



**Midwestern State University**  
Robert D. & Carol Gunn College of Health Sciences & Human  
Services  
The Shimadzu School of Radiologic Sciences  
**RADS 5256- RA Clinical Preceptorship II**

**Course Number: RADS 5256 6 credits Fall 2025**  
**Course Title: RA Clinical Preceptorship II**

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## **Professors**

**Vicki Dillard, DHSc, RRA, RT(R)(CV)(CT) and William Tidmore, M.D.**

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In-office student hours: Tuesday 9:00 a.m.–12:00 p.m.  
Wednesday 9:00 a.m.–4:00 p.m.  
Thursday 9:00 a.m.– 12:00 p.m.

Phone and virtual meetings via Zoom are always available by appointment.

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## **Course Overview**

This clinical course will focus on imaging procedures, anatomy, physiology, and pathophysiology of the gastrointestinal and hepatobiliary systems. In addition to scheduled in-class activities, the students observe and participate in radiographic procedures and imaging under the direct supervision of radiologist preceptors for at least twenty-four (24) clinical hours per week.

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## **Course Objectives**

Upon completion of this course, you should be able to:

- Apply knowledge and skills to function at an advanced clinical level.
- Demonstrate communication skills to promote improvement of health care, develop professional practice and maintain interdependent working relationships with other health care professionals.
- Use critical thinking strategies for the resolution of concerns and issues in radiologic sciences.
- Demonstrate professional ethical behavior.
- Apply patient assessment evaluations.
- Formulate image analysis for gastrointestinal and hepatobiliary procedures.
- Perform procedures under the supervision of a radiologist.

- Demonstrate competence on gastrointestinal and hepatobiliary procedures, including patient preparation, fluoroscopy, and other procedures encountered during the semester.
- Identify and describe the use of contrast materials used in gastrointestinal and hepatobiliary imaging.
- Identify indications and contraindications for appropriate gastrointestinal and hepatobiliary procedures.
- Discuss the pathophysiology of diseases commonly affecting the gastrointestinal and hepatobiliary systems.
- Identify common pathologies demonstrated on gastrointestinal and hepatobiliary systems imaging.

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## Teaching Strategies

Clinical, lecture, online videos, group discussions, written assignments, image reviews, and student presentations. In addition to scheduled in-class activities, the student will observe and participate in radiographic procedures and imaging under the direct supervision of his/her preceptor radiologist at least twenty-four (24) clinical hours per week.

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## Course Materials

### ***Textbooks- Required***

Herring, W. (2024). *Learning radiology: The basics* (5<sup>th</sup> ed.) Philadelphia: Elsevier Saunders. [ISBN: 978-0-3238-7817-3] - \$50.33 and up

Levine, M., Ramchandani, P. & Rubesin, S.E. (2012). *Practical fluoroscopy of the GI & GU tracts*. Cambridge, UK: Cambridge University Press. [ISBN 978-1-1070-0180-0] - \$108.00 and up

Sun, E.X., Shi, J., & Mandell J.C. (2021). *Core radiology: A visual approach to diagnostic imaging* (2<sup>nd</sup> ed.). Cambridge UK: Cambridge University Press. [ISBN 978-1-108-96591-0] – \$121.29 and up

### ***Subscriptions/ Licenses- Required***

- Platinum Planner student clinical recordkeeping system. \$70.00 (Already purchased)

The cost of textbooks, software licenses, and materials are available through the [MSU Bookstore](#).

### ***Microsoft Office***

Midwestern State University offers Office 365 to all students. Instructions on how to access this free software can be located at [Office 365 Education](#)

### ***Computer Requirements***

You need access to an up-to-date computer, webcam, and microphone with an internet connection for this course. Use a different browser when working in Brightspace Desire2Learn (D2L). The recommended browsers for D2L are Google Chrome, Mozilla Firefox, and Safari. Other browsers may be incompatible with D2L.

