

## Course Syllabus: Research

**Robert D. & Carol Gunn College of Health Sciences & Human Services**

**Department of Radiologic Sciences**

### Course Information

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<b>Name</b>	RADS 3503x20x21-Research (hybrid)
<b>Credit</b>	3 hours
<b>Term</b>	Spring 2019
<b>Dates</b>	January 12, 2019 - May 3, 2019
<b>Time Commitment</b>	Students should expect to spend at least 9 hours per week on course material (15 week term)
<b>Prerequisites</b>	Acceptance into the Radiology Program

### Professors

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**Kimberly Onstott MSRS, RT(R)(CT)(MR) Assistant Professor, Radiologic Sciences**

**Mandy Sedden MSRS, RT(R) Assistant Professor, Radiologic Sciences**

**E-mail:** [kimberly.onstott@msutexas.edu](mailto:kimberly.onstott@msutexas.edu); [mandy.sedden@msutexas.edu](mailto:mandy.sedden@msutexas.edu)

Include **both** professors in your email when you have questions or when you need to contact us.

Use this format in the subject line: 3503\_your last name\_topic of the message

E-mail is the best way to reach us. If one of us has not responded within 72 hours, please email us again.

**Phone:** (940) 397-4332, 4664

**Office location:** Midwestern State University

3410 Taft Blvd

Bridwell Hall 232, 226

Wichita Falls, TX 76309

**Office hours:** Please make an appointment. View schedules outside of our doors.

### Course Description

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This course is an introduction to methods and techniques of research in the radiologic sciences. Topics include basic terminology of research, qualitative and quantitative methods, basic research designs, and data analysis techniques.

## Course Objectives

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Upon completion of this course, the student will:

- Discuss essential components of the research process.
- Differentiate application of selected research designs.
- Discuss the ethical and legal aspects of research.
- Critique selected research projects.
- Demonstrate ability to apply research findings to professional practice issues, including interdisciplinary issues.

## Teaching Methodology

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Desire2Learn (D2L) modules, Independent reading assignments, D2L open book module quizzes, Dropbox assignments, Weekly meetings, Discussion Boards, and a final PowerPoint presentation. There is NO final exam for this course.

## Course Materials

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### Textbooks

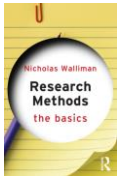
#### Required

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: American Psychological Association. [ISBN 9781433805615]



#### Required (but free)

This online resource is available through the MSU library and online as an [eBook](#).



#### Recommended

Aaron, J. (2016). *LB Brief* (5<sup>th</sup> or 6<sup>th</sup> ed.). Pearson Education. [ISBN 9780134123073]



### Computer Requirements

You need access to an up-to-date computer with an internet connection in this course. D2L does not work well with Internet Explorer. Use a different browser when working in D2L.

## Assignments

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There will be weekly assignments in this course. Each assignment builds on the work completed in the previous assignment. See more detailed descriptions of each at the end of this syllabus.

## Important Dates

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<b>Date</b>	<b>Assignment</b>
<b>January 12</b>	Class opens Begin Module 1: Welcome
<b>January 22</b>	Module 1: Welcome Quiz complete by 23:59 Module 1 Discussion Board: Introductions due by 23:59
<b>January 29</b>	Obtain NIH Ethics Quiz by 23:59 Module 2 Discussion Board: Ethics due by 23:59 Module 2: What is Research Quiz complete by 23:59
<b>February 5</b>	Article Critique Form 1-Literature Review Research due 23:59
<b>February 12</b>	Article Critique Form 2-Quantitative Research due 23:59 Article Critique Form 3-Qualitative Research due 23:59
<b>February 19</b>	Module 3 Discussion Board: Differences in Types of Research due by 23:59
<b>February 26</b>	Article Critique Form 4-Mixed Methods Research due 23:59 Article Critique Form 5-Evidence Based practice Research due 23:59
<b>March 5</b>	Module 3: Types of Research Quiz due at 23:59
<b>March 19</b>	Module 4 Discussion Board: APA due by 23:59 Module 4: APA Quiz complete by 23:59
<b>March 25</b>	Last day to withdraw with a "W" grade by 4:00 pm campus time
<b>March 26</b>	Module 5 Discussion Board: Searching for Literature due at 23:59 Research Question Approval Form due by 23:59
<b>April 2</b>	Module 6 Title and Reference Page Assignment due by 23:59
<b>April 9</b>	Acknowledgement of MSU Student Honor Creed due by 23:59 Plagiarism Evaluation Assignment due by 23:59 Module 7 Discussion Board: Plagiarism due by 23:59
<b>April 16</b>	Module 8 Discussion Board 1: Synthesizing due by 23:59
<b>April 23</b>	Module 8 Discussion Board 2: Synthesizing due by 23:59
<b>April 30</b>	Module 8 Synthesizing Articles Assignment due by 23:59
<b>May 1</b>	Module 9 Final Project due by 23:59
<b>May 7</b>	Finals Week-No final-No class

