



Course Syllabus: RADS 4933 Advanced Modalities Special Topics
Robert D. & Carol Gunn College of Health Sciences & Human Services
Department of Radiologic Sciences

Course Information

Information	Description
Name	RADS 4933 Advanced Modalities Special Topics (online)
Credit	3 hours
Term	Summer 2023
Dates	June 5- August 15, 2023
Time Commitment	Students should expect to spend at least 13 hours per week on course material (10 week term)
Prerequisites	Prerequisite(s): RADS 4763 or RADS 4773 or RADS 4783 or instructor approval.

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: 4933_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: Mondays 9-12:00, Tuesdays 13:00:-14:00, 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 explores special topics in advanced modalities in radiologic sciences. This course is the third course in the advanced modalities programs of CT, Mammography, and MRI. Topics will vary. May be repeated with different content.

Course Objectives

Upon completion of this course, the student will:

- Propose and complete a project in a specific modality applying appropriate research methods.
- Review anatomy and pathology among different modalities.
- Manage course deadlines

Teaching Methodology

Desire2Learn (D2L) modules, an individual proposal for a research project resulting in a multi-faceted product that will be presented to the class, a discussion forum, and a clinical project will be used in this course. There is no final exam for this course.

Course Materials

Textbooks

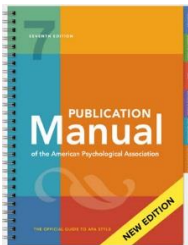
Reccomended

MedOne Radiology

available through the online databases at Moffett Library

<https://medone-radiology.thieme.com/favorites/institution>

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author. [ISBN 978-1433832161]. (\$14.00+)



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 three major projects in this course, a research project, a discussion presentation, and a clinical project.

Evaluation

Grade Distribution

- 5% Proposals
- 35% Research Project
- 25% Discussions/ Project Presentation & Peer Review
- 35% Clinical Project

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 4933 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 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. 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 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 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.

Requesting a Withdrawal

The last opportunity to drop this course with a grade of "W" is 4:00 pm on July 13, 2023. 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 be first addressed between the student and the course professor. If there is no resolution, students must follow this sequence:

1. 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 4933 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 4933 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 Writing Generators

The use of any artificial writing generator (ex: Chat GPT) is strictly prohibited. The use of artificial writing generators can and will be deemed a violation of the university's honor system. Any or all parts of a written assignment identified as having elements of writing that are attributed to an artificial writing source will automatically receive a zero (0) for a grade and there will be no making up of the assignment. This is a form of both cheating and plagiarism.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure whether a particular situation will be interpreted as academic dishonesty, they should ask the professor for clarification. If students are guilty of academic dishonesty, a zero (0) grade 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 this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work/project to verify originality and authenticity and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity and detect plagiarism.

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 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](#). In addition, students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: "[Run. Hide. Fight.](#)"

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

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.

4933_your last name_topic of message

Example: 4933_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.

Assignment Details

This course is designed as a **cafeteria style course**. Students are expected to choose their own assignments within certain parameters. To provide structure students will submit two proposals for the assignments they have chosen. Read the parameters in each section below then submit the two completed proposal forms to the dropbox.

Getting Started!

Review the course Overview, course Syllabus, and the Course Projects.

Then introduce yourself on the discussion board (the assessment is included in the Discussions grade below).

Proposals (5%)

After reading the requirements for your Research and Clinical projects below, use the provided forms in the course for your Research Project Proposal and your Clinical Project Proposal. Submit by the due date in the course schedule.

Research Project (35%)

Planning your project is the most essential part of this assignment.

Choose your project

Choose your project for this course and submit your choice on the Project Proposal Form. Be sure to read the Guidelines below first before making your choice.

Each student will choose one of the following

- Create a research PowerPoint presentation narrated with at least 10 slides and at least 5 minutes in length
- Create a trifold or bifold educational brochure for patients or **non-radiology** healthcare providers. Include at least 350-450 words (note*even though this will be designed for patients, you will still need to include in-text citations and peer-reviewed sources)

- Educational research poster (digital) including an abstract, research question/s, methodologies, results, and conclusions. 100 words per section
- 7-8 page literature review including a Title Page, Abstract Page, Introduction, Methods, Discussion (with at least three main points), Conclusion, Reference page/s. The **body** of the paper must be no less than four full-length pages and not much more than seven pages (APA format, Times New Roman, 12-point font).
- Propose another project that you design. This must be something that will be of benefit to your clinical site, place of employment, or something for the profession.

