



Department of Clinical Laboratory and Medical  
Imaging Sciences

**Course Title:** Radiologist Assistant Special Topics

**Course Number:** MSRA 7700

**Prerequisites:** MSRA 5200 and MSRA 5300

**Required Textbook:** None

**Credits:** None

**Course Mode of Instruction:** web based <http://moodle.rutgers.edu>

**Instructor:** Ms. Gladys Montane Ed.D., R.T. (R)(M)      **Phone:** (973) 972-8528

***Contacting the Instructor:***

To contact the instructor, the student should utilize the course e-mail system, Rutgers e-mail system or call Mrs. Montane @ 973-972-8528. Virtual **office hours can be arranged by appointment.**

**Course Description:** The focus of this independent study is to successfully complete a research paper and to further develop graduate-level critical thinking skills via reading, research and writing. Research paper to include the following areas: Introduction, Review of Literature, Methodology, Findings, and Discussion & Implication of Findings

By the end of the course students will develop the ability to: 1) use research methods to locate and record accurate, valid information relevant to a dissertation research project; 2) be able to judge the value of the information you use including distinguishing between primary and secondary sources; 3) effectively synthesize source information into your writing with the use of quotes, paraphrasing and summarizing; 4) use a standard research documentation format (APA for the purpose of this course) in your completed research paper; 5) demonstrate graduate-level critical thinking skills in analyzing and interpreting research information, and by successfully supporting your literature research thesis on paper.

## **Course Goals and Objectives:**

### **Course Goals:**

Goals for individual students completing this course will be established by the student in consultation with their faculty mentor within one week before the start of the semester; the faculty mentor must approve the goals established.

### **Objectives:**

The course objective and strategies to achieve the objectives will be developed by the student in consultation with the faculty mentor and the student one week prior to the start of the semester.

### **Course Requirements:**

Students are responsible for developing goals and objectives for the experience in consultations with the faculty mentor. Goals, objectives and competencies must be submitted one week prior to the start of the semester to the faculty mentor and program director for approval. One week prior to the end of the semester, the student must submit a summary statement of how each goal, objective and competency was met, submit assignments as determined by the faculty advisor, and submit a time log documenting dates, times and activities completed throughout the semester. The course assignments and grading criteria will be established by the faculty mentor and will be consistent with the student goals and objectives for the MSRA5300 course. Faculty mentors are responsible for providing students with a written statement of course requirements, percent of grade and guidelines for achieving all projects and assignments within one (1) week of receiving the agreed upon goals and objectives.

### **Resource:**

#### **Library Facilities**

The University Libraries is available to all Rutgers students. Remote access is available to all enrolled students. The University's library web site at: [http://www.libraries.rutgers.edu/health\\_sciences](http://www.libraries.rutgers.edu/health_sciences) is your gateway to selected health sciences WEB-based resources, databases, and electronic journals, as well as information about on-site and remote-access library services.

**Required Equipment:** The following programs are used extensively in the delivery of course content: Microsoft Word and Zoom.

**Zoom will require students to have the access the following equipment:**



When using Zoom you must have a headset with a built-in microphone as pictured above. Do **NOT** use external the computer speakers as they will cause echoing.

### **Required Training:**

***Moodle Management System Orientation***

Rutgers uses the **MOODLE Course Management System** to deliver the online courses. **All first-time students are required to complete an online orientation before accessing course material.** The orientation will introduce you to the MOODLE environment and guide you through some of its most commonly used features.



**Access Moodle directly at <http://moodle.rutgers.edu>. Note: You will not see your academic Banner courses in Moodle until the official Banner course start date.**

**You do NOT need to go through the portal to access Moodle. You will use your Core credentials (the same username and password that you used to log into myportal.rutgers.edu portal) to log into Moodle.**

All students are required to access [Moodle101 for Students](#), [US Travel Student Tutorials](#) (require [Adobe Flash](#) v9 or higher).

### **Required Computer Skills**

#### **Computer Skills**

Students should understand basic computer usage, including keyboard, mouse, CD player, printer and modem. Resources

1. Use the computer operating system (Windows/Mac OS) to:
    - A. Create folders/directories
    - B. Find, copy, move, rename and delete files
    - C. Run and switch between multiple programs
    - D. Format media and create backup files
  2. Use a word processing program to:
    - A. Create, format, edit, spell check, save, print and retrieve a document
    - B. Copy, cut and paste information within and between documents
    - C. Save a word processing document in text or HTML format
    - D. Access the Internet via dial-up modem, DSL, cable modem or a network interface
  3. Configure and use a Web browser to:
    - A. Open, print and/or save Web pages to a local disk drive
    - B. Open and save Adobe Acrobat files (PDF files)
    - C. Create, maintain and manage a list of Web pages (Favorites/Bookmarks)
    - D. Copy bookmark/favorites/URLs/hyperlinks to a word processor
    - E. Use a search engine's basic features to find information on the Web
  4. Download and install programs from remote servers
- Use an e-mail client (program) to:
- A. Send, receive, store and retrieve messages
  - B. Send, receive and open file attachment

