



## Course Syllabus: Applied Research

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

Department of Radiologic Sciences

### Course Information

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Information	Description
Name	RADS 4913x22-Applied Research (online)
Credit	3 hours
Term	Spring 2020
Dates	January 18, 2020-May 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)

### Professor

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

**E-mail:** [kimberly.onstott@msutexas.edu](mailto: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 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:** Tuesdays 10-3:00pm- additional hours by request. Please make an appointment by e-mail.

### Course Description

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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

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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

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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.

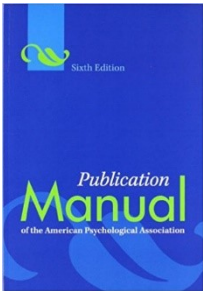
## Course Materials

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### Textbooks

#### Required

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author. [ISBN 9781433805615]



### 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. 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

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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

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All times are Central Standard Time (CST)

Date	Assignment
January 18	Class opens Review course syllabus
January 28	Title Page due by 23:59 pm
February 25	RQA Form due by 23:59 pm
March 10	Reference List due by 23:59 pm
March 24	Body due by 23:59 pm
March 30	Last day to withdraw with a "W" grade by 4:00 pm campus time
April 7	Abstract due by 23:59 pm
April 21	Final Paper due by 23:59

## Course Modules

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

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## Evaluation

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### Grade Distribution

- 3% Research Question Approval Form
- 2% Title Page
- 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](mailto: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

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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

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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

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The last opportunity to drop this course with a grade of “W” is 4:00pm on March 30, 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

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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 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

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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

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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](mailto:mpatrick.coggins@msutexas.edu).

### Communicating with the Professor

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

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 students.mwsu.edu 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](#).

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 other reason, a news item will be posted online in D2L for the class. Please always give the professor the time asked for to respond before repeating your request. Always include your course number and topic in the subject line of the email.

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## Applied Research Assignment Details

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There are seven modules in this course.

### Getting Started!

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After reviewing the course syllabus and becoming familiar with the course layout, students will select the topic they will be using for the course project. **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 emphasize 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%)**

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Review pages 23, 24, 41, & 229 within the *APA Manual*. Use the sample title page as a guide because it includes additional information not included on the APA version to help distinguish assignments submitted in different classes. The assignment must be submitted to the Assignment 1 Dropbox within D2L by the due date.

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

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Students must complete the Request for Research Question and Outline Approval Form, include a detailed outline of the paper, (please look at the sample outline for the amount of detail required) and include an APA formatted reference list. There should be at least 2 references per major section of the body of the paper. The assignment must be submitted within D2L by the due date.

References older than 5 years will generally not be accepted, but depending on the topic, source, etc., this will be at the discretion of the instructor.

This assignment is found under Assessments/Tests and is the only “test” listed. While you perform it as if it was a test, there is no time limit and you may save it and come back to it later if you desire. It will be graded manually and you will be sent feedback. It must be completed by the due date.

Students will complete the Request for Research Question and Outline Approval Form. Using the form, students will:

1. Develop an appropriate research question based on a topic in radiologic sciences. This course only allows topics related to Radiologic Sciences (which emphasize the role of technologists), not topics related to clinical radiology (which emphasize the role of radiologists). For example, “Factors Contributing to Job Satisfaction for MRI Technologists” is acceptable, but “Treatment of Obstructive Bowel Syndrome” is not acceptable. Also, for example, “Position for Radiographic Demonstration of the Trauma Knee” is acceptable, but “Diagnosis of Cerebral Hemorrhage” is not acceptable. Topics cannot deal with subjects that are outside the scope of practice of the radiographer. Students will not develop their own surveys or conduct experiments to write this paper
2. Develop an appropriate title for his/her literature review based on the chosen topic and research question following the APA Manual section 2.01 page 23.
3. Research the topic and find at least 8 related, up-to-date, peer-reviewed sources that will be used for writing the literature review. Using the sources, the student will develop an APA formatted reference list following the APA Publication Manual criteria sections 6.22-7.07 pages 180-224.
  - **All references must not be more than 5 years old:** References older than 5 years will generally not be accepted, but depending on the topic, source, etc., this will be at the discretion of the instructor.
  - All references must be about the chosen topic
  - All references must be peer-reviewed

- All references must be in APA format
  - A minimum of 8 references are required
4. Develop an outline using the Sample Outline instructions and template in the course. The student **must** use the template for this course. The outline will be used to develop the paper for the rest of this course so the flow of information should be logical and should include enough information so that the professor knows exactly which direction the paper is going.
  5. In the outline, the student must designate at least two, but preferably three of the references found that he or she will be using for each major section of the body of the paper. This will be done by including APA formatted in-text citations next to the appropriate outline headings. These should appear exactly as they will appear as APA in-text citations in the student's paper. Use the APA Manual as a guide, sections 6.11-6.21 pages 174-179. A minimum of eight references overall are required.

The assignment must be submitted within D2L by the due date.

### **Assignment 3: Reference List (10%)**

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In this assignment, the student will create an APA formatted reference list using the references that will be used in the next assignment for synthesizing and writing information for the body of the paper. All references listed must be used in the paper. This assignment will evaluate your ability to create a reference page in correct APA format.

Refer to Chapters 6 and 7 in the APA Manual, watch the video tutorial, and refer back to the reference list that the student created in 3503 Research or 3523 Essentials of Research.

A minimum of eight (8) scholarly references are required. 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%)**

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This assignment will include a corrected title page, the body of the paper, and a corrected reference list.

The body of this paper will include all of the following sections:

- Introduction
- Methods
- Discussion (with at least 3 main points)
- Conclusion
- Suggestions for Future Research

All sections except the Introduction should have a heading (see APA Manual, p. 62, Section 3.03).

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 no more than 7 full length 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%)

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The student will develop an abstract that will be included in the final version of the student's literature review. This assignment is an evaluation of the student's ability to sum up his or her paper in one paragraph. Refer to pages 25, 26, and 229 in the APA Publication Manual on writing an abstract. An expanded explanation of this component is in the course notes within D2L.

The abstract should be between 150 and 250 words. **The abstract should be written after completion of the body of the paper.** The assignment must be submitted to the Assignment 5 Dropbox within D2L by the due date.

### Assignment 6: Final Paper (30%)

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

- All revisions suggested by the professor in previous assignments are expected to have been made.
- The paper must reflect baccalaureate level effort and must incorporate the suggestions for revision provided by the instructor for Assignments 1-5.
- This paper should demonstrate the student's ability to gather and discriminate pertinent resources, synthesize information from a variety of sources, apply new information to a topic, and correctly use the APA reference style.
- All parts of this assignment must be submitted as one single document through the Assignment 6 Dropbox within D2L by the due date.
- This assignment will include:
  - Title page-corrected 1 page
  - Abstract page-updated and corrected 1 page
  - Body pages corrected-5-7 **full** length pages with at least 3 main points expanded upon. The length of the body of the paper is in addition to the title page, abstract, appendices, and reference list. The parts of the body are:
    - Introduction
    - Methods
    - Discussion
    - Conclusion
    - Suggestions for Future Research
  - Reference List updated and corrected 1-2 pages
- **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

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All times are Central Standard Time (CST)

<b>Date</b>	<b>Assignment</b>
<b>January 18</b>	Class opens Review course syllabus
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