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 4913-Y33-Applied Research (hybrid)
Credit	3 hours
Term	Summer Long 2025
Dates	June 2- August 7, 2025
Three Meetings	Tuesdays, Centennial Hall 340, 10:30-11:20 am, June 3, July 1, July 29
Time Commitment	Students should expect to spend at least 13 hours per week on course material (10-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), MRSO(MRSC™) Assistant Professor, Radiologic Sciences

Email: kimberly.onstott@msutexas.edu

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

Email is the best way to contact 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 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.

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, a literature review, in proper APA style (no original research is allowed).

Teaching Methodology

Desire2Learn (D2L) modules and individual writing assignments resulting in an independent research project with a directed student paper will be assigned. 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]. ($14.00+)
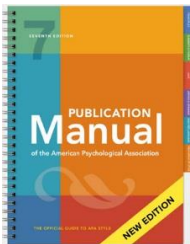
Computer Requirements

Access to Word is required in this course. Track Changes is a requirement in this course so the professor can monitor the student's progress.

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. 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
June 2	The course is open
June 2	Review Course Overview Review the course Syllabus Review the course Orientation PowerPoint *All of these are logged into D2L when you review them*
June 3	First class meeting, Tuesday, Centennial Hall 340, 10:30-11:20 am -Bring your Laptop
June 3	Complete the Getting Started Module Quiz-***Must make an 80% or better on this quiz for the rest of the course to become visible.**
June 10	Topic Proposal Form due by 23:59. Includes: 1. **Research Topic** 2. **Research Question** 3. **Effective Title in APA format** 4. **Matrix** 5. **Preliminary Reference List- Must be in APA format**
June 17	Reference List and Title Page due by 23:59
July 1	Meet in CE 340, 10:30- 11:20- Bring your Laptop
July 8	Literature Review Assignment due by 23:59 1. **Corrected and updated Title Page** 2. **Abstract Page** 3. **Introduction** 4. **Methods** 5. **Discussion (with at least three main points/themes)** 6. **Conclusion** 7. **Suggestions for Future Research** 8. **Corrected and updated Reference page/s**
July 22	Meet in CE 340, 10:30- 11:20- Bring your Laptop
July 23	The last day to withdraw with a "W" grade by 4:00 pm campus time
July 29	Final Paper due by 23:59

The information in the course syllabus, including the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

Course Modules

Module	Resulting Product/s
Getting Started!	Overview, Syllabus, PPT Orientation, Quiz
Module 1: Request for Research Question and Outline Approval Form	Research Topic Research Question Research Title Matrix Preliminary Reference List
Module 2: Title Page & Reference List	APA formatted Title Page & Reference Page/s
Module 3: Literature Review & Abstract	APA formatted Literature Review & Abstract
Module 4: Final Paper	**Completed Final Paper (all revisions made)**

Evaluation

Grade Distribution

- 3%   Topic Proposal Form-
- 2%   Title Page
- 10%   Reference List
- 45%   Literature Review
- 10%   Abstract
- 30%   Final Paper with revisions

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 critical 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 to. 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 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 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. Therefore, if any assignment has not been completed, NO other assignments will be accepted for grading. The student must consult with the professor if an assignment due date has been missed.

Emergency Extension

If you have a significant 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, the following guidelines will typically be followed.

1. The assignment may be up to one week late and still qualify for full credit. After the one-week extension, 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 informing the professor that 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. Therefore, 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 to be repeated according to the current radiology program policies.

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. If a problem occurs on our end, such as D2L failure, then a due date extension will typically be granted**. However, remember that 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 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 as soon as 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](#)
- 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, go to the MSU [Information Technology Website](#).

Attendance

This is hybrid course with weekly mandatory sessions. The student should be vigilant in logging in to D2L. The student should expect to log in at least three times per week. Regular checks will ensure that messages from the professor are received promptly**.** This course is on a schedule that will be strictly adhered to. See the Important Dates section above for specific due dates.

Attendance is required

- Arrival after the university published time results in a tardy

- Three tardies = 1 unexcused absence

- 1 unexcused absence = a reduction in letter grade (-6 points for the tardies + -5 points for an unexcused absence)

- 3 unexcused absences = dismissal from the course and possibly the program

- 15 minutes after the university published time for start will result in an unexcused absence

- 3 unexcused absences = dismissal from the course and possibly the program

- If you have extraordinary circumstances that can be documented, discuss it with me

Requesting a Withdrawal

The last opportunity to drop this course with a grade of "W" is 4:00 pm on July 23, 2025. The student must initiate all withdrawals. 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 meet 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. In addition, 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. The Office of Disability Services for resolution will provide advice and assistance if the matter remains unresolved. 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 course professor. 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)

Honor System

RADS 4913 adheres to the MSU Code of Conduct.

