

Radiologic Sciences

@Northwestern State University



Northwestern State University
Master of Science in Radiologic Sciences
Handbook



Northwestern State University
Radiologic Sciences
1800 Line Avenue
Shreveport, LA 71101

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Introduction

Welcome to Northwestern State University's Master of Science in Radiologic Sciences (MSRS) Program! It is our sincere hope that you will find our program a rewarding and challenging part of your life. As a part of the healthcare team, we are working toward one goal—to provide the best possible care to the patients we are privileged to serve.

The Radiologic Sciences Program at Northwestern State University provides a specialized program of study that will prepare baccalaureate radiologic sciences professionals to become leaders in the radiologic sciences. The MSRS program offers two concentrations in the areas of radiologic sciences education and administration. The program allows radiologic sciences professionals to earn a graduate degree in their discipline and to develop skills that will assist with career advancement within radiologic sciences education and administration. This will be achieved by offering an online program with courses offered via the internet, with minimal travel to the Shreveport campus—to maintain the benefits of face-to-face contact with faculty and peers. Online courses allow working technologists to continue in their current positions while pursuing the degree requirements.

We hope this handbook will acquaint you with the NSU MSRS Program and provide you with an understanding of our policies. The information in this Handbook is subject to change due to changing circumstances; the policies as written may be modified, superseded, or eliminated. You will be notified of such changes through regular channels.

Mission, Goals, & Objectives

Program Mission:

To provide a learning environment for the development of knowledge, intellectual skills, and dispositions necessary for radiologic sciences professionals to function as leaders in the areas of administration and education and to furnish a foundation for doctoral study.

Program Goals:

- To prepare radiologic sciences professionals who are able to function as leaders in radiologic sciences professions
- To develop radiologic sciences professionals who are prepared to contribute to the professional body of knowledge
- To provide a foundation for radiologic sciences professionals to become lifelong learners who strive for continued professional growth

Program Objectives:

Graduates of the MSRS program will be able to:

- Distinguish leadership skills in radiologic sciences education or administration
- Utilize critical thinking skills to resolve issues in radiologic or healthcare related problems
- Apply research evidence and skills in the practice setting as an educator or administrator in the radiologic sciences to improve practice
- Demonstrate effective communication skills in professional settings to maintain collegial and collaborative relationships
- Conduct research studies, and disseminate findings and methods to contribute to and improve the practice of the radiologic sciences
- Implement strategies to effect change within the radiologic sciences profession
- Evaluate ethical standards in practice as a radiologic sciences educator or administrator
- Serve as a role model to promote professionalism within the radiologic sciences
- Contribute to the community and radiologic sciences profession through service

MSRS Program Requirements

Entry into the program requires a bachelor's degree. Students must hold credentials in one of the medical imaging modalities or radiation therapy. Students must have completed an undergraduate statistics or research course.

Completion of the Master of Science in Radiologic Sciences requires a minimum of 39 semester credits. Students must satisfactorily complete an applied research course or thesis and receive a passing score on a comprehensive examination to obtain the degree.

Faculty

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Curriculum

A. Research (9-12 hours)

- RADS 5010 – Research I
- RADS 5110 – Research II
- RADS 5910 – Applied Research or
- RADS 5980 – Thesis

B. Radiologic Sciences Core (12 hours)

- RADS 5020 – Current Issues in Radiologic Sciences
- RADS 5030 – Legal & Regulatory Issues in Radiologic Sciences
- NURG 5110 – Leadership in Healthcare
- RADS 5123 – Graduate Seminar in Radiologic Sciences

C. Concentrations (15 hours)

1. Radiologic Sciences Education Concentration (15 hours)

- RADS 5210 – Curriculum Development & Teaching Methods in Radiologic Sciences
- RADS 5220 – Assessment in Radiologic Sciences Education
- RADS 5230 – Radiologic Sciences Student Management
- RADS 5510 – Didactic Radiologic Sciences Practicum
- RADS 5520 – Clinical Radiologic Sciences Practicum

2. Radiologic Sciences Administration Concentration (15 hours)

- RADS 5310 – Operations and Resource Management in Radiologic Sciences
- RADS 5320 – Fiscal Management in Radiologic Sciences
- RADS 5330 – Information Management in Radiologic Sciences
- RADS 5530 – Radiologic Sciences Administration Practicum

D. Electives (0-3 hours)

- RADS 5080 – Independent Study
 - RADS 5410 – Special Topics in Radiologic Sciences Education
 - RADS 5420 – Special Topics in Radiologic Sciences Administration
- Other electives may be allowed with prior approval of the student's major professor.

