



Course Syllabus: Advanced Practice Applications
College of Health Sciences and Human Services
RESP 4243 Section X20
Spring Semester 2026

Contact Information

Instructor: Jessica Fino, EdD., RRT
Office: Centennial Hall 420
Office hours: By appointment.
Office phone: (940) 397-4584
E-mail: jessica.fino@msutexas.edu

Course Description

Designed for advanced students to work in appropriate areas; not otherwise available to respiratory care. May be taken twice with varying topics vary. No Text book required.

Course Structure

Students are awarded points for obtaining skills that help advance the practice of respiratory care. Points are awarded for specific classes. More points are awarded when the student completes a NEW area of practice. NEW refers to obtaining education/training that the student had not previously been trained in. Fewer points are awarded for re-certifying in an area of study. Certificates of Completion are used to document course completion. The certificates must be obtained, and therefore dated, AFTER the start of the semester of RESP 4243 at MSU. No certificates can be used when dated BEFORE the start of the semester (January 20, 2026). The student should achieve a point total of 3 (see table below) and write a Reflective Report. Once documentation is submitted, the instructor can complete grading for this class. This course can be taken twice for credit, however excess points obtained in the first class CANNOT be carried over to the second and topics must vary.

Point Values

Certificate	Renewal	New
RRT - *(must retake and pass RRT exam)	1.0	-----
CPFT	0.5	1.0

Certificate	Renewal	New
RPFT	1.0	1.5
NRP Provider	0.5	1.0
ACLS Provider	0.5	1.0
PALS Provider	0.5	1.0
ABLS Provider	0.5	1.0
NRP Instructor	1.0	1.5
ACLS Instructor	1.0	1.5
PALS Instructor	1.0	1.5
ABLS Instructor	1.0	1.5
BLS (* Instructor only)	0.5	1.0
Asthma Educator	1.0	1.5
STABLE	0.5	1.0
BLS Instructor Trainer	1.0	1.5
AHA PEARS	0.5	1.0
PULM DIS Educator	0.5	1.0
PULMONARY REHABILITATION CERTIFICATION	0.5	1.0
NBRC SDS	1.0	1.5
NBRC NPS	1.0	1.5
NBRC ACCS	1.0	1.5
FCCS	1.0	1.5
GRE	-----	1.5
Alison Training Certifications (*See Instructions below)	-----	0.25 MAX 1.0
VASCULAR Access Course (*Hospital-based, In-person course only)	-----	1.0
AARC Leadership Institute Track (*Full Track Required, NOT individual courses)		1.5
6 APPROVED RESPIRATORY CEUs (*Maxed at 18 CEUs for a total of 1.5 points)	-----	0.5 MAX 1.5

***PLEASE NOTE: BLS Provider does not count towards this course. BLS is a basic requirement of all Respiratory Therapists. BLS Instructor and Instructor Trainer certifications do count.**

Alison Online Certifications

Each of the following certifications are worth 0.25 points each up to a max of 4 certifications for a total of 1 point. You may choose from the following courses:

- Elderly Care and Caring for the Disabled
- Infection Prevention and Control Masterclass
- Global Health Initiative: Chronic Obstructive Pulmonary Disease Awareness
- Pharmacotherapy: Cardio, Respiratory, Gastro, & Endocrine Systems
- Telehealth for Healthcare Providers

Note: Although taking these courses are listed as free, they do require a fee to acquire the certification. www.Alison.com

Assignment Grading

Assignments	Percentage of Total Grade
Certificates of Completion	80%
Reflective Report	20%

Grading Scale

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

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

Certificates of Completion

Each time the student completes a program of study a copy of the certificate of completion must be obtained and submitted via the dropbox. These certificates are used to document the students' attendance in the class. All certificates must be submitted no later than April 27, 2025 at 11:59pm. This allows time for grading. Students will not be given credit for attempted exams. In other words, the student must pass exams associated with the advanced credential in order to be awarded points for that certificate.