## Requirements for Completion of Course and Paper

### Style/Format Requirements

<b>Font</b>	Times New Roman
<b>Title</b>	16-point font, bold
<b>Heading 1</b>	16-point font, bold, flush left
<b>Heading 2</b>	12-point font, bold, italicized, flush left
<b>Heading 3</b>	12-point font, centered
<b>Body text</b>	12-point font
<b>Margins</b>	1 inch on all sides
<b>Spacing</b>	1.5 spacing
<b>Page Numbers</b>	Bottom center
<b>Paragraph Indent</b>	<ul style="list-style-type: none"><li>• Do not use tabs; use the ruler at the top of the page to indent.</li><li>• Indent first line 0.5 inch</li><li>• Do not double return paragraphs, except before heading for new section</li></ul>
<b>References</b>	<ul style="list-style-type: none"><li>• Number each reference separately. Do not use auto numbering. Insert a tab after each number.</li><li>• Do not use automatic endnotes or footnotes.</li><li>• Superscript in-text citations.</li><li>• To create your reference list, you might try using <a href="#">AMA reference tools</a> or a <a href="#">citation generator</a>.</li></ul>
<b>Tables</b>	Single space after the reference list, flush left
<b>Figure Captions</b>	<ul style="list-style-type: none"><li>• List these in your Word document last.</li><li>• Include complete source information for reprinted artwork (eg, the same information that would appear in a reference)</li></ul>

### Deadlines and Grading Structure Determination

Deadline: December 5<sup>th</sup> (Fall), April 30<sup>th</sup> (Spring), August 10<sup>th</sup> (Summer) - you must submit your research paper as a word version by uploading in the assigned TURNITIN drop box in Moodle CMS. You may submit this material prior to the deadline.

Your research paper will be graded for on-time submission (10 points), correct format (10 points), appropriate references (30 points), and substantive content that addresses the topic in detail (50 points).

#### Grading:

Final Research Paper: 100 points

Total: 100 points

Grade	Undergraduate Scale	Graduate Scale	Quality Points
A	93.0-100	93.0-100	4.0
A-	90.0-92.9	90.0-92.9	3.7
B+	87.0-89.9	87.0-89.9	3.3
B	83.0-86.9	83.0-86.9	3.0
B-	80.0-82.9	80.0-82.9	2.7 Minimum Passing Grade for Graduate Students
C+	77.0-79.9	77.0-79.9	2.3
C	73.0-76.9	73.0-76.9	2.0 Minimum Passing Grade for Under Graduate Students
C-	70.0-72.9	70.0-72.9	1.7
D+	67.0-69.9	67.0-69.9	1.3
D	63.0-66.9	63.0-66.9	1.0
F	<63	<63	0.0

## Honor Code and Academic Integrity

### *Faculty/Student Honor Code*

(Refer to [http://shrp.rutgers.edu/current\\_students/academic\\_integrity.html](http://shrp.rutgers.edu/current_students/academic_integrity.html))

*The faculty of Rutgers-School of Health Professions believe that students must observe and support high standards of honesty and integrity in all aspects of education, practice, and research. For this reason, all matriculated and non-matriculated students in this course are expected to abide by the School's Faculty/Student Honor Code and accept responsibility to help ensure that these standards are maintained by reporting violations of the Honor Code observed in others. All violations will be considered with gravest concern and may be punishable with sanctions as severe as suspension or dismissal.*

## Information for Students with Disabilities

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: [http://shp.rutgers.edu/current\\_students/disability\\_services/register\\_ds.html](http://shp.rutgers.edu/current_students/disability_services/register_ds.html). If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the Rutgers Office of Disability Services web site at: <https://webapps.rutgers.edu/student-ods/forms/registration>

## Feedback, Progress/Course Evaluation

Students will be asked for anonymous feedback upon the completion of each unit and will be asked to complete a course evaluation and instructor evaluation. These two evaluation methods are available within the Moodle course to each student at the end of the semester. This is an ongoing departmental initiative for maintaining and creating quality courses and to address quality enhancement initiatives. Student feedback is vital to this process. Thus, at the end of the semester, we need to hear from the folks that enjoyed the class and from the folks that have suggestions for improvement. We would like to hear from each and every student in this class, as we value your input. When evaluations are ready for you to complete, you will see a new icon posting in the course. Please take a few minutes to complete these brief web-based evaluations.