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### **Course Requirements**

To succeed in this course, you must:

- Complete 336 total clinical hours.
  - Perform at an acceptable level as evaluated by the radiologist preceptor.
  - Submit one case study according to the guidelines.
  - Enter patient interactions/procedures in an online database.
  - Complete course modules, reading, quizzes, and/or assignments.
  - Meet all submission deadlines.
  - Successfully perform the In-class image review (Hot-Seat) with a score of 80 or higher
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### **Attendance**

This is a hybrid distance education course. Because of the unique distance learning format for this program, you must be present and on time for the on-campus seminar or required Zoom sessions to receive a passing grade. There are no exceptions to this policy. If you are tardy for class, you risk a grade reduction or dismissal from the class. The instructor will contact you in case of campus closures or other unforeseen events to arrange a virtual class session.

Regular logins to D2L will benefit you in several ways, such as it will ensure that messages from the professor are received promptly, you do not miss important information, and you do not miss due dates. You should expect to log in at least three (3) times per week. See the Course Schedule section for specific due dates.

### ***Inclement Weather***

Safety is always first when considering whether to attend classes and/or clinical experiences. There may be times when the University remains open, but clinical experiences are delayed or cancelled. Students who are participating in assigned off-campus activities (for example, clinicals, internships, student teaching, health services placements, or other assigned coursework at locations remote from campus) should use their best judgment unless the site is closed or the student is unable to safely reach the site.

On rare occasions, MSU on-campus classes may be cancelled. If this occurs, notice will be provided via e-mail, the course website, and/or social media as soon as the President provides notice. When university offices or facilities close due to inclement weather or an emergency event, course delivery will move to online delivery. Students

who may experience difficulty in accessing courses remotely should consult with their instructor.

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## **Communication**

### ***Communication with the Instructor***

Communication will be through your Midwestern State University email account. An email account is created for every MSU student. If you have not accessed this account yet, please do so by logging into the Portal and clicking the student email account icon.

You can have any messages sent here forwarded to the email account of your choice. When MSU is in session, the instructor will respond to or at least acknowledge email messages from students within a maximum of five (5) business days. Beyond standard university holidays and breaks, the instructor will notify you of any extended periods when email contact is not practical (professional meetings, etc.). When emailing the instructor, please include your full name, course and section number, and a thorough explanation in your message. This will help expedite your request or needs.

You should also periodically check the 'News' section within D2L for course updates and other important information.

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## **Behavioral Expectations and "Netiquette"**

### ***Behavioral Expectations***

All students are expected to help create an environment conducive to effective teaching and learning for all participants. Behavior that disrupts teaching and learning is unacceptable; accordingly, all face-to-face or online interactions should be civilized, respectful, and relevant to the topic. Diverse opinions and engaging argumentation are critical to the higher learning endeavor, but inappropriate behavior that disrespects others or inhibits others from learning may result in sanctions, including but not limited to the removal from the classroom and/or the course. Serious or habitual offenses may result in a referral to the Radiologic Sciences Department Chair, the College Dean, or the Dean of Students.

Disruptive behaviors include:

- offensive comments
- loud and/or frequent side conversations
- dominating classroom discussions
- frequently interrupting others
- aggressively challenging others
- name-calling (attacking the person)
- appearing under the influence of drugs or alcohol

## **Netiquette**

When communicating through a digital environment (e.g., email, discussion boards), please use proper netiquette for your communication. The following guidelines will help you to communicate effectively.

- Don't say things that you wouldn't say in a face-to-face environment or any public place.
- Don't share confidential information.
- Use the subject line to identify the content of the message.
- Stay up to date on forum postings by reading them regularly.
- Always comply with copyright by citing your references when posting online content.
- Use individual e-mail for messages to individuals rather than tying up the group list.
- Electronic communication does not provide visual cues, such as smiles or frowns that face-to-face communication allows. Therefore, humor and/or sarcasm in a written text might be misunderstood and interpreted as rude or inflammatory in the online environment. Choose your words carefully to avoid hurting or angering anyone. Should emotions become inflamed, do not promote anger. Take a cooling down period, perhaps overnight, before you engage in the online activity again.
- Avoid using all capital letters in your text. In the online classroom, this is considered 'shouting'.
- Aim for clarity and readability in your text.
- Use proper English and remember to spell-check.
- If you don't understand the assignment directions or your classmates' posts, don't be afraid to ask for clarification.