Course Sequencing

Education

Year 1 Education Concentration

Fall

RADS 5020 – Current Issues in Radiologic Sciences (3 hours)

RADS 5210 – Teaching Methods in Radiologic Sciences (3 hours)

Spring

RADS 5010 – Research I (3 hours)

RADS 5220 – Assessment in Radiologic Sciences Education (3 hours)

Summer

RADS 5030 – Legal & Regulatory Issues in Radiologic Sciences (3 hours)

RADS 5230 – Radiologic Sciences Student Management (3 hours)

Total Year 1: 18 hours

Year 2 Education Concentration

Fall

RADS 5110 – Research II (3 hours)

NURG 5110 – Leadership in Healthcare (3 hours)

Spring

RADS 5123 – Graduate Seminar in Radiologic Sciences (3 hours)

RADS 5510 – Didactic Radiologic Sciences Practicum (3 hours)

RADS 5520 – Clinical Radiologic Sciences Practicum (3 hours)

Summer

RADS 5910 – Applied Research or RADS 5980 – Thesis (3-6 hours)

Elective (3 hours)

Total Year 2: 21 hours

Total hours for MSRS education concentration: 39 hours

Administration

Year 1 Administration Concentration

Fall

RADS 5020 – Current Issues in Radiologic Sciences (3 hours)

RADS 5310 – Operations and Resource Management in Radiologic Sciences (3 hours)

Spring

RADS 5010 – Research I (3 hours)

RADS 5320 – Fiscal Management in Radiologic Sciences (3 hours)

Summer

RADS 5030 – Legal & Regulatory Issues in Radiologic Sciences (3 hours)

RADS 5330 – Information Management in Radiologic Sciences (3 hours)

Total Year 1: 18 hours

Year 2 Administration Concentration

Fall

RADS 5110 – Research II (3 hours)

RADS 5040 – Leadership in Radiologic Sciences (3 hours)

Spring

RADS 5123 – Graduate Seminar in Radiologic Sciences (3 hours)

RADS 5530 – Radiologic Sciences Administration Practicum (6 hours)

Summer

RADS 5910 – Applied Research or RADS 5980 – Thesis (3-6 hours)

Elective (3 hours)

Total Year 2: 21 hours

Total hours for MSRS administration concentration: 39 hours

Course Descriptions

RADS 5010 – Research I – *Prerequisite: Undergraduate research course or statistics course (3 hours)*

This course explores qualitative, quantitative, and mixed research methodologies and statistical analyses appropriate to the research process in the Radiologic Sciences.

RADS 5020 – Current Issues in Radiologic Sciences (3 hours)

This course will examine practice and healthcare recent issues affecting the Radiologic Sciences. Topics will provide a basis for understanding current practice in Radiologic Sciences.

RADS 5030 – Legal & Regulatory Issues in Radiologic Sciences (3 hours)

This course presents legal and regulatory issues related to Radiologic Sciences education and administration. Topics may include: HIPAA, FERPA, ADA, institutional and programmatic accreditation requirements, state and federal regulatory guidelines, copyright, and plagiarism.

RADS 5080 – Independent Study (3 hours)

Selected radiologic sciences issues. Issue and mode of study agreed upon by student and instructor.

RADS 5110 – Research II – Prerequisite: 5010 Research I (3 hours)

This course provides opportunities to develop skills in information literacy including critical analyses of published research. Students will synthesize information from multiple resources to produce a literature review related to Radiologic Sciences.

RADS 5123 – Graduate Seminar in Radiologic Sciences (3 hours)

This course requires reading and research on topics and issues in Radiologic Sciences education and administration. Content varies. Course may be repeated for credit up to 6 hours with varying content.

RADS 5210 – Curriculum Development & Teaching Methods in Radiologic Sciences (3 hours)

Explore the nature of higher education, radiologic science education and the faculty role. This course will discuss curriculum design, its dimensions, objectives, and dynamics; the instructional process, including the learner, theories of learning and their application to radiologic science education, concept formation, and teaching-learning activities.

