

Midwestern State University

Robert D. & Carol Gunn College of Health Sciences & Human Services
The Shimadzu School of Radiologic Sciences
Revised December 2018

Course Number: RADS 4513 x 21 3
credits Spring 2022

Course Title: Administration and Supervision of Diagnostic
Imaging

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Course Overview:

This course provides a study of general principles of supervision and administration of radiology departments that includes such topics as management techniques, in-service training, human relations, as well as identification of administrative and supervisory problems and solutions.

Course Objectives:

Upon completion of this course, students will:

- Develop their own strengths as leaders
- Describe the basic skills of supervision and administration.
- Describe strategies for managing people.
- Apply the principles of administration and supervision to their own clinical environments.

Materials:

Top Hat subscription to the course and interactive text. Join code provided in Welcome letter.

Teaching Strategies:

Independent reading assignments, chapter questions, discussion boards, individual writing assignments, and a portfolio project. There is NO final exam for this course.

Evaluation:

- Module Discussions 30%
- Module Questions 20%
- Independent Assignments 50%

Grade Scale:

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 – 60

F = 59 and below

****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 complete and will be graded as such. Make sure you submit the correct file to the correct dropbox. This instructor does NOT round up the final grade.**

Communication with the Professor:

Individual questions and concerns should be handled through an email directly to the professor using the email address at the top of this syllabus. Email is the best way for contacting the instructor.

Throughout the semester, the professor may post announcements on D2L. Contact information for the professor is listed at the beginning of this syllabus. Email is the preferred mode of communication. Students must use the MSU Student Email system. The professor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session; **in the summer, when MSU is open 4 days a week (Monday – Thursday), the professor will respond within a maximum of 3 days.** Beyond standard university holidays and breaks, the professor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc).

Students should include the course number (RADS 4513) in the subject line of the email and include his/her name in the body of the email. **If students do not use the course number, the professor will return with an email asking for more information; this will delay getting answers to students.**

The professor will be available to meet face-to-face with any interested students if they request it. This meeting is optional and an appointment must be made and confirmed by email ahead of time with the professor.

In addition to the graded discussion boards described later in this syllabus, this course will include UNGRADED Discussion Boards on D2L.

#1. Social Board – students are welcome to use this board to visit with one another.

#2. Please Help Me Board - Students may post general questions they want the professor to answer on the Discussion Board and the professor will respond so that the entire class will benefit from the answers. Students should periodically check the discussion board periodically for course updates, etc.

The last opportunity to drop this course with a grade of “W” is 4:00 pm on **the last day of classes**. 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.”

CLASS ACTIVITIES AND ASSIGNMENTS

Students can proceed through the course content at their own pace within the boundaries set by the Course Schedule and the MSU Academic Calendar. See the Course Schedule at the end of this syllabus for specific information about activities and due dates.

If students have technical difficulties, they should use the “Help” link on D2L, contact the MSU Information Systems Support Staff, and send an email to the professor explaining what happened.

Check and proofread your work prior to submitting the assignment. All work submitted to the instructor will be considered complete and final and will be graded as such.

All assignments must be written at the baccalaureate level and will be graded for:

accuracy, completeness, quality, spelling, grammar, and integrity.

Because of the nature of the assignments, late submissions will not be accepted.

Modules

The course content is divided into three modules associated with chapters in the Top Hat text for the course. You will need to register with Top Hat for access to the course materials. The link is

<https://app.tophat.com/register/>. Click on Sign-up as a Student and enter this join code: **332756**. This will provide you access to Top Hat and the interactive text for this course. The cost is approximately \$30.

Module 1 is comprised of Chapters 1-5, Module 2 is comprised of Chapters 6-10, and Module 3 is comprised of Chapters 11-15.

Please be aware, each chapter has reading, videos, and graded questions interspersed throughout the text in Top Hat that you will be required to complete. You should plan for each chapter to take approximately 45 minutes to complete (depending on your speed and efficiency). You are also required to complete discussion scenarios for each module in D2L.

Discussion Boards

There are two discussion topics for Modules 1-3. Students must post **one (1)** original post in response to **EACH** discussion question in **EACH** module. Every individual student will be responsible for replying to questions/comments made to his/her original post. Students must also respond to at least **two (2)** postings from other students for **EACH** discussion board in **EACH** module. Students must post responses by the deadlines to receive credit. Spelling, grammar, and substance really do count. Try not to veer off subject, and be respectful and considerate of your

fellow students' submissions. This is an all-or-nothing assignment – if you meet ALL requirements you will receive credit. If you miss any deadlines or forget any posts, you will receive a 0 (zero) for that discussion module.

What is a discussion-type question? A discussion-type question is one that does not necessarily have a right or wrong answer, unlike a factual question. It facilitates the exchange of knowledge and thought. On the other hand, if asked for the sum of $2 + 2$, the answer is four. This is a fact and there is no room for discussion. There is a right answer and an unlimited number of wrong answers.

