



Course Syllabus: RADS 4913 Applied Research

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

Department of Radiologic Sciences

Course Information

Information	Description
Name	RADS 4913x13-Applied Research (online)
Credit	3 hours
Term	Fall 2020
Dates	August 22-December 8, 2020
Time Commitment	Students should expect to spend at least 9 hours per week on course material (15 week term)
Prerequisites	Achieve a C or better in RADS 3503 (Interdisciplinary Research) or RADS 3523 Essentials of Research

Professor

Kimberly Onstott EdD, RT(R)(CT)(MR) Assistant Professor, Radiologic Sciences

E-mail: kimberly.onstott@msutexas.edu

Use this format in the subject line: 4913_your last name_topic of the message

E-mail is the best way to reach me. If I haven't responded within 72 hours, please email me again.

Phone: (940) 397-4332

Office location: Midwestern State University

3410 Taft Blvd

Centennial Hall 430Q

Wichita Falls, TX 76309

Office hours: Mondays 3pm-4pm, Tuesdays 10am-1:00pm Wednesdays 8-9am. Additional hours by request. Due to the pandemic in-office visits will be carried out by phone or virtually using Zoom. Please make an appointment by e-mail.

Course Description

This course is the capstone course involving directed research, which will be completed by reviewing previously published articles, culminating in a substantive literature review paper related to the field of radiologic sciences.

Course Objectives

Upon completion of this course, the student will:

- Apply appropriate research methods.
- Formulate an appropriate research question.
- Compose a publication quality substantive research paper reviewing previously published articles.
- Format this research paper, which is a literature review, in appropriate APA style (no original research is allowed).

Teaching Methodology

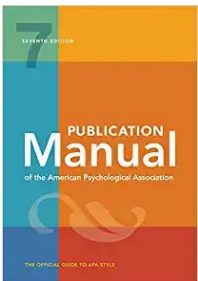
Desire2Learn (D2L) modules, individual writing assignments resulting in an independent research project with a directed student paper. There is NO final exam for this course.

Course Materials

Textbooks

Required

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author. [ISBN 978-1433832161]



Computer Requirements

You need access to an up-to-date computer with an internet connection in this course. D2L does not work well with Internet Explorer. Use a different browser when working in D2L. Also Chromebooks will not work. Only Word documents will be submitted in this course. If using a MAC, documents can be saved as Word files.

Video: [How to save Apple Pages document as Microsoft Word file \(.doc & .docx\)](#)

Assignments

There will be six graded assignments in this course. Each assignment builds on the work completed in the previous assignment. See more detailed descriptions of each at the end of this syllabus.

Important Dates

Date	Assignment (All times are Central Standard Time-CST)
August 22	Class opens
August 22-September 1	Review course Overview Review course Syllabus Review course Orientation PowerPoint Develop APA Title Page *All of these are logged into D2L when you review them*
September 1	Title Page due by 23:59 pm
September 22	RQA Form due by 23:59 pm (note this will take apx 3 weeks to complete-start early)
October 6	Reference List due by 23:59 pm
October 27	Body due by 23:59 pm (note this will take apx 3 weeks to complete-start early)
November 3	Abstract due by 23:59 pm
December 1	Final Paper due by 23:59pm
December 4	Last day to withdraw with a "W" grade by 4:00 pm campus time

Course Modules

Module	Resulting Product/s
Getting Started!	Overview, Syllabus, PPT Orientation
Module 1: Title Page	APA formatted Title Page
Module 2: Request for Research Question and Outline Approval Form	Research Topic Research Question Research Title Detailed Synthesis Outline with in-text citations Preliminary Reference List
Module 3: Reference List	APA formatted Reference Page/s
Module 4: Body of Paper	APA formatted Body of a Literature Review
Module 5: Abstract	APA formatted Abstract
Module 6: Final Paper	Completed Final Paper (all revisions made)

Evaluation

Grade Distribution

- 2% Title Page
- 3% Research Question Approval Form-Electronic
- 10% Reference List
- 45% Body of Paper
- 10% Abstract
- 30% Final Paper

Grade Scale

- A=100-90
- B=89-80
- C=79-70
- D=69-60
- 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 a 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 4913 course home page
2. Select Notifications
3. Check the email address you wish to send email notifications. If you need to change this, select "Change your email settings" and enter the new email address. This email address should be an email address you check frequently.
4. If you want to receive these updates on your mobile, select "Register your mobile"
5. Check the box next to "News - new item available" and then check any other boxes you wish to receive an email notification from.

You are welcome to email questions to clarify concepts or look for further explanations. If I come across 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 questions and answers may be located there.

Late Work

Due Dates

Most assignments are due on Tuesdays (see Important Course Dates above). Assignments must be submitted by 23:59 (11:59 pm) Central Standard Time, on scheduled due dates in the course schedule. If a student fails to meet a deadline the student will receive no credit for the assignment not submitted on time.

