



Course Syllabus: Educational – Admin Concepts  
Robert D. & Carol Gunn College of Health & Human Services  
RESP 4233 Section DX1  
Fall 2021 Block B October 16 – December 11

Contact Information

Instructor of Record: Dr. Yasha, DHSc, RRT  
Office: Flower Mound Learning Center  
Office hours: By Appointment  
Email: [Dr. Yasha's email](#)

Communication Policy

My preferred method of communication is [my D2L Email address](#). Please include the course number and your name in the subject line when you email me. Here is an example: **RESP 4233/Last Name/First Name**. I teach several courses. This information will help me to respond promptly. I make every effort to respond to emails within 24 hours during the workweek and within 48-hours over the weekend. If I do not reply to your email in the 24-48 hours period, please send a gentle reminder.

Course Description

This is an internet-based course utilizing educational and managerial skills appropriate to the advancement of the respiratory therapist. Students will develop, implement, and evaluate relevant projects. This course may be repeated once with varied content.

Learning Objectives

Participants in this course will have the opportunity to:

1. Critique and evaluate research articles
2. Develop an assessment instrument
3. Evaluate and provide constructive feedback
4. Design and present a quality educational presentation

Textbook & Instructional Materials

Recommended: American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). ISBN: 9781433832161

Tutoring Assistance

Begin drafting papers and projects as early and take advantage of the [Distance Education Tutoring Services](#). Tutors will not edit your papers for you, but they

will provide support and feedback at every stage of the writing process, from brainstorming to drafting, revising, and proofreading

### Student Handbook

Refer to: [Student Handbook 2020-21](#)

#### 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Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual's to whom credit is given).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.

**Self-plagiarism:** Commonly described as recycling or reusing one's own specific words from previously published or submitted work. While self-plagiarism does not cross the line of actual theft of others' ideas, it nonetheless can create issues in the scholarly and academic realms. Beyond verbatim sections of text, self-plagiarism can also refer to the publication of identical papers in two places (sometimes called "duplicate publication"). Papers, projects, or other assignments previously submitted in other courses will not be accepted in this course.

#### Grading

Course Grade - A minimum grade of 75, or a C, is required in all respiratory courses. All assignments must be completed by 11:59 PM CST on the due date.

Table 1: Grade percentage allocated to each assignment

Assignments	Percentage of Total Grade
Introductions	2.5%
Scholarly Articles	2.5%
Topics/Student Feedback	5%
Project Topic/Projected Timeline	10%
Rough Draft	25%
Student Feedback/Rough Draft	5%
Final Timeline	10%
Final Presentation	40%
Total	100

Table 2: Total percentage for final grade.

Letter Grade	Percentage Grade
A	90-100%
B	80-89%
C	75-79%

Letter Grade	Percentage Grade
D	70-74%
F	Less than 69%

### Email/Course Announcement Requirements

You are required to access and review your emails and D2L Course Announcements regularly. I will often email the entire class with updates regarding your discussions, projects, and assignments. It is your responsibility to check your email regularly to prevent the possibility of missing important information.

### Course Tools

1. **Syllabus:** contains the syllabus.
2. **Announcements:** All announcements will be posted under the NEWS section on the course homepage.
3. **Weekly Course Content Modules:** I have broken down your assignments and placed them into weekly modules.
4. **Learning Tools:** Here, you will find information that may be helpful to you during this course. This may include APA and Writing Information as well as information to aid you in researching online databases.

### Discussion Boards

#### Discussions:

**Scholarly Articles:** Post two recently published (within the last five years) references for scholarly (peer-reviewed) research articles related to the topic you are considering for your Presentation. Post references following APA guidelines. Students are responsible for ensuring that references are typed in the correct APA format. Rather than simply typing within the discussion board, consider attaching a Word document with your references.

#### Example:

##### Journal Print Copy

Saxena, M., & Khan, M. S. (2016). A comparative study on inhaler use

among bronchial asthma and COPD patients. *National Journal of Integrated Research in Medicine*, 7(2), 37-40.

##### Journal (Online)

Ocakli, B., Ozmen, I., Tunçay, E. A., Gungor, S., Altinoz, H., Adiguzel, N.,

Sak, Z. A., Gungor, G., Karakurt, Z., & Arbak, P. (2018). A comparative analysis of errors in inhaler technique among COPD versus asthma

patients. *International Journal of Chronic Obstructive Pulmonary Disease*, 13, 2941–2947. <https://doi.org/10.2147/COPD.S178951>

### **Book**

Bastable, S. B., Sopczyk, D., Gramet, P., & Jacobs, K. (2019). *Health professional as educator*. Jones & Bartlett Learning.

