Course Number:    RADS 4513X30    3 credits     Summer  2011
Course Title:     Administration & Supervision of Diagnostic Imaging

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Course Overview:
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.
- Create summaries of articles about management issues in medical imaging / therapy departments (complete with appropriate citations in APA format).
Textbooks:


Teaching Strategies:
Independent reading assignments, Blackboard open book module assignments, and development of an annotated bibliography on a current management trend.

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.

Evaluation:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Quizzes</td>
<td>40%</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>25%</td>
</tr>
<tr>
<td>Group Discussion Activity</td>
<td>25%</td>
</tr>
<tr>
<td>Participation</td>
<td>10%</td>
</tr>
</tbody>
</table>

Grade Scale:

A = 100 - 90
B = 89 - 80
C = 79 - 70
D = 69 – 60
F = 59 and below

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. Donna Lee Wright (940-397-4615)
The last opportunity to drop this course with a grade of “W” is 4:00pm TBA. 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.”

**Honor System:**

RADS 4513 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.

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 WebCT course resources, Internet sites, other textbooks and journals, faculty, and peers when answering objectives. This interactive collegial learning environment is conducive for life-long learning.

Specific 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. These components include the module quizzes, article summaries, and article responses. Information about these activities is not to be shared with anyone while the student is enrolled in the course or after completion of the course. When students submit their efforts for grading, they are attesting they abided by these rules.

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) will 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 for plagiarism.

**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.

Throughout the semester, the professor may post announcements on WebCT. 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. 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.

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The professor will be available to meet face-to-face with any interested students if they request it. This meeting is optional and must be confirmed by email ahead of time with the professor.
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In addition to the graded discussion board described later in this syllabus, this course will include UNGRADED Discussion Boards on WebCT/Blackboard.

#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.

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**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 WebCT/Blackboard, contact the MSU Information Systems Support Staff, and send an email to the professor explaining what happened.

*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 four modules associated with chapters in the textbook for the course. Students should complete the reading assignments FIRST and then complete the module quizzes.

| Module 1  | So You Want to Be a Leader? | Chapter 1 – Do You Really Want to Be a Supervisor?  
Chapter 13 – Leaders & Managers  
Chapter 14 - Coaching  
Chapter 35 – Decision-Making and Problem-Solving  
Chapter 36 – Negotiating Skills  
Chapter 37 – Time Management |
|-----------|-----------------------------|---------------------------------------------------------------------------------------------------------------|
| Module 2  | Nuts & Bolts of Supervision & Administration | Chapter 3 – Planning  
Chapter 6 – Position Descriptions & Performance Standards  
Chapter 7 - Policy-Making & Implementation  
Chapter 8 – Personnel Recruitment  
Chapter 9 – Interviewing & Employee Selection  
Chapter 10 – Orientation & Training of New Employees  
Chapter 34 – Holding Effective Meetings |
| Module 3  | Leading People: Workplace Relations | Chapter 11 – Team Leadership  
Chapter 15 – Motivation, Reward, & Recognition  
Chapter 16 – Performance Feedback  
Chapter 19 – Cultural Diversity  
Chapter 2 – Customer Service |
| Module 4  | Handling Difficult Employees | Chapter 17 – Counseling: Preventing Bigger Problems  
Chapter 18 – Disciplining: Correction of Behavior  
Chapter 20 – Conflict & Confrontation  
Chapter 12 – Safety & Workplace Violence  
Chapter 21 – Employees with Problems  
Chapter 22 – Managing Difficult Employees  
Chapter 23 – Complaints, Grievances, & Appeals |
Blackboard Module Quizzes (Assessment)

Students should complete the reading assignments, answer the chapter objectives, and review
the questions at the chapter end before attempting the module quizzes.

Each module includes an OPEN BOOK, untimed quiz that requires independent and critical thinking and
application of the topics in that module to real-life situations. Each quiz includes approximately three (3)
to five (5) paragraph style questions selected at random by Blackboard from the material assigned in the
module reading assignments. See the course calendar for quiz due dates.

Quizzes will be scored and written feedback will be provided. Because of the volume of pages involved
when grading discussion type questions, it may take 2 – 3 weeks for the feedback to occur. When
available, grades and feedback will be located under COURSE TOOLS \ ASSESSMENTS \ VIEW
SUBMISSIONS \ QUIZ X \ ATTEMPT1

If students have technical difficulties during a quiz, they should use the “Help” link at the top toolbar in
Blackboard to contact the MSU Information Systems Support Staff, and send an email to the course
instructor explaining what happened.

