



Midwestern State University

Robert D. & Carol Gunn College of Health Sciences & Human Services
The Shimadzu School of Radiologic Sciences
Revised January 2023

Course Number: RADS 3523 3 credits Spring 2023
Course Title: Essentials of Research

Faculty: **Jessyca Wagner, Ph.D., RT(R), CIIP (She/Her/Hers)**
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Course Overview:

This course introduces research methods specific to radiologic sciences.

Course Resources:

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). Author. [ISBN 9781433832161]

Additional Resources:

It is recommended that students download Google Chrome or Mozilla Firefox and use one of those as the default browser for ALL D2L courses. This appears to eliminate 99% of technical issues often encountered with Internet Explorer, Apple Safari, etc.

Students MUST have a reliable computer and internet access. ALL STUDENTS MUST HAVE A WEBCAM AND MICROPHONE – NO EXCEPTIONS! Computers must be a PC or MAC. Chromebooks are not compatible with the Lockdown Browser and Respondus Monitor software.

Class Meeting Date and Time:

Wednesdays 11:00 AM – 11:50 AM
Centennial Hall, Room 340

Attendance Policy:

The student has a responsibility to attend all classes/labs at the designated time. If a student does not, they may be classified as tardy or absent. The following criteria of

those classifications are solely those of the instructor of this class. Attendance counts as 5% of your overall course grade.

Tardiness

Any student that arrives at class/lab after the starting time designated in the university catalog of classes will be tardy. If a student arrives tardy, two (2) points will be deducted from their attendance grade for each tardy. Three tardies constitute 1 unexcused absence, resulting in five (5) points being deducted from the student's attendance grade.

Absent from Class

A student will be considered absent from class/lab if the student does not show up after fifteen (15) minutes have expired. If the student has an *unexcused* absence, five (5) points will be deducted from their attendance grade. Three (3) separate *unexcused* absences in lecture or lab **will** result in failure of the course and possible dismissal from the program. **There will be no exception to this policy.**

A student will be considered as having an excused absence from class/lab if the following criteria have been established:

1. **Death of an immediate family member.** An immediate family member is considered a grandparent, parent, sibling, spouse, in-law, aunt, uncle, or child.
2. **Summons to appear in court or jury duty.** A copy of the summons is required.
3. **Call to military service.** A copy of your orders to report is required.
4. **University-sponsored event.** Members of athletic teams, college bowl participants, etc. will be excused with proper notification.
5. **Debilitating illness or disability.** Will be addressed on an individual basis.

If a student is affected by an illness that is not debilitating (i.e., COVID, flu, viral infection) which may cause the student to miss more than one consecutive class/lab session, that student will be marked as unexcused for the number of days missed **unless a doctor's note is provided.** A doctor's note **must** have a statement to the effect that you were seen in the office or you are cleared to return to classes. It **does not** have to state what you were seen for. **There will be no exception to this policy.** If a student is affected by an illness that is not debilitating but only needs to miss one class/lab session, a doctor's note is not required; however, contact with the instructor must be made **BEFORE** the designated class time to be considered excused.

Personal Appointments

Students should refrain from making appointments that will take them out of class/lab. Routine doctor or dentist visits are an example of this. If you leave class/lab early because of an appointment or for any other reason, the occurrence will be treated with

the same regard as tardiness. Doctor visits will be approved only with an accompanying release note.

Classroom Behavior:

You must respect the right of every student in the classroom to learn. Talking during class, leaving or entering the room repeatedly during class, or any other type of disruptive behavior will not be tolerated and may result in your being asked to leave the classroom. If this should occur, you will not be allowed to return to class that day, and it will be treated as an unexcused absence with a 5-point deduction from your attendance grade. Repeat offenders will be sent directly to the program chair's office. **Cell phones are not to be used in class.** Disruptions because of these devices may result in your dismissal from class and/or the program.

Pronouns

Names and pronouns are deeply personal. Assumptions about them can cause harm. In this class, we will respectfully use whatever names and pronouns peers, authors, and community members ask us to use. If we make a mistake, we will respectfully correct ourselves. Please let me know if you have a chosen name different from that on your academic record or particular pronouns you prefer. To learn more about personal pronouns and why they are important, please visit MSU Texas' [Guide to Pronouns](#) and pronouns.org.

Mental Health

We all experience stressful and difficult events as a normal part of life. As your instructor, I believe your mental health is an important part of your academic success. Success in this course depends heavily on your personal health and well-being. You should recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. I strongly encourage you to reframe challenges as unavoidable pathways to success. Reflect on your role in taking care of yourself throughout the term before the demands of exams and projects reach their peak. Please feel free to reach out to me about any difficulty you may be having that may affect your performance in this course as soon as it occurs and before it becomes unmanageable. In addition to your academic advisor and me, I strongly encourage you to contact the many other support services on campus that stand ready to assist you.

