



Course Syllabus: Educational – Admin Concepts
Robert D. & Carol Gunn College of Health & Human Services
RESP 4233 Section DX2
Spring 2023 Parts of Term B March 11 – May 13

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 D2L email address](#) is my preferred method of communication. When you email me, please include the course number and your name in the subject line of the email: **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 within 24-48 hours, 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 educational topic within respiratory care
3. Evaluate and provide constructive feedback
4. Design and narrate 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 2022-23](#)

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual's to whom credit is given).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 - Projects must be original work for each course assignment. The faculty will not accept a submission that has been or is being submitted for another course. No Exceptions! You are expected to do your own work. 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
Project Topic Discussion	5%
Scholarly Articles / APA Format	5%
Final Topic Selection	5%
Importance of Topic Paper	10%
Student Feedback #1	5%
Presentation Draft	10%
Presentation Narrative Draft	15%
Student Feedback #2	5%
Final Presentation Narrative	25%
Presentation PowerPoint	15%
Total	100

Table 2: Approximate Grading Scale

Letter Grade	Percentage Grade
A	90-100%
B	80-89%
C	75-79%
D	60-74%
F	Below 60%

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 **three** possible topics (either educational or administrative) and various ideas you might pursue to the Topic Considerations Discussion Board.

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. All posts CANNOT be made on the same day. At a minimum, posts should be made on 2 different days of the week (i.e. Initial post- Tuesday, Responses- Thursday).

Presentation and Presentation Narrative

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 time.

Important Dates

Deadline to file for August graduation: June 26, 2023

Last Day to drop with a grade of "W:" April 19, 2023

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

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 [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."](#)

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

All assignments are due by 11:59 pm CST on the indicated due date.

Date	Module	Topics/Discussions	Assignments Specifics	Due Dates
Week 1 3/11 to 3/19	Module 1	<ul style="list-style-type: none"> • Syllabus Confirmation • Topic Considerations 	<ul style="list-style-type: none"> • Syllabus Confirmation • Post at least 3 topics that you are considering for this course. • Respond to 2 peers in the discussion. 	Post your Syllabus Confirmation (Due Wed.) Initial post /Topic Considerations (Due Wed.) Response posts (Due Sun.)
Week 2 3/20 to 3/26	Module 2	<ul style="list-style-type: none"> • Scholarly Articles/APA • Topic Selection 	<ul style="list-style-type: none"> • Find two scholarly articles and post references in APA format. • Submit your final topic selection and 2 learning objectives to the dropbox. • Respond to 2 peers in the discussion. 	Initial post (Due Wed.) Response posts (Due Sun.) Topic Selection (Due Sun.)
Week 3 3/27 to 4/2	Module 3	<ul style="list-style-type: none"> • Importance of Topic Paper 	<ul style="list-style-type: none"> • Submit a 1-page summary on your topic importance and why it would add value as an educational presentation. 	Submit in Dropbox and Post in Module 4 Discussion (Due Sun.)
Week 4 4/3 to 4/9	Module 4	<ul style="list-style-type: none"> • Student Feedback on Importance of Topic Paper 	<ul style="list-style-type: none"> • Provide feedback to 2 peers papers. 	Response posts (Due Sun.)

Date	Module	Topics/Discussions	Assignments Specifics	Due Dates
		<ul style="list-style-type: none"> Begin Working on the Presentation Draft 		
<p>Weeks 5-6 4/10 to 4/19</p> <p>Weeks 5-6 (cont'd) 4/20 to 4/23</p>	<p>Module 5 - Work on and submit Presentation Draft</p> <p>Module 6 - Work on and submit Presentation Narrative Draft</p> <p>See assignment instructions and examples in the D2L course Learning Tools.</p>	<ul style="list-style-type: none"> Minimum of 20 slides 5 current, scholarly references Minimum 2-page narrative of your presentation research Proper APA formatting Post your Presentation Draft and Presentation Narrative to the Discussion Board (as one thread) Review peer Presentation Draft and Presentation Narrative in the Discussion Board Begin working on your Final Presentation Draft and Narrative 		<p>Submit Presentation Draft to Dropbox (Due Wed. 4/19)</p> <p>Submit Presentation Narrative Draft to Dropbox (Due Wed. 4/19)</p> <p>Post Presentation Draft and Presentation Narrative to the Discussion Board (Due Wed. 4/19)</p>
<p>Weeks 7 4/24 to 4/30</p>	<p>Module 7</p>	<p>Presentation Draft & Presentation Narrative Student Feedback</p> <p>Work on Final Presentation Due Final Presentation Narrative</p>	<ul style="list-style-type: none"> View peer Presentation Draft and Presentation Narratives on the Discussion Board. Respond to 2 peers in the discussion. 	<p>Response posts (Due Sun. 4/30)</p>
<p>Weeks 8 5/1 to 5/8</p>	<p>Module 8</p>	<p>Final Presentation Due Final Presentation Narrative Due</p>	<ul style="list-style-type: none"> Using feedback gained over the previous 	<p>Final Presentation</p>

Date	Module	Topics/Discussions	Assignments Specifics	Due Dates
		<p>*See course and rubric for assignment specifics</p> <ul style="list-style-type: none"> • Course Evals 	<p>modules make final edits to your Presentation and Presentation Narrative.</p> <ul style="list-style-type: none"> • Complete a voice-over recording for your presentation. • Post Course Evaluations & Feedback to the Discussion Board. Include what you found most interesting about this course and provide any feedback for improvements. 	<p>(Due Mon. 5/8)</p> <p>Final Presentation Narrative (Due Mon. 5/8)</p>