Guidelines

1. This project must be focused on your specific modality.
2. Images of equipment and images of anatomy/pathology displayed in your modality
3. Include at least one other modality comparison using text and images (i.e., If this topic is about a pathology, include how it is imaged in another modality and what benefits or drawbacks are seen compared to your modality. If this is a safety topic, compare the safety aspects between your modality and another, including benefits and drawbacks. If this is about new technology, compare the new technology in your modality with another method in another modality that is similar, etc.).
4. You must include at least 5 sources of up-to-date peer-reviewed evidence to support your project.
5. You must include in-text citations for the information you provide and a reference list formatted in APA format.

You will be sharing your project with your peers in this course and you will be gaining suggestions from them for improvement. The goal is to have something you can use to contribute to your modality after you leave this course. I would like to see you publish, print, or present your project beyond this course.

Your choice of project must be submitted and then approved using the project proposal form.

Discussions (25%)

- 3%-Introduction and 2 replies
- 10% Presentation This is an evaluation of your ability to pitch your Research project. Present your project to your peers by recording an audio and visual presentation of your work. Pitch your work to your peers in 5-6 minutes, as if you were presenting it to your employer for clinical use or as if you were presenting to a group of technologists at a conference
- 12%-Give a substantial peer-review to two of your peers' research project presentations. After viewing a research project that has been uploaded by one of your peers in the dropbox, provide the following feedback.
 - Write the following two paragraphs for each project viewed.
 - One full paragraph about what you learned (4-8 sentences should be sufficient). Although students are free to comment on the creativity of the presentations, the 4-8 sentences should be centered on the presentation topic.
 - One full paragraph describing what you found about the project your peer discussed. Include at least one credible source of information (cited in APA format). This one is also 4-8 sentences.
 - Then, provide one constructive suggestion for your peer.

Clinical Project (35%)

The intent for this project is to gain as many competencies as possible in your modality that will satisfy the ARRT clinical requirements to sit for your modality registry. Fill out the Clinical Project Proposal form. This is very important so that I can work with each student based on individual situations.

The requirements for this project

- 30 ARRT current and approved clinical exams logged on your ARRT account. These must be from this semester.
- If clinical exams cannot be performed, if you are lacking the full 30 exams, or if you would rather not do the exams, any combination of the following may be substituted
 - 1 case study (using the provided template)=10 clinical exams
 - 1 patient safety flyer, brochure, or webpage=10 clinical exams
 - 1 safety video for healthcare providers=10 clinical exams
 - 1 informational or instructional video for patients=10 clinical exams
 - 1 mock registry exam with evidence of a passing score and a list of questions missed with correct answers=10 clinical exams
 - 1 proposed and approved project= 10 clinical exams

Provide your planned method of completion for this project on the Clinical Proposal form. If you happen to need to change this later that is okay.

Course Schedule

All times are Central Standard Time (CST)

Date	Assignment
June 5	Class opens
June 5	Review the course overview Review the course Syllabus Begin Introductions Note-Submit the Clinical Proposal form before the due date and as soon as possible if you need an affiliation agreement.
June13	Complete the Research Project Proposal form and submit by 23:59 Complete the Clinical Project Proposal form and submit by 23:59 Introduction and replies due. Submit by 23:59
July 18	Research Project (dropbox submission and upload to discussion board) due by 23:59. Includes <ol style="list-style-type: none"> 1. Research project to dropbox and discussion board 2. Narrated presentation of research project to discussion board (note follow the guidelines in the course)

Date	Assignment
July 25	<p>Project presentation discussion</p> <p>Two substantial replies due by 23:59</p> <p>After viewing presentations uploaded by your peers in the dropbox, provide the following feedback to at least two of your peers. Write the following paragraphs for each presentation viewed.</p> <ol style="list-style-type: none"> 1. One full paragraph about what you learned (4-8 sentences should be sufficient). Although students are free to comment on the creativity of the presentations, the 4-8 sentences should be centered on the presentation topic. 2. One full paragraph describing what you found about the project your peer discussed. Include at least one credible source of information (cited in APA format). This one is also 4-8 sentences. 3. Provide one constructive comment for improvement
July 13	The last day to withdraw with a "W" grade by 4:00 pm campus time
August 1	Clinical Project (dropbox submission) Submit by 23:59

Information contained in the course syllabus, besides the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

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

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