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## **Academic Integrity**

RADS 5256 adheres to the [MSU Code of Conduct](#).

However small, academic dishonesty breaches academic integrity. Your participation in this course comes with the expectation that your work will be completed in full observance of the MSU Code of Student Conduct. You should consult the current Student Handbook for answers to any questions about the code.

## **Coursework and Assignments**

All components of RADS 5256 are designed to be the efforts of each student individually and are NOT to be shared, copied, or plagiarized from other sources. Therefore, when you submit your efforts for grading, you are attesting that you have abided by this rule.

An online plagiarism and artificial intelligence screening service may be used in this course. Student assignments may be uploaded to the service to identify similarities to other student papers and published works and to detect AI-generated work.

**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.
- 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
- You may NOT submit papers and assignments you have previously submitted for this or any other course.
- Using materials generated by agencies engaged in "selling" term papers is also plagiarism.

**Use of Artificial Intelligence (AI) Tools:** This course permits you to use artificial intelligence (AI) tools, such as ChatGPT, Gemini, CoPilot, Scite, DeepSeek, Grok, Deep Research, Grammarly, etc., to get guidance on assignments, as long as you do so in an ethical and responsible manner.

**Students may NOT use generative AI tools to complete multiple-choice, matching, fill-in-the-blank, open-ended, or essay exam questions.**

Students may use generative AI tools to brainstorm ideas, to create an outline or headings for their paper, and to improve their use of grammar. Other uses of generative AI tools are prohibited. 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. Without proper declaration, the assignment may be subject to a grade of zero or failure of the course, depending on the severity of the incident.

**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] 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.*

Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and 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.

If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor before submitting your work.

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

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible.

### ***Clinical Records and Evaluations***

***If a student is found guilty of falsifying clinical documentation or completing an evaluation as a preceptor, they will be immediately dismissed from the RA program.***

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## **Evaluation**

### ***Grade distribution***

- 40% Professional Evaluations (2 evaluations- 20% each)
- 25% In-class Image Evaluation (Hot-seat)
- 15% Module Quizzes
- 10% Case Study
- 10% Semester Documentation

### ***Grade Scale***

A = 90% – 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% and below

Final grades are rounded (Ex. 89.5 is rounded to 90 or an A; 89.4 is not rounded or a B). Individual quizzes and/or assignments are not rounded.

### ***Grading Cycle***

All assignments are graded together to maintain a higher level of consistency. Grading begins on the first business day after the 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.

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## Late Work and Extra Credit

### ***Due Dates.***

Assignments must be submitted by 23:59 (11:59 pm) Central time, on scheduled due dates in the course schedule. If you fail to meet a deadline, you will receive **no (0) credit** for the assignment not submitted on time. Assignments are graded as **complete** after the due date.

***Emergency Extension.*** If you have a major event such as a death in the family, illness, hospitalization, or other extenuating circumstances, email the instructor as soon as possible and on or before the scheduled due date. The instructor will grant extensions on an individual basis.

### ***Extra credit:***

By studying and communicating with your instructor, you have what it takes to succeed in this course; therefore, extra credit is **not** awarded.

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## Course Organization

**Module 1:** General Abdomen

**Module 2:** Upper GI- Procedures and Pathology

**Module 3:** Lower GI- Procedures and Pathology

**Module 4:** Hepatobiliary, Pancreas, and Peritoneal- Procedures and Pathology

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## Assessments

### **Professional Evaluations completed by the Radiologist Preceptor(s) - 40% (2 per semester, 20% each)**

To ensure you demonstrate proper communication skills, professional ethical behavior, critical thinking skills, patient management skills, patient safety, and radiation safety practices, image observation skills, procedural/ technical skills, and a willingness to accept criticism, the Radiology Preceptor(s) (and RA Clinical instructor(s), if at the site) will evaluate your performance twice a semester (**midterm and end-of-semester**).