RADS 5220 – Assessment in Radiologic Sciences – Prerequisite: 5210 Teaching Methods in Radiologic Sciences (3 hours)

This course will provide assessment techniques for both didactic and clinical settings in Radiologic Sciences. Topics may include: test construction, rubrics, instrument design, clinical evaluation, and formative and summative evaluation techniques.

RADS 5230 – Radiologic Sciences Student Management - Prerequisite: 5220 Assessment in Radiologic Sciences Education (3 hours)

This course will provide a discussion of issues in the radiologic sciences education setting. Topics may include: advisement, counseling, records management, affiliation agreements, and disciplinary procedures.

RADS 5310 – Operations and Resource Management in Radiologic Sciences (3 hours)

This course will examine the administrative role in radiologic sciences within health care settings. Students will explore personnel management, risk management, evaluation methods, policies and procedures, and hiring practices.

RADS 5320 – Fiscal Management in Radiologic Sciences – Prerequisite: 5310 Operations and Resource Management in Radiologic Sciences (3 hours)

This course will explore financial management within the radiologic sciences. Students will analyze and evaluate fiscal information to develop effective strategies for managing the financial resources in radiologic sciences and healthcare.

RADS 5330 – Information Management in Radiologic Sciences – *Prerequisite: 5320 Fiscal Management in Radiologic Sciences* (3 hours)

This course will investigate techniques to manage and process information in the health care setting to support clinical practice and administration within the radiologic sciences.

RADS 5410 – Special Topics in Radiologic Sciences Education (*Elective*) (3 hours)

This course requires intensive study in a special area of didactic or clinical Radiologic Sciences education. Course may be repeated for credit with varying content.

RADS 5420 – Special Topics in Radiologic Sciences Administration (*Elective*) (3 hours)

This course requires intensive study in a special area of Radiologic Sciences administration. Course may be repeated for credit with varying content.

RADS 5510 – Didactic Radiologic Sciences Practicum – *Prerequisites: 5110 - Research II, 5230 - Student Management* (3 hours)

This course allows the students to apply the knowledge and skills obtained throughout the graduate program in a didactic Radiologic Sciences education setting.

RADS 5520 – Clinical Radiologic Sciences Practicum – *Prerequisites: 5110 - Research II, 5230 - Student Management* (3 hours)

This course allows the students to apply the knowledge and skills obtained throughout the graduate program in a clinical Radiologic Sciences education setting.

RADS 5530 – Radiologic Sciences Administration Practicum – *Prerequisites: 5110 – Research II, 5330 – Information Management in Radiologic Sciences* (6 hours)

This course allows the students to apply the knowledge and skills obtained throughout the graduate program in an administrative Radiologic Sciences setting.

RADS 5910 – Applied Research – *Prerequisite: 5110 Research II* (3 hours)

Students will apply principles from Research I and Research II to develop a graduate-level research paper. Students must register for this course each semester until the research paper is satisfactorily completed.

RADS 5980 – Thesis - *Prerequisite: 5110 Research II* (3 to 6 hours)

Students will apply principles from Research I and Research II to develop a graduate-level thesis. Students must register for this course each semester until the thesis is satisfactorily completed and approved.

NURG 5110 – Leadership in Healthcare (3 hours)

Administration concepts, principles and theories which relate to communication, decision-making, power, change, and leadership.