Reflective Report

A word-processed report must be written that explains why the particular certificates that were obtained are important to advancing the practice of respiratory care. The report is to be narrative rather than a list of topics covered. The report needs to have at least three pages of written material, 1-inch margins, double-spaced and 12-point font. The grade is made on how well the student makes the argument that the material studied advances the practice of respiratory care. The style of this paper is to be energetic and precise: the sentence structure is varied and the words are carefully chosen. *How* the writer says things is as excellent as *what* the writer says. There is evidence of careful editing since the essay contains few grammatical and/or mechanical errors. A writing rubric is attached to this assignment in D2L so you will be able to see what I'm looking for in your assignment. This is due April 27, 2025 by 11:59pm.

Late Work, Make up Work:

Late work is typically not accepted within the course and is subject to a grade of a zero. However, late work may be accepted at the discretion of the instructor. If a student is going to miss an assignment or course activity, it is the student's responsibility to contact the instructor prior to the submission deadline.

Communication is key. If late work is accepted by the instructor, a 10% reduction will be taken for each day (weekends and holidays included) after the scheduled assignment or course activity due date.

Important Dates:

Deadline to file for May graduation: February 16, 2026

Last Day to drop with a grade of "W:" April 29, 2026 by 4:00pm CST

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.

Online Computer Requirements:

Taking this class with an online component 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 a 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 which is connected to the internet. 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](#).

Instructor Class Policies:

Students are required to participate in class in a respectful manner whether or not the interactions are online or face-to-face. All course assignments must be submitted to D2L in Microsoft format including, Word documents and PowerPoint. For students without Microsoft software, Microsoft offers students a free download of Office 365. This software can be accessed and downloaded through the following link: <https://www.microsoft.com/en-us/education/products/office>

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).

Disability Support Services:

Midwestern State University is committed to providing equal access for qualified students with disabilities to all university courses and programs, and by law all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. This guarantee is provided through Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The ADA reads: "No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity." The Director of Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397.4140, TDD (940) 397.4515, or 3410 Taft Blvd., Clark Student Center 168.

Student Handbook

Refer to: [Student Handbook 2025-2026](#)

Academic Misconduct Policy & Procedures:

This course adheres to the MSU Code of Conduct. 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.

The components of this course are designed to represent the efforts of each student individually and are NOT to be shared. 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.

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.

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.

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

College Policies:

Campus Carry Rules/Policy: 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:

Update as needed. 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. I suggest printing a copy of the course schedule to help you stay organized and submit your assignment by the deadlines. Please note that changes in the course syllabus, assignments, and schedule may be made at the discretion of the professor.

Course Schedule

Modules	Assignments
Module 1 1/20 to 1/25	Post Introduction on Discussion Board: Introduce yourself including how long you have been in respiratory care and how long you have attended MSU.
Module 2 1/26 to 2/1	<p>Consider areas in which you would like to increase your skill areas and develop yourself professionally. Be prepared to post at least three ideas between now and the end of week three. These areas are not limited to the ones on the chart above. If you have an area of interest that is not listed above, please email your ideas for consideration and possible approval.</p> <p>Begin commenting on at least three different students ideas within the class. The goal is to confirm and /or redirect your own area of interest and learn from others within the network of this class. Please share any positive and/or negative comments that you have personally experienced with the certifications your peers are considering. Please exclude all hearsay and keep to facts!</p>
Module 3 2/2 to 2/8	Take into consideration any feedback you may have received and determine which area or areas you plan to pursue. Submit a Proposed Skills Plan in the Assignment Dropbox by February 8, 2026.
Module 4 2/9 to 4/26	<p>Schedule and begin taking classes necessary to fulfill your objectives of this class.</p> <p>Complete courses and submit all certificates and write reflective report (Due April 26, 2026) as described in syllabus. Please share on discussion board ways the newly acquired skills have assisted you in your practice if applicable. Proof of all certificates and reflective report are Due April 26, 2026, as described in syllabus.</p> <p>Please post comments on this course on the main discussion board. Include ways this course could be improved in the future as well as things you may have liked or disliked about the course. Thank you in advance for your comments!</p> <p>Complete on-line course evaluation as soon as available.</p>