

The instructor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session. Beyond standard university holidays and breaks, the instructor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc.).

When emailing the instructor, please include your full name, course and section number, and a thorough explanation in your message. This will help expedite your request or needs.

Class Meeting Date and Time:

Since this is an online course, there are no mandatory face-to-face sessions. However, the student should be vigilant in logging into D2L. Regular checks will ensure messages from the instructor are received in a timely manner. This course is on a schedule that will be strictly adhered to. See the Course Schedule at the end of this syllabus for specific information about activities and due dates. The instructor will be available to meet face-to-face with any interested students. This meeting is optional and must be confirmed by email ahead of time with the instructor.

Students should check for class announcements on the course website in D2L. This course also includes an UNGRADED discussion board on D2L so students may post questions they want the instructor to answer. The entire class will benefit from the answers. Students should check the Instructor Discussion Board at least once per week.

Methodology/Teaching Strategies:

Strategies include an independent student developed project.

Evaluation Method:

The evaluation criteria will be determined in the project proposal and must be approved by instructor and student.

Grading Scale:

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or less

The last opportunity to drop this course with a “W” is 4:00pm July 8, 2021. 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.”

Please note, late submissions will NOT be accepted for this course and will result in a grade of “0”. Do not ask for extra credit at any time. I will not provide it. It is your responsibility to keep up with the course work and adhere to posted due dates and deadlines. All submissions are considered final and will be graded as such.

Activities and Assignments:

The student will complete a project development proposal contract describing the project in detail. The proposal contract will also include project outcomes and evaluation criteria. The instructor must approve the proposal contract. This project development is an opportunity for students to work on any number of different ideas including but **NOT** limited to:

- Identifying a problem/opportunity in your work environment and creating materials needed to improve the situation.
- Designing a new orientation program for the medical imaging department.
Designing and implementing a professional development opportunity for your department.
- Exploring a topic of interest and writing a paper worthy of publication.
Revising a previous research paper and submitting it for publication.
Creating a presentation to share at a local, state, or national conference.
- Creating a professional portfolio to market oneself in a more competitive way.
Developing and implementing a research project related to radiologic sciences.

Ultimately, the students decide what they want to do and how they want to be evaluated. The student will propose a contract to the instructor, and the two parties will reach an agreement about the requirements that meet the standards for a baccalaureate level course. If a student cannot decide on a project or an idea, he/she will be assigned a project proposal by the instructor.

The proposal contract is due June 14, 2021 by 11:59 PM and the final project is due July 26, 2021 by 11:59 PM.

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 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 4903 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 life-long learning.

Specific components of RADS 4903 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 constitute 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.

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 Veale (940-397-4611)
2. College Dean – Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

Campus Carry:

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 webpage: [Campus Carry - MSU Texas](#).