- Counseling Center – call 940-397-4618 to schedule an appointment
- [BetterMynd](#)- free virtual counseling for students looking for evening appointments
- A list of self-help [apps](#)
- More online [resources](#)
- More [mental health resources](#)

**Methodology/Teaching Strategies:
Class Activities and Assignments**

- **Independent Module Readings**
 - Module 1: D2L
 - Module 2: D2L & APA 7e Chapter 5
 - Module 3: D2L & APA 7e Chapter 2
 - Module 4: D2L & APA 7e Chapters 4 & 6
 - Module 5: D2L & APA 7e Chapters 8 & 9
 - Module 6: D2L
- **Writing Assignments (50%)**
 - Types of Research (10%)
 - Mini Lit. Review (30%)
 - Final Revisions (10%)
- **Quizzes (15%)**
 - Plagiarism & Evaluation (5%)
 - Elements & Format (5%)
 - In-text Citations & Reference Lists (5%)
- **Assignments (20%)**
 - RQA Form (5%)
 - Title Page (5%)
 - Grammarly Evaluation & Revision (5%)
 - Outline or Matrix (5%)
- **Participation (15%)**

Students must participate in-class activities, projects, and discussions. Evidence of class participation includes attendance, being on time, participating in class discussions, and submitting assignments on time. Each unexcused absence (see attendance) will be a 5-point deduction.

Evaluation Method:

Percentage Distribution	Value
Writing Assignments	50%
Quizzes	15%
Assignments	20%
Participation	15%

Grading Scale:

Grade	Range
A	90-100
B	80-89
C	75-79
D	60-74
F	59 or below

NOTE: You must make a C average (75%) or above to continue in the Radiologic Technology Program.

The last opportunity to drop this course with a “W” is 4:00 PM March 27, 2023.

Please refer to the Undergraduate Bulletin for details about receiving a grade of “Incomplete” in a course. In an emergency or extenuating circumstance, a student may request a grade of “Incomplete” in a course before grades are submitted.

If the instructor 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.”

Any student desiring one (1) extra credit point added to their final course grade may email a shark picture to the professor with the subject line “Extra Credit” by September 1. No other extra credit opportunities will be offered in this course.

Student Responsibilities:

As a student enrolled in this course, you will be responsible for adhering to and meeting posted deadlines and due dates. All activities for this course are listed at the end of this syllabus.

Activities such as quizzes have expiration dates. Please take note that expiration dates for quizzes will differ from deadlines for assignments and activities. Quizzes and assignments/activities are spaced out to allow you ample time to complete them. Assignments/activities will be accepted on or before the posted due date. **Late assignments will be accepted on a case-by-case basis.** If a student cannot complete a course activity by the indicated due date, the student must contact the course instructor immediately. Please note that late submissions may not be graded unless prior approval has been granted. If a student has emergency issues, the student must contact the instructor as soon as possible (within a day or two).

Students must use baccalaureate-level writing skills, including complete sentences, correct grammar, and proper punctuation. All assignments will be graded for accuracy, completeness, quality, spelling, grammar, and integrity.

All assignments will be submitted in a dropbox within D2L. All assignments will be completed in Times New Roman or Arial, 12-point font.

See the course calendar for the specific due dates.

Disability Support Services:

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 Support Services (DSS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The DSS has assistance devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with the Office of Disability Support Services in the Clark Student Center Room 168 or call 940-397-4140 for more information. Documentation of disability from a competent professional is required.

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

The ADA Coordinator may be contacted at (940) 397.4140, or 3410 Taft Blvd., Clark Student Center Room 168.

Conduct/Honesty/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/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 lifelong learning.

Specific components of RADS 3523 are designed to represent the efforts of each student individually and are NOT to be shared. These components include the written assignment submitted for a grade. 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 result 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.

Quizzes and exams are not to be copied in any form or shared in any form. Students caught engaging in such activity will receive an F for the course and be referred to University administration for dismissal.

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.

Campus Carry Policy:

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 get in touch with MSU Interim Chief of Police [Steven Callarman](#) by email at steven.callarman@msutexas.edu.

Active Shooter:

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Administrative Process:

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

1. Department Chair: Dr. Beth Vealé (940) 397.4611
2. College Dean: Dr. Jeff Killion (940) 397.4594
3. Dean of Students: Matthew Park (940) 397.7500

Tentative Course Schedule

Date	Activities/Assignments
January 18	Intro/Syllabus
January 25	Unit 1 & Library Visit Class meets in Moffett Library Media Room – 2nd Floor
February 1	Unit 1 – Types of Research RQA Form due by 11:59 PM
February 8	No Class – Dr. Wagner at ACERT Types of Research Assignment due by 11:59 PM
February 15	Unit 2 – Plagiarism & Bias
February 22	Unit 3 – Elements & Format Quiz 1 - Plagiarism
March 1	Unit 3 – Elements & Format
March 8	Unit 4 – Style, Grammar, & Mechanics Quiz 2 – Chapter 2 Title Page Assignment due by 11:59 PM
March 13-17	SPRING BREAK
March 22	Unit 4 – Style, Grammar, and Mechanics Grammarly Assignment due by 11:59 PM
March 29	Unit 5 – Synthesis & Flow
April 5	Unit 6 – References & In-text Citations Outline or Matrix due by 11:59 PM
April 12	Unit 6 – References & In-text Citations Quiz 3 – Chapters 8 & 9
April 19	Mini Lit Review Assignment due by 11:59 PM *Bring assignment to work on*
April 26	4913 Overview/Common Errors
May 3	No Class
May 8	Mini Lit Review Final due by 11:59 PM *Please note this is a MONDAY*