Course Rotation

Fall 2009	Spring 2010	Summer 2010	Fall 2010	Spring 2011	Summer 2011	Fall 2011
<p>Education</p> <ul style="list-style-type: none"> •5020 Current Issues •5210 Curriculum & Teaching 	<p>Education</p> <ul style="list-style-type: none"> •5010 Research I •5220 Assessment 	<p>Education</p> <ul style="list-style-type: none"> •5030 Legal & Regulatory •5230 Student Management 	<p>Education</p> <ul style="list-style-type: none"> •5020 Current Issues •5210 Curriculum & Teaching •5110 Research II •NURG 5110 Leadership 	<p>Education</p> <ul style="list-style-type: none"> •5010 Research I •5220 Assessment •5123 Seminar •5510 Didactic Practicum •5520 Clinical Practicum 	<p>Education</p> <ul style="list-style-type: none"> •5030 Legal & Regulatory •5230 Student Management •5910 Applied Research •5980 Thesis •5410 Special Topics 	<p>Education</p> <ul style="list-style-type: none"> •5020 Current Issues •5210 Curriculum & Teaching •5110 Research II •NURG 5110 Leadership •5910 Applied Research •5980 Thesis
<p>Administration</p> <ul style="list-style-type: none"> •5020 Current Issues •5310 Operations & Resources 	<p>Administration</p> <ul style="list-style-type: none"> •5010 Research I •5320 Fiscal Management 	<p>Administration</p> <ul style="list-style-type: none"> •5030 Legal & Regulatory •5330 Information Management 	<p>Administration</p> <ul style="list-style-type: none"> •5020 Current Issues •5310 Operations & Resources •5110 Research II •NURG 5110 Leadership 	<p>Administration</p> <ul style="list-style-type: none"> •5010 Research I •5320 Fiscal Management •5123 Seminar •5530 Administration Practicum 	<p>Administration</p> <ul style="list-style-type: none"> •5030 Legal & Regulatory •5330 Information Management •5910 Applied Research •5980 Thesis •5420 Special Topics 	<p>Administration</p> <ul style="list-style-type: none"> •5020 Current Issues •5310 Operations & Resources •5110 Research II •NURG 5M110 Leadership •5910 Applied Research •5980 Thesis

*All class offerings are subject to changes, cancellations, or closures as warranted by insufficient registration or administrative decisions. This schedule does not constitute a contract or an offer to contract between NSU and any other party.

Admissions

Graduate students are responsible for reading and following the regulations and requirements of the NSU Graduate School. The requirements for eligibility for admission to the Graduate School and to the Master of Science in Radiologic Sciences program are found in the current *University Catalog*. A student may be admitted by the Graduate School for graduate study; however, **admission to graduate study does not imply admission to any specific degree program**. Students may take up to 9 hours as a non-degree seeking student and may be granted provisional admission status for the first semester only. All Graduate School requirements must be met and verification received by the Graduate School to be eligible to enroll in the second semester of graduate study.

Regular Admission

Regular admission to the MSRS degree program includes the following requirements:

- Bachelor's degree from an accredited college or university
- Application on file prior to registration
- Official transcripts on file prior to registration
- Graduate Record Examination (GRE) scores of at least 800 on the aptitude (verbal and quantitative) tests for regular admission
- Completion of an undergraduate statistics or research course
- An undergraduate Grade Point Average (GPA) of 2.5 on a 4.0 scale
- Two letters of recommendation for graduate studies.

Having achieved regular status, failure to maintain a grade-point average of not less than B on all course work pursued, with no grade lower than C and not more than six hours of credit with a grade of C, may result in suspension from further graduate study. A major professor form with designation of degree seeking status is completed for each student after the admission process is initiated. The student should receive a copy of the major professor form after the Dean of Graduate Studies and Research has approved the form.

Conditional Admission

Conditional admission to the graduate degree program in Radiologic Sciences requires that students have GRE scores of at least 750 and a minimum undergraduate grade point average of 2.0 on a 4-point scale. In addition, evidence of potential for successful graduate study may be required as deemed necessary by the graduate radiologic sciences faculty. Conditional status may be changed to regular status by earning a B or better in the first 9 graduate semester hours pursued. Failure to achieve regular status after 9 graduate semester hours will result in suspension from the masters degree program.

Provisional Admission

Students who have not completed all admission requirements and have not been granted regular or conditional admission status by the Graduate School may enroll in **one semester only** under provisional admission. Students will not be allowed to enroll in **any** subsequent semester until all requirements for admission have been met and verification has been received by the Graduate School.

Non-Degree Admission

Students who have not met the criteria for regular or conditional admission may enroll in graduate courses in their first semester as a non-degree student; however, no more than 9 graduate semester hours taken as a non-degree student may be applied towards the degree. Any hours earned above 9 graduate semester hours while in a non-degree status will not apply and must be repeated once regular or conditional admission is granted.

