



Course Syllabus: course name

Gunn College of Health Sciences and Human Services
RADS 5233 Y10 Evidence-based Project Administration
Fall 2026

Contact Information

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Course Description

The Radiology Evidence-Based course is designed to introduce students to principles of project development and management. The course incorporates active learning theory throughout the project completion process. The project development and management process foster an enhancement of students' critical thinking and problem-solving skills.

Upon completing the project, the student will create a portfolio that reflects personal insights gained from the experience, along with evidence of the project's outcomes. The design of the course provides students with the opportunity to apply the knowledge and skills they have acquired throughout the MSRS degree program.

The student will be able to:

- Collaborate with the MSU Radiologic Science faculty (and the site preceptor if needed) to create an Evidence-Based Project (EBP) to address an observed need.
- Develop Goals, Objectives, and Deliverables as a roadmap for completion of the project.
- Collaborate with course faculty to address barriers that may present during the completion of the project.
- Provide evidence of any collaborations with communities of interest to successfully complete the project.

- Create a Portfolio documenting satisfactory achievement, Evidence-Based Project objectives, and evidence.

Textbook & Instructional Materials

None

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Grading

Course Grade – See below for grading scale

Assignments	Percentage
Initial Objectives Form	10
Final Objectives Form	10
Final Portfolio	80

Final Grade Scale.

Grade	Points
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

Homework

No late work will be accepted; if students have extenuating circumstances, they must contact the instructor to discuss any changes in submission dates prior to the assignment due dates. All assignments must be submitted in Word only.

Course Schedule:

Week or Module	Activities/Assignments/Exams
September 16	Initial objectives form
September 30	Final objectives form
November 25	Final portfolio

Projects Required

This is a brief summary of the portfolio. For a full explanation of the project, expectations, and the grading rubric, please refer to “Course Instructions” in D2L. EBP Objectives/Deliverables Form and Portfolio.

Students preparing for careers in radiology administration will complete an evidence-based project (EBP) form that uniquely focuses on the student’s special interests and career goals. Projects can be completed in a variety of healthcare settings, both outside and inside the students’ work environments. For an external site selection, the Administration track MSRS majors typically visit sites such as hospitals and outpatient clinics but are encouraged to work within their own sites.

EBP Objectives/Deliverables Form

Students must submit their project idea to the instructor on the form. Students will find the form under “Course Instructions” in D2L. Please submit to the appropriate dropbox by the date listed at the end of this syllabus. This will not be graded; however, it serves as the contract between the instructor and student for the semester project.

Portfolio Development Instructions Project Development Process

Students must complete the Evidence-Based Project approval form for faculty approval over the first two 2 weeks of the course. The EBP approval form is in the D2L course “Content” section.

EBP goals and objectives located on the approval form will be determined through collaboration between the student and the MSU course faculty. The EBP experience is designed to allow students to successfully complete pre-established objectives. Following completion of the project, each student is expected to submit a portfolio that reflects the outcomes of the experience. The portfolio should demonstrate the completion of established objectives along with evidence of other activities in which the students were involved. All materials should be submitted electronically and include:

- Title Page and Table of Contents
- Introduction Statement
- Project Goals and Objectives
- Value of the Project Goals and Objectives
- Changes in Goals & Objectives (if necessary)
- Discussion & description on evidence of Achievement
- Reflection on the Learning Experience

- SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)
- Miscellaneous Items (if necessary)
- Journal
- Appendices / Exhibits / Tables (if necessary)
- Conclusion

***Submit your project via the D2L dropbox or Dropbox (www.dropbox.com). Review the grading rubric in D2L before submitting your work. Use the correct APA writing style to cite any research studies, and please write following the proper English writing style, as these will be graded**

Important Dates

- Last day for term schedule changes: August 24, 2026. Check date on [Academic Calendar](#).
- Deadline to file for graduation: September 21, 2026. Check date on [Academic Calendar](#).
- Last Day to drop with a grade of "W:" November 23, 2026; Check date on [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

This is an online course; as such, there are no scheduled meetings. However, students are expected to turn in assignments by established due dates and contact the professor if they need assistance. A zoom meeting can be scheduled at any time during the semester.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. 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.***

Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations; however, they are able to help you get connected to our online services. For help, log into [D2L](#).

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

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 accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#)

to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

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 has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). 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."](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the
Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule
may be made at the discretion of the instructor.