Progression

Each assignment in this course builds off of the previous assignment. If any assignment has not been completed NO other assignments after that assignment will be accepted for grading. It is the student's responsibility to consult with the professor if an assignment due date has been missed.

Emergency Extension

If you have a major event such as a death in the family, illness, hospitalization, or other extenuating circumstances, email the professor at kimberly.onstott@msutexas.edu as soon as possible and on or before the scheduled due date. I will grant extensions on an individual basis. If an extension is granted, typically the following guidelines will be followed.

1. The assignment may be up to one week late and still qualify for full credit. After the one-week extension has passed, ten points per day can be deducted until the assignment is no longer worth any credit.
2. When the assignment is completed, you must send a follow-up email to let the professor know it is ready to grade. Failure to notify the professor could lead to a grade of zero.
3. **Avoid End of Course Late Work:** Please note there are University deadlines for submitting grades at the end of the semester. All work must be turned in at least a week before grades must be posted.
4. If a course includes interaction between students in the discussion board, and if extenuating circumstances will prevent you from participating, an alternate assignment may be considered at the discretion of the professor.

HIPAA Requirement

Do not place ANY patient name on your assignments. Any proper name that appears on an assignment, other than yours will be considered a HIPAA violation and the assignment grade may be dropped to as low as a zero, depending on the severity of the violation.

Final Course Grade

A final course score of 70% is required to pass this course. Letter grades of "D" or "F" cannot be used for graduation and will require the course be repeated according to the current radiology program policies.

Technical Difficulties

On occasion, you may experience problems with accessing D2L, accessing class files located within D2L, connecting with your internet service, or you may encounter other computer related problems. Make the professor aware of a technical problem as soon as possible. If a problem occurs on our end, such as D2L failure, then a due date extension will typically be granted. **However, keep in mind 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 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 as soon as a problem is encountered. Failure to do so may result in points being lost, 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 8am and 5pm.
- Use the D2L help link in D2L.
- Contact your professor.
- For other computer access issues, go online to the MSU [Information Technology Website](#).

Attendance

This is an online course and there are no mandatory sessions. However, the student should be vigilant in logging in to D2L. The student should expect to log in at least 3 times per week. Regular checks will ensure that messages from the professor are received in a timely manner. This course is on a schedule that will be strictly adhered to. See the Important Dates section above for specific due dates.

Requesting a Withdrawal

The last opportunity to drop this course with a grade of “W” is 4:00pm on December 4, 2020. All withdrawals **must be initiated by the student**. After this date dropping the course results in a grade of “F”.

In an emergency or extenuating circumstance, a student may request a grade of “Incomplete” 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 grade of “Incomplete” will automatically convert into a grade of “F”.

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 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

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

1. Interim Department Chair – Beth Veale (940-397-4575)
2. College Dean - Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

Honor System

RADS 4913 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 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 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 service will be used in this course. Student assignments will be uploaded to the service for identification of similarities to other student papers and published works.

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 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 in 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.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he/she 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. Cases may also be referred to the Dean of Students for possible dismissal from the university. 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" 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 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 for plagiarism.

Senate Bill 11

Senate Bill 11 Senate Bill 11 passed by the 84th 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 campus carry webpage](#). If you have questions or concerns, please contact MSU Chief of Police [Patrick Coggins](#) by email at mpatrick.coggins@msutexas.edu.

Communicating with the Professor

I prefer email so there is a record of the communication and often I am away from my desk. Phone calls may be answered by email when appropriate. I typically respond to emails within 72 hours or sooner. If you do not hear from me within 72 hours, please email me again to be sure I received your email. If this time period will be longer because I am out of town or for another reason, a news item will be posted online in D2L for the class. Please always give me the time asked for to respond before repeating your request.

Include the format below for your email subject line so that I can quickly search for particular course questions and answers.

4913_your last name_topic of message

Example: 4913_Smith_Title Page question

When there is a need to contact a student, the professor will use the student's MSU email account. The professor is not responsible for sending emails to any other email account (set up your email to forward messages to an email you check often to avoid potentially missing any correspondence). Faculty members will not be responsible for keeping up with other email 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](#).

Applied Research Assignment Details

There are seven modules in this course.

Getting Started!

Review the course Overview, course Syllabus, and the course Orientation PowerPoint in this D2L module.

After reviewing the course syllabus and becoming familiar with the course layout, students will select a preliminary topic they will be using for their literature review paper. **Note on the research topic:** For this

course only topics related to Radiologic Sciences (which emphasize the role of technologists), not topics related to clinical radiology (which emphasizes the role of radiologists) will be accepted. Topics cannot deal with subjects that are outside the scope of practice of the radiographer. For example: “Factors Contributing to Job Satisfaction for MRI Technologists” is acceptable, but “Treatment of Obstructive Bowel Syndrome” is not acceptable.