Advising & Registration

All MSRS students are assigned an academic advisor. The primary purpose of the academic advisor is to advise and counsel students regarding the academic courses and progression through the MSRS program. Students are expected to make an appointment with an advisor at the beginning of each semester to discuss their curriculum and registration options. The student is responsible for obtaining and following information in the *University Catalog* and arranging meetings with the advisor.

Progression

Policies governing progression in the MSRS Program are:

- All general requirements of Northwestern State University for progression toward the Master's Degree are met. Advancement from conditional to regular admission is required for progression beyond nine (9) hours of graduate course work. "Conditional status in a master's degree program may be changed to regular status by earning 9 semester hours of approved credit at Northwestern State University with a grade B or better on all graduate course work pursued". (*NSU Catalog, pg. 125*)
- All course work credits being transferred to NSU must show a grade of "B" or better.
- If a student makes a "D" in a required course, that course must be repeated at NSU. Such courses may not be taken and transferred from another university.
- If a student makes an "F" in a required course, the student is dismissed from the graduate program of current enrollment. This action is subject to the appeal process.

Transfer Credit

Semester hours earned at an institution accredited by a regional committee on colleges, or the equivalent, will be accepted at NSU with following exceptions:

- Transfer credit will not be accepted as credit for a course in which a failing grade was received at NSU.
- The academic dean will determine how transferred credits may be applied to degree requirements.
- Credits earned at a non-accredited institution will not be accepted at NSU until the student has demonstrated knowledge of the subject through tests or by other suitable means. This determination of acceptability will be made by the Registrar and the academic dean. If a student has earned credit for courses not usually accepted at NSU and feels that the content of the courses might be acceptable to NSU degree requirements, the courses will be reviewed by the Registrar and the academic dean.
- Any student enrolled at NSU must secure the academic dean's permission in advance to take required course work at another institution.
- The Graduate office will not accept transfer courses for graduate credit if those courses were taken at a college or university that does not grant graduate degrees.
- A grade of B or better is earned and the course was completed within the 6 years immediately preceding the completion of the graduate program.

Graduation

All work applied toward the MSRS degree must have been earned in the six years immediately preceding the completion of the program. In order to obtain the MSRS degree, students are required to:

- Meet requirements established by the NSU Graduate School
- Successfully complete all required courses
- Pass the final comprehensive examination
- Satisfactorily complete a thesis (RADS 5980) or applied research (RADS 5910)
- File an application for graduation at the beginning of the semester in which degree requirements will be completed

Attendance

The MSRS program is offered online, with minimal travel requirements to the Shreveport campus. The campus visits are critical to maintain the benefits of face-to-face contact with faculty and peers and for students to achieve course goals. Therefore, students must be present for all scheduled on-campus class sessions in order to receive a passing grade in the course. There will be no exceptions to this policy.

Grading Scale

The grading scale for the MSRS program is as follows:

Grading Scale

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 and below = F

Practicum

Students will complete practicum experiences that will focus on their career goals and interests. For the education concentration students will complete two practicum courses (RADS 5510 and 5520) which will require one week (40 hours) attendance at the practicum site for each course for a total of two weeks (80hours). For the administration concentration students will complete one practicum course (RADS 5530) which will require two weeks (80 hours) attendance at the practicum site. The practicum will be completed at approved educational and administrative settings. All core and concentration courses must be completed prior enrollment in practicum courses.

Students will work in conjunction with an NSU faculty member to choose and establish practicum sites. Students should establish contact with an appropriate site and a potential preceptor. The NSU faculty member will work as a liaison between the practicum preceptor and the student. Students are responsible for arranging their own housing, transportation, and personal expenses during the practicum experience.

Students should be aware that development of a practicum site requires significant amount of time and planning. Therefore, the student should begin preparation for their practicum a minimum of one semester prior to the practicum. Typical education practicum sites include: hospital-based programs, community colleges, and four-year institutions. Typical administration practicum sites include: hospitals and out-patient imaging centers. Practicum sites cannot be:

- A student's current or previous place of employment
- The program from which a student graduated
- The site of employment for any currently enrolled NSU MSRS student

During the practicum the student has several responsibilities, these include:

- Creating and obtaining approval by the NSU faculty a list of objectives to be completed during the practicum experience
- Follow all practicum site policies and procedure while at the practicum site. For example, dress code, parking, times of attendance, etc.
- Work to achieve objectives

The role of the preceptor is to direct and support the practicum experience. This includes working with the student to create objectives that can be achieved during the practicum. The preceptor will complete an evaluation of the student's performance after the practicum that will be incorporated in the student's final grade.