The instructor will email the Radiologist Preceptor and the RA Clinical Instructors a link for the evaluation. Radiologist Preceptor(s) may gather information from other radiologists and staff to make their evaluations. If you have more than one Radiologist Preceptor or RA Clinical Instructor performing your evaluation, your grade will be averaged from all the submitted evaluations. Evaluations must be submitted directly to



the instructor by the Radiologist Preceptor and/or the RA Clinical Instructor. The instructor will review the grade and the feedback with you after submission.

### **In-class Image Evaluation (Hot-Seat) -25%**

To assess how you formulate initial observations on imaging, describe and identify pathology, and develop differential diagnoses, you will participate in a “hot seat” for image observation during seminar classes. Various faculty members will display randomly selected images, and you will describe what you observe in those images. Radiographs will primarily focus on the gastrointestinal and hepatobiliary systems but may include chest images as a review. You will be assessed using a rubric found in the course.

### **D2L Module Quizzes -20%**

To assess your understanding of the information in the modules, each module will have a 25- to 30-question quiz. The module quizzes are timed (60 minutes); therefore, you must be prepared by reading the required material before attempting the quiz. The quizzes consist of multiple-choice, matching, and multiple-response questions. The time limit for the quizzes will be enforced, and the quiz will prevent any changes after the time limit is exceeded; therefore, watch your time. The Module 3 quiz will include a case study essay where you will be given a case scenario and asked to answer three questions about the case. Because this is an essay question, 15 minutes will be added to the time (75 minutes). For the Module 3 quiz, the time will not expire, and the quiz will not be automatically submitted, but you should not be over your time limit by more than 10 minutes.

### **LockDown Browser + Webcam Requirement**

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that is built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

### **Download Instructions**

- Select the quiz in the course.
- Under Quiz Requirements, you will see "To take this quiz, you must use the Respondus LockDown Browser."
- Below this will appear: "You can use the button below if you have not already downloaded LockDown Browser". Click the button to go to the download page and then follow the instructions.
- Use the link to download Respondus LockDown Browser to your computer; follow the installation instructions.
- Please return to the Quiz page in Brightspace (it may still be open in another tab) and select the quiz.

- Select "Launch LockDown Browser."
- The quiz will now start.

Note: LockDown Browser only needs to be installed once on a computer or device. It will start automatically from that point forward when a quiz requires it.

## **Guidelines**

When taking an online quiz, follow these guidelines:

- Ensure you are in a location where you will not be interrupted.
- Turn off all other devices (e.g., tablets, phones, and other computers) and place them outside of your reach.
- Before starting the test, know how much time is available for it, and that you have allotted sufficient time to complete it.
- Clear your desk or workspace of all external materials not permitted, including books, papers, and other devices.
- Remain at your computer for the duration of the test.
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again before the exam
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims.
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) is likely to move.
  - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete.
  - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window).
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

## **Getting Help**

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area.
- Respondus has a Knowledge Base available from [support.respondus.com](https://support.respondus.com). Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, choose "Respondus Monitor" as your product.
- If you're still unable to resolve a technical issue with LockDown Browser, go to [support.respondus.com](https://support.respondus.com) and select "Submit a Ticket". Please provide detailed information about your problem and what steps you took to resolve it.

The quizzes must be completed by the due dates and times in the course schedule.

### **Case Study Presentation (1 case study)-10%**

To assess your knowledge of gastrointestinal and/or hepatobiliary pathology and procedures that you learned in the course, you will produce a 10- to 15-minute PowerPoint presentations that describe the patient presentation, characteristics of the pathology, appearance of the pathology on imaging, and patient management.

***The presentation must cover a pathology seen on a gastrointestinal imaging procedure found in the ARRT gastrointestinal category. You will post your selection on the discussion board for the instructor's approval. Students may not have the same topic.*** The topic selection is on a first-come, first-served basis.