If a student finds a faulty quiz test item or believes that a quiz question has been scored incorrectly, he or
she should send an email to the course instructor that includes the following:

- Module Quiz Number (I –IV)
- Question Stem
- Rationale Supporting Why the Student’s Answer is Correct
- Page numbers must be included when referencing the textbook in a rationale

For example, a student can not send the message “I think question number ten is wrong on quiz four”
because each student gets a quiz of randomly generated test items. The instructor has to know the
question stem to find the question in the database.

After reviewing the situation, if the course instructor thinks a revision is justified, the student’s quiz score
will be revised to reflect the additional points and the test bank will be updated. It may take several
weeks for the student to receive a response because the instructor works on batches of questions for a
particular quiz at a time.

Group Presentation (Discussion Board)

Students will work together in their assigned groups to discuss and prepare two collaborative PowerPoint
presentations: one covering the materials for module 1 and the second for module 4. See Blackboard
homepage for group member assignment.

Each group will decide on their topic for the presentation. It must fit with the associated module. The
PowerPoint presentations must contain at least 15 content slides; this does not include title, subtitles, or
references slides.

The group may use the group discussion forum to work on the presentation content. It is imperative that
all students actively participate in this discussion, because participation is a part of the course grade. The
collaborative group presentation must be posted to the appropriate discussion board by the due date indicated in the course syllabus.

When posting the answer to the presentation, provide the presentation title and group numer in the subject heading. Identify group members in the message box. Upload the PowerPoint (.pptx or .ppt) document as an attachment.

When available, grades and feedback will be located under COURSE TOOLS → DISCUSSIONS → MODULE PRESENTATION → VIEW GRADED GRADING FORM

**Group Case Study (Discussion Board)**

Students will work together in their assigned groups to discuss and prepare a collaborative answer to the questions associated with their assigned case studies. See Blackboard homepage for group case assignments.

This group discussion is to take place in the group discussion board. It is imperative that all students actively participate in this discussion, because participation is a part of the course grade. The collaborative group answer must be posted to the appropriate discussion board by the due date indicated in the course syllabus.

When posting the answer to the case study, provide the case study and the coordinating answer in the message box. Do not upload a document. It is best to prepare the document in Word and then cut-paste the information into the discussion board message box.

Students will grade each of their group members on their participation and contributions using the rubric provided in Blackboard. This is to be completed only once, after the completion of the two group activities. This peer evaluation will be used in the calculation of the course component. Also part of the calculation of this course component will be a self-evaluation. These two evaluations will be administered at the end of the semester.

Students who do not complete participation evaluations on their group members will receive a zero (0) for the group participation section of the course grade.

When available, preliminary grades and feedback will be located under COURSE TOOLS → DISCUSSIONS → MODULE CASE STUDY → VIEW GRADED GRADING FORM

**Participation (Assessment)**

Students will evaluate each group member’s participation and contribution. Students will also perform a self-evaluation. This evaluation will be completed after the submission of the last group activity. Students not submitting group or self-evaluations will receive a 0 (zero) for the Participation component of the course grade.
2011 TENTATIVE SUMMER COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31</td>
<td>Classes Start</td>
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<tr>
<td>June 6</td>
<td></td>
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<tr>
<td>June 13</td>
<td>Module 1 Quiz (JW)</td>
</tr>
<tr>
<td>June 20</td>
<td>Module 1 Presentation (JW)</td>
</tr>
<tr>
<td>June 27</td>
<td>Module 2 Quiz (LW)</td>
</tr>
<tr>
<td>July 5</td>
<td>Module 2 Discussion (LW)</td>
</tr>
<tr>
<td>July 11</td>
<td>Module 3 Quiz (JW)</td>
</tr>
<tr>
<td>July 18</td>
<td>Module 3 Discussion (JW)</td>
</tr>
<tr>
<td>July 25</td>
<td>Module 4 Quiz (LW)</td>
</tr>
<tr>
<td>August 1</td>
<td>Module 4 Presentation (JW)</td>
</tr>
<tr>
<td>August 2</td>
<td>Group Member and Self-Evaluations</td>
</tr>
</tbody>
</table>

Time management is essential for distance education courses. Teamwork is also essential for the successful completion of this course.