**Finding Articles:** Use the MSU off-campus access (MSU Portal) to log into the library databases. Go under Launchpad take me to Library Databases. Click to continue to library databases. Click on Health Sciences. Then search the databases to find articles on your topic. You may also use Google Scholar as long as the articles are peer-reviewed.

**Topic Considerations:** You must post possible topics (either educational or administrative) and various ideas you might pursue to the Topic Considerations Discussion Board. You may post more than one topic that you are considering.

### **EXAMPLES OF PROJECT TOPICS:**

Educational:

- Skills Fair—developed and implemented an annual competency skills check-off to be used by the education department at the hospital facility, providing a fun and organized atmosphere which eventually went hospital-wide
- Poster Presentation—accepted and presented at the national AARC convention
- Equipment In-Service—presented to respiratory therapists, nursing, and/or physicians

Administrative:

- Development and implementation of a new policy or procedure, including the evaluation process
- Development and implementation of a new protocol including outcome documentation
- Development and implementation of smoking cessation hospital-wide, including entire department smoke-free with incentives
- Development and implementation of preceptor evaluations for new employees

**Response Posts:** Respond to at least *three* other students' posted topics with suggested ideas. Find scholarly articles and citations to substantiate your response.

## **Rough Draft and Final Presentation**

Upon selecting an educational or administrative topic in Respiratory Care, you will create a professional PowerPoint presentation. You must thoroughly research your topic and be familiar with the content. The content must not simply be read from the slides. You must present your Presentation to a minimum of five participants. The location for the Presentation is your choice. Some examples include respiratory care or nursing department, a school, or nursing home. Your choices are limitless. Please refer to the course modules for specific requirements regarding the Rough Draft and Final Presentation assignments.

### Late Work

D2L is designed so that students are locked out of the system after the deadline has passed. Please make a note of all deadlines and adhere to them. All assignments must be completed by 11:59 PM CST on the due date. Any coursework not completed and submitted on time will be graded as a zero. Before the due date, don't hesitate to contact me regarding circumstances that may prevent you from completing an assignment on assignment on time.

### Important Dates

Deadline to file for December 2021 graduation: September 27, 2021

Last Day to drop with a grade of "W:" November 17, 2021

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

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

### 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 with Internet connectivity. 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 Clark Student Center, Room 168, (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](#).

## 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.

### Course Schedule:

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

### Course Schedule

Module	Activities/Assignments/Exams	Due Date
Module 1 and 2 10/16 to 10/31	Begin working on Modules 1, 2, and 3. Post introductions and syllabus confirmation. Find two scholarly articles and post the references in APA format. Post Topic Considerations. Respond to at least <i>three</i> other students' posted topics. Post all assignments to the corresponding Discussion Board.	Introductions, syllabus confirmation, and topics are due by 10/24. Scholarly references and peer responses are due by 10/31.
Module 3 11/1 to 11/7	Submit Topic and Projected Timeline. Begin working on Rough Draft.	Topic and Projected Timeline are due by 11/7.
Module 4 and 5 11/8 to 11/21	Submit Rough Draft to Dropbox, then post Rough Draft to Discussion Board. Post Feedback to <i>three</i> Students' Rough Draft Presentations.	Rough Draft is due by Wednesday, November 17 <sup>th</sup> . Feedback is due by Sunday, November 21 <sup>st</sup> .

Module	Activities/Assignments/Exams	Due Date
Module 6 11/22 to 11/28	Use feedback to improve and finalize your Presentation.	N/A
Module 7 11/29 to 12/5	Give Final Presentations. Present to an audience of at least <i>five</i> people.	Final Presentations are due by 12/5.
Module 8 12/6 to 12/11	Submit Final Presentation to Dropbox Submit Sign in Sheets to Dropbox Submit Evaluations to Dropbox Submit Final Time Log to Dropbox Post Course Evaluations & Feedback to the Discussion Board. Include what you found most interesting about this course and provide any feedback for improvements.	<i>All assignments are due by Tuesday, December 7<sup>th</sup>.</i>