You will produce a 10- to 15-minute PowerPoint presentations that cover all the items in the case study checklist found in the course. All patient information must be removed as per HIPAA policy. At the end of the presentation, there should also be in-text citations and a reference list in APA format.

You will present the case study in class during the second on-campus weekend. You will be assessed using a rubric found in the course.

You will upload the PowerPoint slide decks to the appropriate dropbox in the course. The presentation must be completed by the due date and time in the course schedule.

### **Semester Documentation - 10%**

To ensure students record their clinical experiences, clinical time, procedures, and competencies, All Semester Documentation will be submitted to the proper assignment dropbox or recorded in the Platinum Planner reporting system.

## **Components**

### ***Semester goals***

You will develop 3-5 semester goals to complete by the end of the semester. The goals should be measurable and achievable. You will upload a Word document with the goals to the correct course dropbox by the due date in the course syllabus.

### ***Daily Clinical Procedures***

You will record all patient procedures you assisted and performed in clinical in the Platinum Planner system. You must document the radiologist or other designated individual who observed you performing the procedure. For verification purposes, you must document only the last five digits of the patient's accession, exam, or medical record number. If you have a question about how to record the procedure, contact the instructor for guidance.

### ***Clinical Time***

This semester, you are responsible for a minimum of 336 clinical hours, of which 36 are spent reviewing images with the Radiologist Preceptor. The semester is 16 weeks in length. Clinical hours for this semester are based on 14 weeks x 24 contact hours per week with a Radiologist. Of the 24 hours per week, you are expected to spend 4 hours per week of direct image review with the Radiologist Preceptor.

You will use the Platinum Planner system to “clock in” and “clock out” at the clinical site to record your time. You may record your time on your portable device, but the location services must be active. If you are traveling from one clinical site to another, you must clock out at one site and in at another. Time is not counted for travel between sites. Sometimes, you may forget to clock in or out or have technical difficulties. You may create a time exception for these circumstances. You will be allowed only six-time exceptions per semester.

The instructor will approve all time. Your time will **not** be approved if you clock in or out from a location other than your clinical site or a different clinical site than the one selected. Contact your instructor if you have any questions or difficulty with the system.

**The instructor reserves the right to verify all clinical documentation. Any falsification of clinical documentation will result in immediate dismissal from the RA program and an F in the course.**

### ***Mid-semester Clinical Experience Narrative***

The instructor would like to know about your experiences and feelings during your clinical time and identify any issues needing advice or intervention.

To communicate your experience, you will write a 1-to-2-page narrative paper and submit it to the appropriate dropbox in the course by the due date in the course schedule. You can discuss your clinical experiences and self-reflect on your clinical time. You can discuss things you are learning, challenges, things that need to be improved on, communication/interaction with radiologists and technologists, interesting cases, complications or incidents, personal struggles, things the student would like to work on for next semester, etc. These are your thoughts and experiences, so references are **NOT** needed, but please use proper writing mechanics (grammar, punctuation, etc.) for the narrative. You will submit the narrative to the appropriate dropbox by the due date in the syllab

### ***ARRT Clinical Competency Forms***

The radiologist preceptor will complete the appropriate ARRT forms (CR2A–2E) for any procedures you demonstrate competency. You will scan and upload any ARRT clinical competency forms to the proper course dropbox throughout the semester as needed. You will also complete the MSU Competency Worksheet

form found in Platinum Planner for each competency completed. It is your responsibility to retain all ARRT Clinical Competency forms.

### ***End-of-semester Clinical Experience Narrative***

The instructor would like to know about your experiences and feelings during clinical time and identify any issues needing advice or intervention.

Like the mid-semester clinical experience, you will write a 1-to-2-page narrative paper to communicate your experiences and submit it to the appropriate dropbox in the course by the due date in the course schedule. You can discuss your clinical experiences and self-reflect on your clinical time. You can discuss things you are learning, challenges, things that need to be improved on, communication/interaction with radiologists and technologists, interesting cases, complications or incidents, personal struggles, and things that you would like to work on for next semester, among others. ***Include the goals from the first of the semester that you have accomplished and/or not accomplished this semester.*** These are your thoughts and experiences, so references are ***NOT*** needed, but please use proper writing mechanics (grammar, punctuation, etc.) for the narrative. You will submit the narrative to the appropriate dropbox by the due date in the syllabus.

