

**RESP 4233 Educational Admin Concepts**  
**COURSE SYLLABUS**  
**Spring 2024**

**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:**

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**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* (7<sup>th</sup> 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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual to whom credit is given).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.

## 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. Failure to attain a minimum grade of C will prevent the student from progressing in the program.***

## Grade Determination

Assignments	Grade Percentage
Introduction/ Topic Discussion	5%
Scholarly Article/APA	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%

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 17<sup>th</sup>.

## 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.

### **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](#).

## **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.

## 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.**

**This class will start after spring break. The class schedule states that it begins on March 9, but since that is spring break we will begin on March 18<sup>th</sup>. If you choose to work early that is fine.**

Date	Module	Topics/Discussions	Assignments Specifics	Due Dates
<b>Week 1</b> 3/18- 3/24	Module 1	Introduction/ Topic Considerations	<ul style="list-style-type: none"><li>• Introduce yourself to your peers.</li><li>• Post at least 3 topics that you are considering for this course.</li></ul>	Initial post /Topic Considerations (Due Wed.)
<b>Week 1 cont.</b>	Module 2	Scholarly Article/ APA Topic Selection	<ul style="list-style-type: none"><li>• Find two scholarly articles and post references in APA format.</li><li>• Submit your final topic selection and 2 learning objectives to the dropbox.</li><li>• Respond to 2 peers in the discussion.</li></ul>	Initial post (Due Wed.)  Response posts (Due Sun.)  Topic Selection (Due Sun.)

<b>Date</b>	<b>Module</b>	<b>Topics/Discussions</b>	<b>Assignments Specifics</b>	<b>Due Dates</b>
<b>Week 2</b> 3/25-3/31	Module 3	Importance of Topic Paper	<ul style="list-style-type: none"> <li>Submit a 1 page summary on your topic importance and why it would add value as an educational presentation.</li> </ul>	Submit in Dropbox (Due Sun.)  Post in Module 4 Discussion.
<b>Week 3</b> 4/1-4/7	Module 4	Student Feedback on Importance of Topic Paper	<ul style="list-style-type: none"> <li>Provide feedback to 2 peer's papers.</li> </ul>	Initial post (Due Mon.)  Response posts (Due Sun.)
<b>Weeks 4-5</b> 4/8-4/21	Module 5- Work on Presentation Draft <ul style="list-style-type: none"> <li>Minimum of 20 slides</li> <li>5 current, scholarly references</li> </ul>			Submit Presentation Draft to Dropbox (Due 4/21)
<b>Weeks 4-5</b> 4/8-4/21	Module 6- Work on Presentation Narrative Draft <ul style="list-style-type: none"> <li>Minimum 2-page narrative of your presentation research</li> <li>Proper APA formatting</li> </ul> <p>See example in course for both of these assignments as well as assignment details.</p>			Submit Presentation Narrative Draft to Dropbox (Due 4/21)
<b>Week 6</b> 4/22-4/28	Module 7	Presentation Draft & Presentation Narrative Student Feedback	<ul style="list-style-type: none"> <li>Post your Presentation Draft and Presentation Narrative to the Discussion Board (as one thread).</li> <li>Respond to 2 peers in the discussion.</li> </ul>	Initial post (Due Mon.)  Response posts (Due Sun.)
<b>Weeks 7</b> 4/29-5/5	Module 8	Final Presentation Due Final Presentation Narrative Due  *See course and rubric for assignment specifics	<ul style="list-style-type: none"> <li>Using feedback gained over the previous modules make final edits to your Presentation and Presentation Narrative.</li> <li>Complete a voice-over recording for your presentation.</li> </ul>	Final Presentation (Due 5/5)  Final Presentation Narrative (Due 5/5)
<b>Week 8</b>	Module 9	Course Evals	Complete online course evaluation	

