate all withdrawals. After this date, dropping the course results in a grade of “F.” Withdrawal from this course will result in the student being dismissed from the BSRT program.

Students may request an incomplete grade before submitting grades in an emergency or extenuating circumstance. 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.”

## Technical Difficulties

Occasionally, you may experience problems accessing D2L, accessing class files located within D2L, connecting with your internet service, or other computer-related issues. Make the professor aware of a technical problem as soon as possible. A due date extension is typically granted if a situation occurs on the university's end, such as D2L failure**. However, remember that you are responsible for having (or accessing) 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 the professor when 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 go 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 your professor.
- For other computer access issues, visit the MSU Information Technology Website online.

## 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 will provide advice and/or assistance for resolution. 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 first be addressed between the student and the professor. If there is no resolution, students must follow this sequence:

1. Department Chair – Dr. Lynette Watts (940-397-4845)
2. College Dean - Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

## Honor System

RADS 4533 adheres to the MSU Code of Conduct.

In particular, however small, academic dishonesty 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 4533 are designed to represent the efforts of each student individually or each student group as appropriate and are NOT to be shared, copied, or plagiarized from other sources. When students submit their efforts for grading, they are attesting that they abided by this rule.

An online plagiarism/artificial writing detection 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 or to use artificial writing generators instead of the student's work.

**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 from 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 they have previously submitted for this or other courses.
- The use of materials generated by agencies engaged in "selling" term papers is also plagiarism.

**The use of Artificial Writing Generators includes, but is not limited to**

- Using any artificial intelligence agent (e.g., Chat GPT) to generate written work that the student uses within their course paper, poster, presentation, or any other project, with or without proper citation, or;
- Using any artificial writing generator as a primary source, or;
- Using any artificial writing generators in place of traditional research methods to obtain sources and any interpretations about the content of those sources.

This class will not tolerate academic dishonesty (cheating, plagiarism, artificial writing generators, etc.). Whenever a student is unsure whether a situation will be interpreted as academic dishonesty, the student should ask the professor for clarification. If students are found guilty of academic dishonesty, they will receive a grade of zero (0) for the quiz, assignment, etc., and will not be allowed to resubmit the assignment. Based on the severity of the cheating, plagiarism, or use of artificial writing generators, the professor reserves the right to fail the student in the course and refer the student to the department chair for further disciplinary action, which could include permanent dismissal from the program. Cases may also be referred to the Dean of

Students for possible dismissal from the university and the ARRT as a potential ethics violation.

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 this course. The "limited right" shall include, but shall not be limited to, the right to reproduce the student's work/ project 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 or the use of artificial writing generators.

## Campus Carry / Active Shooter

**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 are 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 the 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.