What is a meaningful response? A meaningful response is one that contributes to or, in some way, sheds new light on the discussion. “I agree with the others...” is an example of a meaningless response.

The forums are designed to encourage interaction between students. Have fun with this activity but take it seriously because it does contribute to your course grade. Remember that your original posting will account for a significant portion of the discussion grade and it must be posted before you can participate in the topic discussion. The remainder of the discussion grade will be based upon three (3) things: replying to any questions/comments from classmates regarding your post, responding to original posts of your classmates, and mechanics (grammar, spelling, punctuation, etc.). All Unit Discussions MUST be submitted by the published due dates (see the course calendar). * Please note – there are separate due dates for your original posts and your replies. The discussion boards are graded as MODULES (2 boards per module), so you must have 2 original posts (1 per board), and 4 replies (2 per board) by the due dates listed in the syllabus. The ending date listed in the course is for REPLIES and is when the module closes. If you miss the deadline for ANY posts, you will receive a zero (0) for that discussion MODULE. No exceptions.

Personal Strengths and Weaknesses in the Workplace (Dropbox Assignment)

Students will complete this assignment individually. A list of common supervisory strengths and weaknesses will be provided, and students will be required to choose 2 strengths and 2 weaknesses from the list. Please see the complete Personal Strengths and Weaknesses in the Workplace Instructions in the Assignments section for completion of this assignment.

Please see the course schedule for the due date.

Supervisor Scavenger Hunt (Dropbox Assignment AND Discussion Board)

Students will complete this assignment individually.

This is a **two-part** assignment:

1. Students must load their final document to the appropriate dropbox **and** discussion board.
2. All students must review at least 5 classmates' submissions and provide substantial feedback about their work.

Date	Activity/Assignment
Monday, January 9	Class opens Review course syllabus
Monday, February 7	Module 1 Original Discussion Board Posts due by 8 AM
Monday, February 14	Module 1 TopHat Chapters and Module 1 Discussion Board replies due by 8 AM Module 2 Opens
Monday, February 28	Module 2 Original Discussion Board Posts due by 8 AM
Monday, March 7	Module 2 TopHat Chapters and Module 2 Discussion Board replies due by 8 AM Module 3 Opens
March 14 - March 20	Spring Break
Monday, March 28	Personal Strengths & Weaknesses Assignment due to dropbox by 8 AM
Monday, April 4	Module 3 Original Discussion Board Posts due by 8 AM
Monday, April 11	Module 3 TopHat Chapters and Module 3 Discussion Board replies due by 8 AM

Wednesday, April 13 - 17	Holiday Break
Monday, April 18	Supervisor Scavenger Hunt Assignment due to dropbox AND discussion board by 8 AM
Monday, April 25	Supervisor Scavenger Hunt discussion board replies due by 8 AM

Students will choose at least **one** (no more than three) main ideas from each chapter that felt important to them. For each main idea taken from the text, an explanation of why this topic is important must be provided, as well as three supporting pieces of evidence for each main idea. The supporting evidence could be a website, article, video, TED talk, etc. Active links to the supporting evidence must be provided in the document. Please see the complete Supervisor Scavenger Hunt instructions and example in the Assignments section of the course content.

Please see the course schedule for the due dates.

TENTATIVE SPRING 2020 COURSE SCHEDULE

Requirements for each activity can be found in the appropriate module instructions and the syllabus; all discussions/activities/quizzes are due by 5 PM, CST.

Please note quiz dates are on top while assignment dates are on the bottom.

****All times are CST (Central Standard Time) on the date indicated.**

Note: the last day to drop this class with a "W" is Monday, March 21 by 4 pm. Any drops occurring after this deadline will result in the student receiving a grade of "WF".

Attendance

This is an online course and there are no mandatory sessions. However, the student should be vigilant in logging onto D2L. Regular checks will ensure that 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 for specific information about activities and due dates.

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, instructors, 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 on the basis of 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 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 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 instructor. If there is no resolution, students must follow this sequence:

Department Chair – Dr. Beth Veale (940-397-4611)

College Dean – Dr. Jeff Killion (940-397-4594)

Dean of Students – Matthew Park (940-397-7500)

Honor System

RADS 4513 adheres to the MSU Code of Conduct. In particular, academic dishonesty, however small, creates a breach of 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.

Many components of RADS 4513 are designed to be highly interactive with students helping each other learn. Students are encouraged to take full advantage of many resources available including online D2L course resources, Internet sites, other textbooks and journals, faculty, and peers when answering objectives. This interactive collegial learning environment is conducive to lifelong learning.

The components of RADS 4513 are designed to represent the efforts of each student INDIVIDUALLY and are NOT to be shared or copied (plagiarized) from other sources. When students submit their efforts for grading, they are attesting they abided by this rule.

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. Papers and other assignments may be submitted to an external agency for verification of originality and authenticity.

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 instructor for

clarification. If students are guilty of academic dishonesty, a grade of zero (0) may be given for the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the university.

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 product 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 plagiarism.