### ***Miscellaneous Documentation***

To meet the ARRT professional activities and accomplishments requirements, you will upload any continuing education, seminars, presentations, community service, skills check, etc. (if applicable) performed during the semester to the appropriate dropbox by the due date at the end of the course syllabus.

### ***Clinical Completion Plan***

The instructor will provide a suggested clinical completion plan to encourage active participation in clinical and keep students on track with the procedural requirements for graduation. This semester, 25% (125) of the total minimum procedure performances should be completed by this time in the program, and **25% (4-5)** of the total competency requirements should be completed.

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

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## **RADS 5256- Fall 2025- Course Schedule**

RADS 5256-Fall 2025- Course Schedule	
<b>Date</b>	<b>Activity</b> <b>* All assignments due by 11:59 p.m. CST</b>
August 25	Classes Begin
September 5	Semester Goals due to dropbox

September 11–12	RA On-campus Days
September 22	Module 1 Quiz due
September 29	Case study topics due to Discussion Board
October 10	Module 2 Quiz due
October 17	Mid-semester Professional Evaluation due (preceptor to submit)
October 17	Mid-semester Clinical Experience Evaluation due
October 25 (Saturday)	<b>Mandatory Midsemester Zoom</b>
November 14	Module 3 Quiz due
November 26–Nov 30	Thanksgiving Break
December 10 (Wednesday)	Module 4 Quiz Due
December 10 (Wednesday)	Submit case studies to dropbox
December 10 (Wednesday)	All Semester Documentation due (End of semester Clinical Experience Evaluation, ARRT competencies, Misc. documents) to correct dropbox Clinical procedures and clinical time entered in Platinum Planner System)
December 13–14	RA On-campus Seminar Days

## Special Needs

Following Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University makes 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, instructors, and staff. A student or employee who seeks accommodations based on disability must register with the Office of Disability Support Services. 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 Support Services will provide advice and/or assistance for resolution. The grievance procedure may be found in the [Student Handbook](#).

The ADA Coordinator may be contacted at (940) 397-4140 or 3410 Taft Blvd., Clark Student Center Room 168.

### ***The Use of Auxiliary Aids and Intermediaries***

Students with documented disabilities are provided with accommodations in the Program, which may include involvement of an intermediary or auxiliary aid. No disability can be reasonably accommodated with an aid or intermediary that provides cognitive support, substitutes for essential clinical skills, or supplements clinical and ethical judgment. Thus, accommodations **cannot** eliminate essential program elements or fundamentally alter the RA program curriculum.

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## **Administrative Process**

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

1. Department Chair – Dr. Lynette Watts (940-397-4883)
2. College Dean - Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

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## **Technical Difficulties**

Occasionally, you may experience problems accessing D2L, accessing class files located within D2L, connecting with your internet service, or encountering other computer-related problems. Inform the instructor of a technical problem as soon as possible. A due date extension will typically be granted if a problem occurs on our end, such as D2L failure.

***However, remember that it is your responsibility to have (or have access to) a working computer for this class. Assignments and quizzes 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, quizzes, or discussion postings.***

Dropbox assignments that can be attached to an email should be emailed to the instructor when a problem is encountered. Failure to do so, regardless of connection issues, may result in lost points.

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 8:00 a.m. and 5:00 p.m. CST.
- Use the D2L help link in D2L.
- Contact the instructor.

- For other computer access issues, visit the MSU Information Technology Website online

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## Campus Carry Policy

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, following state law. For more information regarding campus carry, please refer to the University's webpage at [Campus Carry](#).

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***The instructor reserves the right to change the syllabus, including assignment due dates when unforeseen circumstances occur. These changes will be announced as early as possible so students can adjust their schedules.***