

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:

Mary Sue Owen, MS, RRT-NPS, RRT-ACCS, RPFT, AE-C

Phone: 940-397-4654

Fax: 940-397-4933

Office: Centennial Hall # 420 F

Email: mary.owen@msutexas.edu

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual to whom credit is given).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 11:59 pm of the due date. Late work will not be accepted in this course.

Use of Artificial Writing Generators

The use of any artificial writing generator (ex: Chat GPT) is strictly prohibited. The use of artificial writing generators can and will be deemed a violation of the university's honor system. Any or all parts of a written assignment identified as having elements of writing attributed to an artificial writing source will automatically receive a zero (0) for a grade. ***Students will not be allowed to make up those assignments.*** This course uses software that detects AI generators. For more policy information regarding cheating and plagiarism, see the Honor System section in this syllabus.

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 student's 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.

Grade Determination

Assignments	Grade Percentage
Introduction/ Topic Discussion	5%
Scholarly Article/APA	5%
Final Topic Selection	5%
Importance of Topic Paper	20%
Student Feedback #1	5%
Presentation Draft	20%
Student Feedback #2	5%

Presentation Powerpoint	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** by 4:00 pm.

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 distance.learning@msutexas.edu.

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 a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. 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](#).

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](#).

Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick

Title IX Coordinator
Sunwatcher Village Clubhouse
940-397-4213
laura.hetrick@msutexas.edu

You may also file an online report 24/7 at [Reporting Link](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit [website](#)

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.

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.

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

Date	Module	Topics/Discussions	Assignments Specifics	Due Dates
Weeks 1 Mar 24-30	Module 1	Introduction/ Topic Considerations	<ul style="list-style-type: none">• Introduce yourself to your peers.• Post at least 3 topics that you are considering for this course.	Initial post /Topic Considerations (Due Wed) Response posts (Due Sun.)
	Module 2	Scholarly Article/ 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.)

Weeks 2 Mar 31-Apr 6	Module 3	Importance of Topic Paper	<ul style="list-style-type: none"> • Submit a 1-page summary on your topic's importance and why it would add value as an educational presentation. Must be in APA format. 	Submit in Dropbox (Due Sun.) Post paper in Module 4 Discussion
Week 3 Apr 7-13	Module 4	Student Feedback on Importance of Topic Paper	<ul style="list-style-type: none"> • Provide feedback to 2 peer's papers. 	Initial - post is paper from module 3 (Due Mon.) Response posts (Due Sun.)
Weeks 4-5 Apr 14-Apr 27	Module 5 Work on Presentation Draft <ul style="list-style-type: none"> • Minimum of 20 slides • 5 current, scholarly references <p>See the example of the presentation draft as well as the assignment details under Module 5 & 6.</p>			Submit Presentation Draft to Dropbox (Due Apr 27)
Week 6 Apr 28-May 4	Module 6	Presentation Draft & Student Feedback	<ul style="list-style-type: none"> • Post your Presentation Draft to the Discussion Board (as one thread). • Respond to 2 peers in the discussion. 	Initial - post draft from module 5 (Due Mon.) Response posts (Due Sun.)
Weeks 7 May 5-May 11	Module 7	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 • Complete a voiceover recording for your presentation. 	Final Presentation (Due May 11)

Week 8 May 12-16	Module 8	Course Evals	Complete online course evaluation	
----------------------------	----------	--------------	-----------------------------------	--