Another example: “Position for Radiographic Demonstration of the Trauma Knee” is acceptable, but “Diagnosis of Cerebral Hemorrhage” is not acceptable.

Assignment 1: Title Page (2%)

Visit the D2L course notes and the APA Manual to develop an APA formatted title page (7th edition APA). The Title Page assignment must be submitted to the Assignment 1 Dropbox within D2L by the due date.

Assignment 2: Request for Research Question Approval Form (3%)

The planning of your paper is the most important part of developing a strong literature review so...
Let's get started!

To complete this module you will need to **carefully** follow the instructions in the Instructions for Developing Your Topic, Problem, Research Question, Title, Outline...and the RQA Form Assignment and the Searching for Peer-Reviewed, Scholarly Articles course notes.

This part WILL take you about 3 weeks to complete.

To complete this module, over three weeks, you will develop your:

1. **Research Topic**
2. **Research Question**
3. **Effective Title**
4. **Detailed Outline**
5. **RQA Form. Enter all of the above information into the electronic RQA Form. You will not be submitting anything to the dropbox so save everything you develop.**

After you have finished the RQA form and submitted it, your instructor will read it and either approve it as is, approve it but require some revisions, or not approve it. If you need revisions or if your request is not approved, you will be told what you need to do in order to move on to Assignment 3: Reference List.

Assignment 3: Reference List (10%)

This assignment will evaluate the student’s ability to create a reference page in correct APA format. Review the feedback from the RQA assignment about your sources and make any needed corrections. Then using 8 of the sources you found on your topic create an APA formatted reference list.

*For this assignment I will only grade the **first 8 of your references** if you inadvertently include more. Save your other references for the Body of the Paper assignment.*

The assignment must be submitted to the Assignment 3 Dropbox within D2L by the due date.

Note: References should be from a variety of sources using peer-reviewed journals and other scholarly works.

Assignment 4: Body (45%)

After reviewing the course notes, course examples, the APA Manual, and feedback on previous assignments the student will complete a literature review paper. This assignment will include all of the following:

1. Corrected and updated Title Page
2. Blank Abstract Page
3. Introduction
4. Methods
5. Discussion (with at least 3 main points)
6. Conclusion
7. Suggestions for Future Research
8. Corrected and update Reference page/s

This is an evaluation of your ability to **synthesize** published literature in a literature review. Copying the work of any of the authors is not permitted. You must use your own words to give an account of what has been published on a topic by accredited scholars and researchers.

The body of the paper must be no less than 5 full length pages and not much more than 7 pages (Times New Roman, 12-point font).

An expanded explanation of each component is in the course notes within D2L.

You **must** include your completed revised title page and reference list with this assignment as part of the document, not separately. The assignment must be submitted as a single document to the Assignment 4 Dropbox within D2L by the due date.

Assignment 5: Abstract (10%)

This is an evaluation of your ability, to sum up, your paper in one paragraph.

1. Read Writing an Abstract
2. Read APA 7th ed. Abstract-keywords-guide
3. Submit **with** a title page your APA formatted abstract to the Assignment 5 Dropbox within D2L dropbox by the due date.

The abstract should be between 150 and 250 words. **The abstract should be written after completion of the body of the paper.**

Assignment 6: Final Paper (30%)

For the final assignment in this course, all parts of the literature review will be compiled into a completed research paper.

This literature review is to be a substantial paper. The completed paper should include:

1. **Title** page (1 page)

2. **Abstract** page (1 page)
3. **Body** pages (5-7 full-length pages which encompass the Introduction, Methods, Discussion, Conclusion, and the Suggestions for Future Research). The body of your paper should be at a minimum of 5 **full** pages and not much more than 7 pages.
4. **References** page/s (varies-1-3 pages)
5. **Appendices** page/s (not required but should be present if they are needed)
6. Your paper **in total** should be no less than 8 pages and will likely be closer to 11.
7. The paper must reflect baccalaureate level effort and **must incorporate the suggestions for revision provided by the instructor for Assignments 1-5**. It should demonstrate the student's ability to gather and discriminate pertinent resources, to synthesize information from a variety of sources, to apply new information to a topic, and to correctly use the APA reference style.
8. All parts of this assignment must be submitted as one single document through Assignment 6 Dropbox within D2L by the due date.

All course requirements must be completed before a grade is awarded. Students must complete the final and all course work by the dates published in the course schedule.

Note: All assignments received are considered complete and will be graded as such. Any decision of the instructor is final and there will be no further changes made.

Course Schedule

All times are Central Standard Time (CST)

Date	Assignment
August 22	Class opens
August 22- September 1	Review course Overview Review course Syllabus Review course Orientation PowerPoint *All of these are logged into D2L when you review them*
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