## Course Modules

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<b>Module</b>
<b>Module 1: Welcome!</b>
<b>Module 2: What is Research</b>
<b>Module 3: Types of Research</b>
<b>Module 4: APA Formatting Style</b>
<b>Module 5: Topic, Research Question, and Article Selection</b>
<b>Module 6: Title Page and Reference List</b>
<b>Module 7: Plagiarism</b>
<b>Module 8: Synthesis</b>
<b>Module 9: Preparing to Write a Literature Review</b>

## Evaluation

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### Grade Distribution

- 10% Discussion Boards (7)
- 15% Quizzes (4)
- 55% Assignments
  - 05% Ethics Assignment (Quiz)
  - 20% Article Critiques (5 at 4% each)
  - 10% Research Question Approval (RQA) Form
  - 20% Title & Reference Page
  - 05% Acknowledgement Form
  - 15% Plagiarism Evaluation
  - 25% Synthesizing Articles
- 10% Final Project
- 10% Participation

### Grade Scale

A=100-90

B=89-80

C=79-70

D=69-60

F=59 and below

## Grading Cycle

All assignments are graded together as a group to maintain a higher level of consistency. Grading begins on the first business day after a due date, outside of university holidays and professional meetings, and is typically completed before the next due date. You may track your progress through the Gradebook in D2L.

To maintain consistency, and to avoid confusion, your work will typically be graded by the same professor throughout the semester. If your last name begins with any letter from A-Le your work will be graded by Professor Sedden. If your last name begins with any letter from Ly-Z your work will be graded by Professor Onstott.

When asking questions by email, please include both of us in the email so that your questions may be answered as quickly as possible.

## Feedback

Feedback varies throughout the course. The News section of the course is where I will send messages to the entire class. It is best to set up your D2L account to receive an email notification (to the email of your choice) when News items are posted, so you do not miss important updates.

1. Click the down arrow in the News section on the 3503 course home page
2. Select Notifications
3. Check the email address you wish to send email notifications. If you need to change this, select “Change your email settings” and enter the new email address. This email address should be an email address you check frequently.
4. If you want to receive these updates on your mobile, select “Register your mobile”
5. Check the box next to “News - new item available” and then check any other boxes you wish to receive an email notification from.

You are welcome to email questions to clarify concepts or look for further explanations. If I come across repeated questions I will provide feedback or supplementary resources in the News section of the course so that everyone can benefit from it. You might look there first, because your questions and answers may be located there.

## Late Work

### Due Dates

Most assignments are due on Tuesdays (see Important Course Dates above). Assignments must be submitted by 23:59 (11:59 pm) Central Standard Time, on scheduled due dates in the course schedule. If a student fails to meet a deadline the student will receive no credit for the assignment not submitted on time. It is the student’s responsibility to consult with the professor if an assignment due date has been missed.

### Emergency Extension

If you have a major event such as a death in the family, illness, hospitalization, or other extenuating circumstances, email both professors at [mandy.sedden@mwsu.edu](mailto:mandy.sedden@mwsu.edu); [kimberly.onstott@mwsu.edu](mailto:kimberly.onstott@mwsu.edu) as soon as possible and on or before the scheduled due date. We will grant extensions on an individual basis. If an extension is granted, typically the following guidelines will be followed.

