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*Gunn College of Health Sciences and Human Services  
Department of Radiologic Sciences  
Bachelor of Science, Radiologic Sciences Program  
Course Syllabus - Rodney Fisher*

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***RADS 4913 Applied Research***

**Fall 2024  
Online**

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**Office Hours:** Student Specific: Mondays 3:00 – 4:00, Tuesdays 1:00 – 3:00, and Wednesdays 10:00 – 12:00. Appointments always take preference over walk-ins. If calling, please email for a time first.

## **WHY ARE YOU TAKING THIS COURSE?**

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In this course, you will apply what you learned in RADS 3503, Research, and write a 5 – 7 page literature review in APA format.

Among the topics we will discuss this semester:

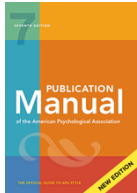
- What is a literature review?
- How do you synthesize data?
- How is an APA paper formatted?
- What makes a paper both informative and worth reading?

## THE TEXTBOOK YOU WILL NEED

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### Required

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). American Psychological Association. [ISBN 978-1-4338-3216-1]



This book is approximately \$35.00 from the MSU Bookstore

### Recommended

Aaron, J.E. (2016). *LB Brief* (6<sup>th</sup> Ed.). Boston, MA: Pearson. [ISBN 978-0134123073]

**NOTE: MyWritingLab access code is NOT required, only the book.**



This book is approximately \$81.25 from the MSU Bookstore

## HOW TO CONTACT ME

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I prefer email for most contacts. This gives me a written record of our discussion so I do not forget anything important. Also, I am often away from my desk and may be hard to reach by telephone. If you need to call or see me in my office, please email me for an appointment. The appointment will ensure that I have everything ready for your visit and that we will not be disturbed.

## ATTENDANCE

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While there is no attendance policy for this course because it is online, it is very important that you log into D2L at least once a week. I may post news items that will require your attention. It is also good to check your email several times during the week. Please make sure your email with the university is kept up-to-date. You may do this through the MSU Portal.

## HOW I GRADE THIS COURSE

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I use the following grading scale:

- A = 100 – 90
- B = 89.99 – 80
- C = 79.99 – 70
- D = 69.99 – 60
- F = 59.99 and below

While I do not round individual assignments, I will round your semester grade up to the next grade if you are within 0.5 points of the next grade. Late assignments are not accepted without my prior approval. If I do accept any late assignments, they are subject to a late penalty.

Your semester grade will be made up of the following type of assignments:

Request for Research Question and Online Approval Form	3%
Title Page	2%
Reference List	10%
Body of the Paper	45%
Abstract	10%
Final Paper	30%

## WHAT IS THE CLASS SCHEDULE / DUE DATES?

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Notes:

- You **MUST** complete all assignments in order without exception, even if the assignment is late and receives a deduction or zero grade
- Schedule subject to change

Date		Assignment
August	26	Course opens in D2L
September	10	Assignment 1 – RQA due
	17	Assignment 2 – Title Page due
October	1	Assignment 3 – Reference List due
	22	Assignment 4 – Body of Paper due
November	5	Assignment 5 – Abstract due
	25	4:00 PM Last Day to Withdraw and Receive a “W” Instead of an “F”
	26	Assignment 6 – Final Paper due

## WHAT ARE THE ASSIGNMENTS?

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**RQA**, or Request for Research Question and Outline Approval Form is where you will tell me what topic you want to research. You will phrase it in the form of a research question. You will also include a preliminary outline and a preliminary reference list of no less than eight peer-reviewed sources.

**The Title Page** is an APA-formatted title page with the proper header. After this assignment has been graded, you will include a title page on all subsequent assignments. I will return this with corrections for you to make.

**Your Reference List** is an APA format reference list. This might be the same list you turned in for your RQA, or it might have changed. However, this time I will be grading it in detail. I will return this with corrections for you to make.

**The Body of the Paper** is the majority of your paper. It will include your title page, introduction, methods, discussion, conclusion, future research suggestions, and reference list. This assignment should be 5 – 7 pages, NOT including your title page or reference list. I will return this to you with corrections for you to make.

**The Abstract** is a 150 – 250 word summation of your paper. It includes your topic, research question, what you found out, and what you concluded. Anyone reading your abstract should understand all the major points you make in your paper. I will return this to you with corrections for you to make.

**The Final Paper** is where you put it all together. You will have made all the corrections on the previous assignments. You will include your title page, abstract, body of your paper, and reference list. This assignment should be 8 – 11 pages long when completed.

## Applied Research Course Policy Details

### Professional Conduct

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All students are expected to comport themselves professionally at all times 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

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While there is no attendance policy for this course because it is online, it is very important that students 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 to check 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

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The last opportunity to drop this course with a grade of "W" is 4:00 pm on October 30, 2023. 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.

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.”

### Technical Difficulties

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Occasionally, students may experience problems accessing D2L, accessing class files located within D2L, connecting with their internet service, or other computer-related problems. Make the professor aware of a technical problem as soon as possible. A due date extension will typically be granted if a problem occurs on the university's end, such as D2L failure. **However, remember that students are responsible for having (or accessing) a working computer in this course. 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

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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

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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. Interim 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

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RADS 4913 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 4913 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 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 for identification of similarities to other student papers and published works or the use of artificial writing generators in place of the student's own 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.

**Using of Artificial Writing Generators includes but is not limited to**

- Using any artificial intelligent 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 course 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 guilty of academic dishonesty, a grade of zero (0) will be given for the quiz, assignment, etc., and the student will not be given an opportunity to resubmit the assignment for a grade. However, based on the progressive nature of the course assignments, all assignments must be completed, in order, before any other assignment can be accepted for a grade. 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 possible 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 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 or the use of artificial writing generators.

## **Campus Carry / Active Shooter**

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### **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](#).