Midwestern State University
Robert D. & Carol Gunn College of Health Sciences & Human Services
Revised 8/2023

Research Course Syllabus
NURS 3503 / RADS 3503 / RESP 4423
Fall 2023

Professor

Mandy Sedden MSRS, RT(R) Assistant Professor

Email: mandy.sedden@msutexas.edu
- Email is the best way to reach me. If I have not responded within 72 hours, please email me again.
- Use this information in the subject line: 3203_your last name_topic of the message.
- Example: 3203_Sedden_Quiz 1

Office Location: Midwestern State University
3410 Taft Blvd., Centennial Hall 430M
Wichita Falls, TX 76308

Phone: (940) 397-4664
Office Hours: Please make an appointment.

Course Overview

The focus of this course is to instruct health sciences and human services students in the role of research in interdisciplinary health studies.

Note: This is an interdisciplinary research course that will be taught to nursing, radiologic science, and respiratory therapy students mixed into each course section.

Course Objectives

Upon completion of this course, students will:
- Discuss essential components of the research process.
- Differentiate application of selected research designs.
- Discuss the ethical and legal aspects of research.
- Critique selected research projects.
- Demonstrate ability to apply research findings to professional practice issues pertaining to healthcare.

Methodology/Teaching Strategies
Independent reading assignments, discussion boards, and writing assignments.

Textbook
American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.)*.* American Psychological Association.
[ISBN**:** 9781433832161] **Required**

Student Handbook:
Refer to: Student Handbook 2022-2023

Course Communication
Contact information for the instructor is listed at the beginning of this syllabus. Email is the preferred mode of communication. Students must use their standardized MSU Student email for correspondence about this course. When emailing the instructor, you must use the following subject header:

3203_your last name_topic of message
Example: 3203_Sedden_Quiz 4

When there is a need to contact students, the instructor will use the student's MWSU email account, students@msutexas.edu. The instructor is not responsible for sending emails to any other email account. Faculty members will not be responsible for keeping up with other email addresses for students. If you have not established this account, do so as soon as possible by going to: http://infosys.mwsu.edu/email.asp

The instructor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session. MSU is open only 4 days a week in the summer, so be mindful that if you email the instructor on a Friday you might not get a response until Monday. Beyond standard university holidays and breaks, the instructor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc.). I will meet face-to-face with any interested students by appointment only. This meeting is optional and must be confirmed by email ahead of time with me.

Setting Up Notifications
Steps to forward D2L email to another email address:
1. Click on the **Envelope Icon** in the top menu bar.
2. Click **Email**.
3. Click **Settings** in the top right corner of the inbox.

4. Scroll down to **Forwarding Options** and type in the new email or uncheck the box to turn forwarding off.
5. Click **Save**.
6. Remember to go to the new email and click to verify the email address.

Steps to forward News item notifications to email or SMS:
1. Select your name in the upper right-hand corner to open the menu.
2. Select the "Notifications" link.
3. In the Instant Notifications heading for News, select the box next to the items for which you would like to receive notifications. (There should be a blue check mark when selected.)
4. Click the Save button on the bottom of the screen to save any changes made.

NOTE: If there are boxes already selected with blue check marks, this indicates that you are currently subscribed to that item.

Attendance

Since this is an online course, there are no mandatory face-to-face sessions. However, the student should be vigilant in logging into D2L. Regular checks will ensure messages from the instructor are received in a timely manner. This course is on a schedule that will be strictly adhered to. See the Course Schedule at the end of this syllabus for specific information about activities and due dates. The instructor will be available to meet face-to-face with any interested students. This meeting is optional and must be confirmed by email ahead of time with the instructor.

Requesting a Withdrawal

Last Day for "W", Oct. 30 by 4:00 p.m. – Drops after this date will receive grades of "F." Refer to the Undergraduate Bulletin for details about receiving a grade of "Incomplete" in a course. In an emergency or extenuating circumstance, a student may request a grade of "Incomplete" in a course before grades are submitted. If the instructor grants the "Incomplete," the student has until thirty (30) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of "Incomplete" will automatically convert into a grade of "F."

Grading/Evaluation
Grade distribution
- 10% Discussion Boards
- 10% Research Question Form
- 10% Title & Reference Page
- 10% Plagiarism Evaluation
- 15% Types of Research Essay

- 30% Body of the Paper
- 15% Final Paper

Grading Scale

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 or below

Midterm Grades

In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through each student's WebWorld account. **[only at-risk students will be reported**]. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should schedule a meeting with the professor.