1. The assignment may be up to one week late and still qualify for full credit. After the one-week extension has passed, ten points per day can be deducted until the assignment is no longer worth any credit.
2. When the assignment is completed, you must send a follow-up email to let the professor know it is ready to grade. Failure to notify the professor could lead to a grade of zero.
3. **Avoid End of Course Late Work:** Please note there are University deadlines for submitting grades at the end of the semester. All work must be turned in at least a week before grades must

be posted.

4. If a course includes interaction between students in the discussion board, and if extenuating circumstances will prevent you from participating, an alternate assignment may be considered at the discretion of the professor.

### **HIPAA Requirement**

Do not place ANY patient name on your assignments. Any proper name that appears on an assignment, other than yours will be considered a HIPAA violation and the assignment grade may be dropped to as low as a zero, depending on the severity of the violation.

### **Final Course Grade**

A final course score of 70% is required to pass this course. Letter grades of “D” or “F” cannot be used for graduation and will require the course be repeated according to the current radiology program policies.

### **Technical Difficulties**

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On occasion, you may experience problems with accessing D2L, accessing class files located within D2L, connecting with your internet service, or you may encounter other computer related problems. Make the professor aware of a technical problem as soon as possible. If a problem occurs on our end, such as D2L failure, then a due date extension will typically be granted. **However, keep in mind 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.**

Dropbox assignments that can be attached in an email should be emailed to the professor as soon as a problem is encountered. Failure to do so may result in points being lost, regardless of connection issues.

For help options:

- For D2L issues go online go to the [Distance Education Helpdesk](#)
- By phone call the Distance Education office at 940-397-4868 between 8am and 5pm.
- Use the D2L help link in D2L.
- Contact your professor.
- For other computer access issues, go online to the MSU [Information Technology Website](#).

### **Attendance**

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This course is a hybrid design. The purpose of a "hybrid course" is to take advantage of the best features of both face-to-face and online learning. This course is designed to reinforce, complement, and elaborate on the online content. This means you will go through the course modules and assignments on your own as if you were taking a fully online course, and then once a week we will meet in class to reinforce the concepts you learned on your own in the previous week. These meetings are designed to be slightly informal with some scheduled activities and some group interactions.

Attendance is required! Participation grades are directly tied to these meetings. Excessive absences will result in a referral to the Dean of the College of Health Sciences, and may result in your being dropped from the Program. Excessive absences are defined as: More than 3 absences from lecture (except medical reasons). If a student is more than 10 minutes late to class, it will count as a tardy. 3 tardies will count as an absence.

Because of the hybrid design, you are also required to complete your weekly assignments before coming to class on Mondays. An email will be sent to the professors automatically from D2L if you have not turned in the assignment/s before class. A note will be made and points may be deducted from your final participation grade.

Please note, the face-to face meetings will not benefit you if you have not completed the assignments online before coming to class.

If you have submitted the assignment before class and you find you need to edit your submission after our Monday meetings, you may upload a corrected version after class. The assignment dropbox will be open until Tuesday evenings. The most recent submission will be graded, so that you may edit your work after you have had a chance to ask questions and/or gain further information.

The student should expect to log in at least 3 times per week. Regular checks will ensure that messages from the professor are received in a timely manner. This course is on a schedule that will be strictly adhered to. See the Important Dates section above for specific due dates.

## Requesting a Withdrawal

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The last opportunity to drop this course with a grade of “W” is 4:00pm on March 25, 2019. All withdrawals **must be initiated by the student**. After this date dropping the course results in a grade of “F”.

In an emergency or extenuating circumstance, a student may request a grade of “Incomplete” before grades are submitted. If the professor grants the “Incomplete,” the student has until thirty (30) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of “Incomplete” will automatically convert into a grade of “F”.

