



Course Syllabus: Essentials of Research

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

Shimadzu School of Radiologic Sciences

Course Information

Information	Description
Name	RADS 3523x21-Essentials of Research (hybrid)
Credit	3 hours
Term	Spring 2020
Dates	January 18, 2020-May 8, 2020
Time Commitment	Students should expect to spend at least 9 hours per week on course material outside of class(15 week term)
Prerequisites	Acceptance into the Radiology Program

Professor

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

E-mail: kimberly.onstott@msutexas.edu

Use this format in the subject line: 3523_your last name_topic of the message

E-mail is the best way to me. If I haven't responded within 72 hours, please email me again.

Phone: (940) 397-4332

Office location: Midwestern State University

3410 Taft Blvd

Centennial Hall 430Q

Wichita Falls, TX 76309

Office hours: Tuesdays 10-3:00pm- additional hours by request. Please make an appointment.

Course Description

This course introduces research methods specific to radiologic sciences.

Course Objectives

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

Desire2Learn (D2L) modules, Independent reading assignments, D2L open book module quizzes, writing assignments, dropbox assignments, group work, weekly meetings, and discussion boards. There is NO final exam for this course.

Course Materials

Textbooks

Required

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: American Psychological Association. [ISBN 978-1-4338-3216-1]



Recommended

Aaron, J. (2016). *LB Brief* (5th or 6th 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. If you have a Mac device, you will need to export as a .docx when you are ready to turn in any assignment in this course. Video: [How to save Apple Pages document as Microsoft Word file \(.doc & .docx\)](#)

Assignments

There will be weekly assignments in this course. Each assignment builds on the work completed in the previous assignment. See more detailed descriptions in the D2L course shell.

Course Modules

Module
Module 1: Welcome
Module 2: What is Research
Module 3: Beginning a Literature Review
Module 4: Plagiarism
Module 5: APA Formatting Style
Module 6: Synthesis
Module 7: Abstract
Module 8: Putting It All Together

Evaluation

Grade Distribution

- 40% Writing Assignments (6)
 - 10% #1: Radiology History
 - 10% #2: What is a Literature Review
 - 10% #3: Interesting Fact About Your Topic
 - 10% #4: What is Synthesis
 - 50% #5: Synthesizing Assignment: Introduction & First Main Point of a Literature Review
 - 10% #6: What is an Abstract
- 35% Assignments (5)
 - 10% Research Question Approval
 - 10% Acknowledgment of MSU Student Honor Creed
 - 10% Synthesizing Matrix
 - 10% Synthesizing Outline
 - 10% Reference Page
- 15% Quizzes (4)
- 10% Participation
 - 5% Discussion Boards (4)
 - 5% Group Projects (2)

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.

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 3523 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 below). 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 your professor at kimberly.onstott@msutexas.edu as soon as possible and on or before the scheduled due date. I 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

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

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! I do not differentiate between excused or unexcused absences. Instead, I give you two absences without question. After that, there is a 10% penalty off your semester grade per absence (except for

documented extenuating circumstances). If a student is more than 10 minutes late to class, it will count as a tardy. Three tardies will count as an absence.

The student should expect to log in to D2L 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 Course Schedule below for specific due dates.

Requesting a Withdrawal

The last opportunity to drop this course with a grade of “W” is 4:00pm on March 30, 2020. 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

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

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. Department Chair – Dr. Beth Veale (940-397-4575)
2. College Dean - Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

Honor System

RADS 3523 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 3523 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

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@msutexas.edu.

Communicating with the Professor

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.

3523_your last name_topic of message

Example: 3523_Smith_Title Page question

When there is a need to contact a student, the professor will use the student's students MSU 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.

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 as a separate page so that it may be printed.

Course Schedule All times are Central Standard Time (CST)

Date	Assignment
January 18	Class opens
January 28	Discussion Board #1: Introductions due by 23:59
January 28	Quiz #1: Course Expectations complete by 23:59 Writing Assignment #1: Radiology History due by 23:59
February 4	Quiz #2: What is Research complete by 23:59
February 5	Attend the Moffett Library Workshop. This workshop will be held during your regular class time and day from 11-12 in the Moffett Library Computer Lab on the 2nd Floor of the Moffett Library. There is a sign-up sheet. Attendance is mandatory.
February 11	Writing Assignment #2: What A Literature Review is due by 23:59 Discussion Board #2: Critiquing Research
February 12	Attend the Moffett Library Workshop. This workshop will be held during your regular class time and day from 11-12 in the Moffett Library Computer Lab on the 2nd Floor of the Moffett Library. There is a sign-up sheet. Attendance is mandatory.
February 18	Writing Assignment #3: Interesting Fact About Your Radiology Topic due by 23:59 Discussion Board #3: Searching for Literature
February 21	Group Project #1: Research Question & Two Sources
February 25	Assignment: Research Question Approval (RQA) due by 23:59
March 3	Assignment: Acknowledgement of MSU Student Honor Creed due by 23:59 Quiz #3: Plagiarism due by 23:59 Discussion Board #4: Ethics
March 16-20	Spring Break
March 24	Quiz #4: APA complete by 23:59 Writing Assignment #4: What is Synthesis due by 23:59
March 30	Last day to withdraw with a "W" grade by 4:00 pm campus time
March 31	Assignment: Synthesizing Matrix due by 23:59
April 7	Assignment: Synthesizing Outline due by 23:59
April 14	Group Project #2: The Good, The Bad, & The Ugly-Peer-review of a Research Paper due by 23:59
April 21	Reference Page due by 23:59
April 28	Writing Assignment #5: Synthesizing Assignment (Title Page, Introduction, First Main Point, and revised Reference List) due by 23:59
May 5	Writing Assignment #6: What is an Abstract due by 23:59
May 11-May 15	Finals Week-No final-No class

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.