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.

1. Click the down arrow in the News section on the 3203 course home page
2. Select Notifications
3. Check the box next to "News- new item available" and then check any other boxes you wish to receive an email notification from.
4. Check the email address you wish to send email notifications. If you need to change this, select "change your email settings" and enter the new email address. This email address should be an email address you frequently check.

Viewing Feedback in Tests

1. Go to the place where you took the quiz,
2. Click on the down arrow next to the exam,
3. Select submissions,
4. Click on the attempt,
5. The feedback for the entire exam is displayed under Attempt Feedback
6. The feedback for each question is under the View Feedback button under each question

Viewing feedback in Assignment dropbox

Tip: You can also view assignment feedback from User Progress and Grades.

1. On the navbar, click Assignments.

2. From the Assignments page, locate your assignment, and click Unread in the Evaluation Status
    column.
3. From the View Feedback page, you can view your submission feedback, rubric assessment, and
    grade.
4. If your instructor added annotated feedback to the assignment, click View Inline Feedback. The
    annotation view opens in a new tab, displaying annotated feedback using highlighting, freehand
    drawing, shapes, and associated commenting.
5. To download the annotated assignment as a PDF, click Download.
6. When you are finished viewing feedback, navigate back to the View Feedback page and click Done.

If you are having technical difficulties accessing the course or any other technical issues please contact distance.learning@msutexas.edu .

Technical Difficulties

On occasion, you may experience problems with accessing D2L, accessing class files located within D2L, connecting with your internet service, or you may encounter other computer related problems. Make the professor aware of a technical problem as soon as possible. If a problem occurs on our end, such as D2L failure, then a due date extension will typically be granted. However, keep in mind it is your responsibility to have (or have access to) a working computer in this class. Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. Dropbox assignments that can be attached in an email should be emailed to the professor as soon as a problem is encountered. Failure to do so may result in points being lost, regardless of connection issues.
For help options:
- • For D2L issues go online go to the Distance Education Helpdesk
- • By phone call the Distance Education office at 940-397-4868 between 8am and 5pm.
- • Use the D2L help link in D2L.
- • Contact your professor.
- • For other computer access issues, go online to the MSU Information Technology Website.

Student Responsibilities

As a student enrolled in this course, you will be responsible for adhering to and meeting posted deadlines and due dates. Posted closing dates along with assignment due dates and deadlines found in the Course Calendar within D2L will be strictly enforced. If an assignment does not

meet the posted deadline, a grade of zero (0) will be recorded for that assignment. Extenuating circumstances do occur and will be addressed on an individual basis. NOTE: waiting until the last minute to submit an assignment does not constitute an extenuating circumstance.

All activities for this course are listed at the end of this syllabus.

- All work submitted to the instructor will be considered complete and final, and will be graded as such.
- Because of the nature of the assignments, late submissions will not be accepted. *It is the expectation of the faculty that you complete work on time.*
- Rubrics are available for all written assignments and can (and should) be viewed by the students prior to submitting any work.
- *Students will use baccalaureate level writing skills including complete sentences, correct grammar, and proper punctuation. All assignments will be graded for accuracy, completeness, quality, spelling, grammar, and integrity.*
- All assignments will be submitted in a dropbox within D2L.
- All assignments will be completed in Times New Roman or Arial, 12 point font.

See the course calendar for the specific due date.

Concealed Handgun Carry

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at https://msutexas.edu/campus-carry/index.php .

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 Safety / Emergency Procedures. 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."*

Disability Services

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.

3503 RESEARCH

The Office of Disability Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The ODS has assistive devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with the Office of Disability Services in the Counseling Center, Clark Student Center Room 168 (940)397-4140, https://mwsu.edu/student-life/disability/ . Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and/or assistance will be provided by the Office of Disability Services for resolution. The grievance procedure may be found in the Student Handbook and Activities Calendar. The ADA Coordinator may be contacted at (940)397-4140, or 3410 Taft Blvd., Clark Student Center Room 168.

Honor System

RADS 3203 adheres to the MSU Code of Conduct. In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his/her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the Student Handbook for answers to any questions about the code.

Students are encouraged to take full advantage of many resources available including Internet sites, handouts, other textbooks & journals, faculty, and peers. This interactive collegial learning environment is conducive to life-long learning.