## Special Needs

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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 adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, professors, and staff. The ODS has assistive devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations based on disability must register with the Office of Disability Services in the Counseling Center; Clark Student Center Room 108. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation based on a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, the Office of Disability Services for resolution will provide advice and/or assistance. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The Director of the Counseling Center serves as the ADA Coordinator and may be contacted at (940)397-4618, TDD (940)397-4515, or 3410 Taft Blvd., Clark Student Center Room 108.

## Administrative Process

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Unresolved issues related to this course should be first addressed between the student and the course professor. If there is no resolution, students must follow this sequence:

1. Interim Department Chair – Debra Wynne (940-397-4575)
2. College Dean - Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

## Honor System

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RADS 3503 adheres to the [MSU Code of Conduct](#).

In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the current Student Handbook for answers to any questions about the code.

All components of RADS 3503 are designed to represent the efforts of each student individually and are NOT to be shared, copied, or plagiarized from other sources. When students submit their efforts for grading, they are attesting they abided by this rule.

An online plagiarism service will be used in this course. Student assignments will be uploaded to the service for identification of similarities to other student papers and published works.

Cheating includes, but is not limited to

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems, or completing other assignments; or
- 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 in 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.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he/she should ask the professor for clarification. If students are guilty of academic dishonesty, a grade of zero (0) will be given for the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the university. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism. If you have any questions about what constitutes plagiarism, please consult:

- The [University Academic Dishonesty Policy](#)
- The website [Plagiarism.Org](#), or
- The professor

### Please Note

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 student's work/project in order to verify originality and authenticity, and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity, and to detect for plagiarism.

## Senate Bill 11

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Senate Bill 11 Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the [University's campus carry webpage](#). If you have questions or concerns, please contact MSU Chief of Police [Patrick Coggins](#) by email at [mpatrick.coggins@mwsu.edu](mailto:mpatrick.coggins@mwsu.edu).

## Communicating with the Professor

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Contact information for the professor is listed at the top of the first page of this syllabus. The professor prefers email so there is a record of the communication and often the professor is away from her desk.

3503\_your last name\_topic of message

Example: 3503\_Smith\_Title Page question

When there is a need to contact a student, the professor will use the student's students.mwsu.edu email account. The professor is not responsible for sending emails to any other email account (set up your email to forward messages to an email you check often to avoid potentially missing any correspondence). Faculty members will not be responsible for keeping up with other email addresses for students. If you have not established this account or you need help forwarding messages, do so as soon as possible by contacting [information systems](#).

The professor will respond or at least acknowledge all student communications within five (5) business days. If this time period will be longer because the professor is out of town or other reason, a news item will be posted online in D2L for the class. Please always give the professor the time asked for to respond before repeating your request. Always include your course number and topic in the subject line of the email.

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## RADS 3503 Research Assignment Details

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There are nine modules in this course.

### Module 1: Welcome!

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After reviewing the welcome letter, course syllabus, and after becoming familiar with the course layout, students will complete the Research Welcome Quiz. In the quiz students will acknowledge they are familiar with the layout and direction of the course by answering a few short questions. Students have unlimited attempts to take the quiz before the due date, and a minimum grade of 85% must be achieved before the remainder of the course will be available. Students can earn higher than 85%. It is worth 10% of the quiz average. If a grade of at least 85% is not achieved by the due date, the student will receive a zero (0) for the Welcome Quiz.

1. Read: Welcome Letter from Professors Sedden and Onstott
2. Read: RADS 3503-Spring 2018 Syllabus

3. Read: Feedback
4. Read: Cautionary Notes
5. Take the Research Welcome Quiz
6. Introduce yourself in the Introduction Discussion Forum

## **Module 2: What is Research**

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Each student is required to complete the NIH course for protecting human research participants. The course is free and will take approximately 2 hours to complete. Once the student has completed (and passed) the course, the certificate of completion should be saved to the student's computer and uploaded into the appropriate assignment dropbox.