In particular, however small, academic dishonesty breaches academic integrity. A student's participation in this course comes with the expectation that their 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 and AI generator detector service will be used in this course. Student assignments will be uploaded to the service to identify similarities to other student papers, published works, and AI-generated 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 paraphrasing or direct quotation without correct citation in the text and the reference list,
- The published or unpublished works of another person.
- Students may NOT submit papers and assignments previously submitted for this or other courses.
- Using materials generated by agencies engaged in "selling" term papers is also plagiarism.

Artificial Intelligence (AI)-Declaration of Generative AI in Academic Writing

For all writing assignments, the student will not use generative artificial intelligence (AI) to construct the content of the assignment. Doing so is similar to plagiarism, and the assignment may be subject to a grade of zero or failure of the course, depending on the severity of the incident. AI-assisted technologies should only be used to improve readability and language. If used, it is the responsibility of the student to carefully review and edit this content, as AI can generate incorrect, incomplete, or biased information. Using these technologies requires human oversight and control. Additionally, AI and AI-assisted technologies should not be listed as an author or co-author or cited as an author. If the student uses AI-assisted technologies, a disclosure must appear at the end of the document in a separate section before the references, using the following format.

> **Declaration of Generative AI and AI-Assisted Technologies in the Writing Process**
>
> Statement: *During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.*

Academic dishonesty will not be tolerated in this class. When unsure whether a situation will be interpreted as academic dishonesty, you should ask your professor for clarification. If you 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.

You 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 plagiarism.

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Senate Bill 11/House Bill 1927

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. Students are encouraged to watch the "Run. Hide. Fight" video, which may be electronically accessed via the University police department's webpage: *"Run. Hide. Fight."*

If you have questions or concerns, please get in touch with MSU Chief of Police Chief Steven Callarman by e-mail at Steven.callarman@msutexas.edu.

Communicating with the Professor

The professor's contact information 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 often check to avoid potentially missing any correspondence). Likewise, faculty members will not be responsible for keeping up with other students' email addresses. 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 acknowledge all student communications within five (5) business days. If this time 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 email's subject line.

Applied Research Assignment Details

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 emphasizes the role of technologists), not topics related to clinical radiology (which emphasizes the role of radiologists), will be accepted. In addition, topics cannot deal with subjects outside the radiographer's scope of practice. 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: Topic Proposal Form (3%)

Planning your paper is the most essential part of developing a solid literature review, so...

Let's get started!

To complete this module, you must carefully follow the instructions for developing your topic, problem, research question, title, matrix, and topic proposal form assignment, along with searching for peer-reviewed scholarly articles and course notes.

This part WILL take you about two weeks to complete.

To complete this module, you will develop your:

1. **Research Topic**
2. **Effective Title**
3. **Research Question**
4. **Eight References in APA format**
5. **Matrix**
6. **Topic Proposal Form. Enter all of the above information into the Topic Proposal Form. Upload as one document to the Dropbox by the due date**

After you have finished the Topic Proposal 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 to move on to Assignment: Title & Reference Page.

Assignment: 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: Reference Page (10%)

This assignment will evaluate the student's ability to create a reference page in the 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 Dropbox within D2L by the due date.

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

Assignment: Literature Review (45%)

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

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

This evaluates your ability to **synthesize** published literature in a literature review. Copying the work of any of the authors is not permitted. Instead, 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 five full-length pages and not much more than seven 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. By the due date, the assignment must be submitted as a single document to the Assignment Dropbox within D2L.

Assignment: Abstract (10%)

This is an evaluation of your ability to summarize 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 you write the body of the paper.**

Assignment: Final Paper (30%)

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

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

1. **Title** page (1 page)
2. **Abstract** page (1 page)
3. **Body** pages (**5-7 full-length** pages 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 **should be at least 8 pages long and likely** closer to 11.
7. The paper must reflect a baccalaureate-level effort and **must incorporate the suggestions for revision provided by the instructor for Assignments 1-5**. In addition, it should demonstrate the student's ability to gather and discriminate pertinent resources, synthesize information from various sources, apply new information to a topic, and correctly use the APA reference style.
8. By the due date, all parts of this assignment must be submitted as one document through the Assignment Dropbox within D2L.

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

Note: All assignments received are considered complete and will be graded accordingly. Any instructor's decision is final, and no further changes will be made.

The information in the course syllabus, including the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.