Specific components of RADS 3503 are designed to represent the efforts of each student individually and are NOT to be shared. These components include the written assignment submitted for a grade. Submitting someone else's work as your own or improperly cited work constitutes plagiarism. Please see the Midwestern State University Catalog for further discussion of plagiarism. Plagiarism will constitute in an F for the course and the student will be referred to administration for further action. When students submit their efforts for grading, they are attesting they abided by this rule. *Quizzes and exams are not to be copied in any form or shared in any form. Students caught engaging in such activity will receive an F for the course and be referred to University administration for dismissal.*

Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) the acquisition of tests or other academic materials belonging to the university faculty or staff without permission; (4) *use of ChatGPT or any other AI assistance.*

7

Plagiarism includes, but is not limited to: the use of, by paraphrase or direct quotation without correct citation in the text and on the reference list, the published or unpublished works of another person. Students may not submit papers and assignments that they have previously submitted for this or other courses. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism.

This course uses a plagiarism checker for all assignments and it has the ability to identify AI generated text.

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 product in order to verify originality and authenticity, and for educational purposes.

Administrative Process
Unresolved issues related to this course should be first addressed between the student and the course instructor. If there is no resolution, students must follow this sequence:
1. Director of Interdisciplinary Education: Dr. Randy Case (940-397-4653)
2. The Chair of the student's major program
   Nursing Department Chair: Dr. Robin Lockhart (940-397-4614)
   Radiology Department Chair: Dr. Beth Vealé (940-397-4611)
   Respiratory Department Chair:Dr. Jennifer Anderson (940-397-4656)
3. College Dean: Dr. Jeff Killion (940-397-4594)
4. Dean of Students: Matthew Park (940-397-7500)

Research Assignment Details

Welcome (Students should start here!)

Students should begin the course by viewing the documents found in the Welcome module. There is an overview of the course and the textbook, as well as valuable documents about viewing feedback, discussion board etiquette, using a mackintosh computer, and a required introduction discussion board.

Syllabus Agreement

The first step in starting this course is to read the syllabus in its entirety and complete the Syllabus Agreement quiz. By taking the Syllabus Agreement quiz you are stating that you have completely read, understand, and agree to the syllabus and its content. The module 1 APA discussion board will <u>not</u> open until you have completed this step.

Assignments/Quizzes/Discussion Boards Overview

This course is one that was constructed so that the material builds upon itself to result in a final paper and application of learning. The quizzes are open book and notes, but they will be timed. Students may proceed through the course content at their own pace within the boundaries set by the course schedule and the MSU Academic Calendar. See the Course Schedule in this syllabus, as well as the course calendar in D2L, for specific information about activities and due dates.

All assignments, exams, etc. must be completed and submitted by the due date indicated on the course schedule at the end of this syllabus. If a student cannot complete a course activity by the indicated due date, the student must contact the course instructor *immediately*. Please note that late submissions will not be graded; students must contact the instructor for approval for late submissions. If a student has emergency issues, then the student must contact the instructor as soon as possible (within a day or two). Any activity not completed and submitted by the due date will be addressed on an individual basis.

Discussion Boards

There are three required discussion boards for this course and one social discussion board.

The social discussion board, the Coffee Shop, is for chatting with your classmates. This board is not mandatory and will not be graded; however, you keep in mind proper discussion board etiquette.

In the required discussion boards, there are three topics provided: Introductions, APA, and Plagiarism & Ethics. Each student is required to post **one** meaningful response to the question, as well as **two** responses to other students for **each topic**. The discussion boards will not open

and you will not be able to see anyone else's post until you have created your original post. This is an open discussion; but please practice proper discussion board etiquette.

Students must post original posts to the discussion board 72 hours before the deadline for replies. This ensures all students have equal opportunity to engage in discussion and read everyone's post. It is also the students' responsibility to facilitate discussion within their own post if classmates have questions or comments. If students wait until the deadline to complete original posts, or fail to facilitate discussion, it is not fair to peers and defeats the purpose of the discussion. Failing to adhere to these policies will result in a loss of credit for the discussion board assignment. Discussion boards are worth 10% of your total grade. Failure to complete discussion boards can negatively affect your grade.

Course Modules

Welcome

Syllabus & Course Resources

Students should begin the course by viewing the Syllabus, Discussion Board Etiquette, and How to Check and Use Feedback in this Course, followed by completing the required Introductions discussion board. **Note: Replies are NOT required for this discussion.**

Also, in this module Students will find PowerPoint presentations covering various course topics. These are resources to supplement the required textbook and course notes. It is recommended that students review all of these documents as they progress through the course.