1. Read Module 2: What is Research-Course Notes
2. Go through Research Basics: an open academic research skills course online from JSTOR
3. Read: Research Methods: The Basics (e-book)
  1. Chapter 1 whole chapter
  2. Chapter 3 pages 21-35
  3. Chapter 4 whole chapter
4. Read What is Research PowerPoint
5. Take the Module 2 quiz: What is Research?
6. Read NIH training modules (it may be quicker to download)
7. Take Ethics Quiz based on National Institutes of Health (NIH) training modules.
8. Complete the Module 2 Discussion Board: Ethics in Research

## **Module 3: Types of Research**

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This module is broken down into 5 weeks based on 5 types of research. Each type of research covered has PowerPoint presentations, course notes, and an article for critique.

This module includes a comprehensive quiz and a discussion board. Read: Types of Research-Course Notes

1. View the PowerPoint presentations for each type of research
2. Complete the article critique forms using the supplied articles
3. Take the Module 3 quiz: Types of Research?
4. Complete the Module 3 Discussion Board: Differences in Research Types

## **Module 4: APA Formatting Style**

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Students are highly encouraged to use their APA manual for the quiz for this module. The quiz for this module consists of 50 questions and students have two (2) hours. Please keep in mind APA is a writing style, which includes grammar, punctuation, sentence structure, etc. This quiz does not just cover citations and references, but all information can be found in the APA manual.

It is the goal of the instructors for students to learn APA style, not just pass a quiz without retaining any information. APA is something students will use throughout their career. Because of that, students will be allowed unlimited attempts on this quiz before the due date, with an average of all attempts being their final score. Students are expected to achieve a minimum average score of 85% by the due date; however, if a student does not meet this benchmark, the highest grade achieved will be the student's final score for the APA quiz.

1. Read: APA Formatting Style-Course Notes

2. View the PowerPoint presentation: APA PPT
3. Visit the online tutorial: The Basics of APA Style
4. Take the Module 4 quiz: APA Quiz
5. Complete the Module 4 Discussion Board: APA Discussions

## **Modules 5 & 6: Beginning a Literature Review**

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### **Module 5: Topic, Research Question, and Article Selection**

1. Read: Writing a Literature Review-Course Notes
2. View the video: Library Use Video
3. Download: Sample Outline
4. Complete the assignment: Research Question Approval Assignment
5. Complete the Module 5 Discussion Board: Searching for Literature

### **Module 6: APA Format Title Page & Reference Page**

1. View the video: How to Create a Title Page
2. Download: APA Title Page with Instructions
3. View the video: How to Create a Reference Page
4. Complete the assignment: Title Page & Reference Page Assignment

## **Modules 7 & 8: Plagiarism & Synthesis**

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This is a 3-week module. Pay close attention to the due dates in this module. In week 1 we will cover Module 7. In weeks 2 and 3 we will cover synthesis.

### **Module 7: Plagiarism**

1. Read: Plagiarism and Paraphrasing Course Notes
2. Read: MSU Student Honor Creed
3. Complete the assignment: Acknowledgement of MSU Student Honor Creed Assignment
4. Read: Harvard Guide to Using Sources
5. Complete the Module 8 Discussion Board: Plagiarism Discussions

### **Module 8: Synthesis**

1. Read: Synthesis Defined
2. Read: How to Write a Synthesized Literature Review
3. Read: Writing Style
4. Complete the Module 8 Discussion Board: Synthesizing Discussions
5. Complete the assignment: Synthesizing Articles Assignment

## **Module 9: Preparing to Write a Literature Review**

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For the final project students will use PowerPoint software to demonstrate their understanding of the components of a literature review. Each student will develop a presentation following the instructions provided in the course.

1. Read: Module 9-Course Notes
2. Read: Writing an Abstract-Course Notes
3. Read: Writing an Introduction-Course Notes

4. Read: Writing a Methods Section-Course Notes
5. Read: Writing the Body/Discussion-Course Notes
6. Read: Writing a Conclusion-Course Notes
7. Read: Final Project Instructions -Course Notes
8. Complete the Module 9 Assignment: Components of a Literature Review

**All course requirements must be completed before a grade is awarded.** Students must complete the final project and all course work by the dates published in the course schedule.

**Scroll down to view the Course Schedule.**

## Course Schedule

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All times are Central Standard Time (CST)

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

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<b>January 12</b>	Class opens Begin Module 1: Welcome
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