

RESP 4233 Educational Admin Concepts
COURSE SYLLABUS
Spring 2025

DESCRIPTION

This is a course utilizing educational skills appropriate to the advancement of the respiratory therapist. Students will develop, implement, and evaluate relevant projects. Each student will develop an individual project with varied content.

INSTRUCTOR:

Jessica Fino, EdD, RRT

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COURSE MEETING TIMES:

Monday, Tuesday, Thursday 10:40am- 12:20pm

Centennial Hall Room 334

COURSE OBJECTIVES:

1. Critique and evaluate research articles
2. Develop an educational topic within respiratory care
3. Evaluate and provide constructive feedback
4. Design and present a quality educational presentation

RECOMMENDED TEXT:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.

[ISBN: 9781433832161]

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual's to whom credit is given).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

MISSED EXAM, OR OTHER GRADED ITEM POLICY

Anything not completed and handed in on time will be subjected to a "0" for that specific grade. Please talk with your professor, prior to the due date, regarding circumstances that may prevent you from

completing an assignment. All assignments must be completed by the due date. Late work will not be accepted in this course.

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].

APPROXIMATE GRADING SCALE

Points	Grade
90-100	A
80-89	B
75-79	C
60-74	D
60 or below	F

A minimum grade of 75 (C) is required in all respiratory courses. Failure to attain a minimum grade of C will prevent the student from progressing in the program.

Grade Determination

Assignments	Grade Percentage
Final Topic Selection	5%
Scholarly Article/ APA	5%
Importance of Topic Paper	15%
Student Feedback #1	10%
Presentation Draft	20%
Student Feedback #2	10%
Presentation in class	35%

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.

Important Dates

Last Day to drop with a grade of "W" is April 30, 2025.

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 have trouble, please contact the technicians listed for the program or contact your instructor.

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 maybe returned to the financial aid programs. As described below, two formulas (federal and state) exists 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 an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of 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/Polices

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.

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

Course Schedule

On the next page, you will find the course schedule. The same content will be in each D2L module. I suggest you print a copy of the course schedule to help you stay organized and submit your assignments by the deadlines. Please note that changes in the course syllabus, assignments, and schedule may be made at the discretion of the professor. Assignment specifics are outlined in each module in D2L.

Date	Module	Topics/Discussions	Assignments Specifics	Due Dates
January 21		Kettering Exam Review		
January 22		Kettering Exam Review		
January 23		Kettering Exam Review		
February 24	Module 1	Topic Considerations	<ul style="list-style-type: none"> Identify 3 topics that you are considering for this course. 	
February 25		Writing Learning Objectives		
February 27	Module 2	Final Topic Selection / Guest Speaker- Charles Methodist	<ul style="list-style-type: none"> Submit your final topic selection and 2 learning objectives to the dropbox using the format provided in D2L. 	Due by end of class Today
March 3		Scholarly Articles	<ul style="list-style-type: none"> Find scholarly articles pertaining to your topic. 	
March 4		Licensure and Credentialing	DO NOT MISS THIS CLASS!	
March 6		Finalize Articles	<ul style="list-style-type: none"> Submit 5 scholarly 	Due by end of class Today

Date	Module	Topics/Discussions	Assignments Specifics	Due Dates
			articles properly formatted in APA.	
March 10-14		Spring Break- NO CLASSES		
March 17	Module 3	Importance of Topic Paper/ Guest Speaker- Cook Children's	<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 by end of class Today. Post in Module 4 Discussion.
March 18		Importance of Topic Paper Due- Guest Speaker-	Finish any component not completed.	Post in Module 4 Discussion.
March 20		Mock Clinical Sim.	No class assignments	
March 24	Module 4	Student Feedback on Importance of Topic Paper	<ul style="list-style-type: none"> • Provide feedback to 2 peers papers. 	Due by end of class today.
March 25-27	Module 5- Work on Presentation Draft <ul style="list-style-type: none"> • Minimum of 20 slides • 5 current, scholarly references See example in course for this assignment as well as assignment details. Guest Speaker-			
April 14-17	Module 5- Work on Presentation Draft <ul style="list-style-type: none"> • Minimum of 20 slides • 5 current, scholarly references See example in course for this assignment as well as assignment details.			Submit Presentation Draft to Dropbox (Due 4/17 by 1159pm)
April 21	Module 7	Presentation Draft Peer Feedback	<ul style="list-style-type: none"> • Post your Presentation Draft in the discussion Board • Respond to 2 	Due by end of class Today.

Date	Module	Topics/Discussions	Assignments Specifics	Due Dates
			peers in the discussion.	
April 22		Mock TMC	No class assignments	
April 24		Celebration of Scholarship	No Class assignments	
April 28- May 1	Module 8	Final Presentation Due *See course and rubric for assignment specifics	<ul style="list-style-type: none"> Using feedback gained over the previous modules make final edits to your Presentation 	Final Presentation Due by end of class Today
May 5		Present Final Presentation	Complete presenter evaluations	
May 6		Present Final Presentation	Complete Presenter evaluations	
May 12-15		Graduation Preparations		