Module 1 – Beginning a Literature Review

(Discussion Board & Dropbox Assignments)

This module consists of the following: Notes on how to find a research topic, develop a research question, search for scholarly articles; Notes on developing an APA title and reference pages; the Research Question Approval (RQA) form; the Title and Reference pages assignment; and the APA discussion board instructions.

In the Research Question Approval section, first read the Developing a Research Question document, then access the Research Question Approval form. Upload the completed form to the dropbox by the assignment due date. Due dates are available in the course calendar. **The topic, question, and references provided in this document must be related to healthcare, and will be the basis for the title and reference page, body of paper, and final paper assignments.**

In the Title & Reference Page section, review the sample title page and sample reference list, and the Title & Reference Page instructions. Upload the completed title & reference pages to the dropbox by the assignment due date. Due dates are available in the course calendar.

Finally, there is an APA discussion board that must be completed. Remember, each student is required to post **one** meaningful response to the question, as well as **two** responses to other students for **each topic**. The discussion boards will not open and classmates' posts will not be visible until you have created your original post. This is an open discussion, but you keep in mind proper discussion board etiquette. Original posts are due 72 hours before the deadline for replies. Due dates are available in the course calendar.

Module 2 – Plagiarism & Synthesizing
(Discussion Board & Dropbox Assignment)
The Plagiarism & Synthesizing Module is separated into two sections. Within the Plagiarism section, students should begin by accessing the Avoiding Plagiarism document, and follow instructions to review the Harvard Guide to Using Sources. After reviewing that document, students should review the Plagiarism Evaluation Assignment instructions and upload the completed document to the dropbox by the assignment due date. Due dates are available in the course calendar.

There is also a Plagiarism & Ethics discussion board to complete. Each student is required to post **one** meaningful response to the question, as well as **two** responses to other students for **each topic**. The discussion boards will not open and classmates' posts will not be visible until you have created your original post. This is an open discussion, but you must keep in mind proper discussion board etiquette. Original posts are due 72 hours before the deadline for replies. Due dates are available in the course calendar.

In the Synthesizing section, students must review the Synthesizing notes and Synthesis Defined document. These will be helpful for the Module 4 assignment. There are also additional resources about synthesizing in the Syllabus & Course Resources Module.

Module 3 – Types of Research
(Dropbox Assignment)
Within the Types of Research Module, students will review the Types of Research notes, followed by the Types of Research Assignment instructions. There are additional resources available in the Course Resources module if needed. Upload the completed assignment to the dropbox by the assignment due date.

Module 4 – Body of Paper
(Dropbox Assignment)
Within the Body of the Paper Module, students will find the Body of Paper notes, Body of Paper instructions, and information on where to find a sample student paper. All of these documents should be reviewed before beginning the assignment. Upload the completed document to the dropbox by the assignment due date.

Feedback for this assignment, as well as the title & reference page assignment will be provided by the instructor and MUST be reviewed and corrected to complete the final paper assignment in Module 5. Feedback may be included in the D2L gradebook as well as within the review comments in the Word document itself. Failure to incorporate the feedback provided will significantly impact the grade of the final paper assignment.

Module 5 - Final Paper
(Dropbox Assignment)

Students should begin by reading the instructions for the final paper. Students should review all feedback provided by the instructor on the research question approval, title and reference pages, and body of the paper assignments and correct all mistakes. This will require you to open the previous assignments, review the feedback/comments provided by the professor, and make the requested revisions. This may require some restructuring of the paper, changes in references, etc. The final paper should be free from all previously indicated errors, and substantial effort to improve the previous draft should be obvious to the instructor. Upload the final document to the dropbox by the assignment due date. Due dates are available in the course calendar.

Tentative Course Schedule Fall 2023

Date	Activity *All assignments are due by 11:59pm CST on the indicated due date*
Monday, August 28	Classes begin
Monday, September 4	Introductions Discussion Board
Monday, September 11	Research Question Approval Form
Friday, September 22	APA Discussion Original Posts
Monday, September 25	Title & Reference Page Assignment APA Discussion Replies
Friday, September 29	Plagiarism & Ethics Discussion Original Posts
Monday, October 2	Plagiarism & Ethics Discussion Replies
Monday, October 9	Plagiarism Evaluation Assignment
Monday, October 23	Types of Research Assignment
Monday, November 13	Body of the Paper Assignment
Monday, December 4	Final Paper Assignment