Practicum Checklist

- _____ Student identifies practicum site and preceptor
- _____ NSU faculty approves site and preceptor generating appropriate administrative documentation for the practicum site
- _____ Student collaborates with preceptor to create practicum objectives
- _____ NSU faculty approves practicum objectives prior to the start of the practicum
- _____ Student follows guidelines as stated as stated in course syllabus
- _____ Submit HIPAA form

Final Comprehensive Examination

A comprehensive examination is required of all graduate students. The student will be eligible to sit for the final comprehensive examination after the completion all required core and concentration coursework. The objective of the examination is to evaluate the student's ability to analyze and synthesize what has been learned by applying this knowledge to specific MSRS content and to the area of concentration. The examination will be closed book and consist of subjective and objective type questions. The exam will be comprised of 60% from research and core courses and 40% from concentration courses.

Students may choose to take the exam at NSU or online with an approved proctor. Dates that the exam will be offered at NSU will be provided at the beginning of the semester. Students choosing to take the exam online must submit a proctor application which includes date and time the exam will be taken.

The results of the exam will be reported as pass or not pass. If the student receives a not pass on the examination, the student will be allowed to retake exam in the following semester. Students may retake the exam two times before remediation is required. The exam will be evaluated based on factors such as:

- Logical progression of ideas
- Integration of concepts/theories
- Accurate content from material covered in courses
- Thoroughness of responses
- Concise, factual information

Thesis and Applied Research Requirements

Students must elect to complete a thesis (RADS 5980) or applied research (RADS 5910). Each student is encouraged to meet with their advisor to determine the most appropriate research option to meet individual needs. After initial enrollment in the selected research option, the student must be continuously enrolled each semester in the respective research course until completion of the research requirement has been met. Though not required, students are encouraged to work with their faculty chairperson/committee to produce a publishable paper related to their research. Each student is expected to follow the most current APA Manual and guidelines published by the NSU Graduate School when preparing their thesis or research paper.

Housing

The student is responsible for making housing arrangements. Accommodations in the Shreveport-Bossier area may be found at area hotels. Students are encouraged to room together to help decrease costs.

Academic Honesty

You are responsible for completing and submitting your own course work and preparing your own lessons. All work submitted must be your own unless proper acknowledgment of outside material is provided. It is unacceptable to use the work of any other person or to allow work to be used by another student. Dishonesty of any kind will not be tolerated. Examinations must also represent your own work and must be completed without the assistance of books, notes, devices, or outside help, unless specified otherwise in the exam directions. Violation of this policy will result in one of the following disciplinary measures to be decided by the course faculty: 1) verbal or written warning, 2) conference with department chair or dean, 3) reduction of test/course grade to a grade of F. A student may subsequently be placed on probation or suspended or expelled and forced to withdraw from Northwestern as a result of academic dishonesty. (Refer to the section in the Student Handbook concerning Academic Infractions and Sanctions for Academic Misconduct.)

Plagiarism

Plagiarism is defined by the Council of Writing Program Administrators (2003), as “the action of a writer who deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging [citing] its source.” Council of Writing Program Administrators <http://www.wpacouncil.org>

Below is a list of the most common forms of plagiarism which should be avoided to prevent disciplinary actions.

- Buying a paper from a research service or term paper mill
- Turning in another student’s work
- Turning in a paper a peer has written for the student
- Copying a paper from a source text without proper attribution
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
- Paraphrasing materials from source text without appropriate documentation

To prevent possible intentional or unintentional plagiarism, all students are advised to seek assistance from program faculty regarding proper methods of source citation.

In the event of suspected plagiarism violation, the student will be requested to provide documentation supporting their work. Furthermore, the student will be given the opportunity to defend their research during an Academic Dishonesty Hearing which will consist of program faculty members and the Dean of the College of Nursing.

Based upon the severity of the findings appropriate disciplinary action will be taken, including, but not limited to, the following: the opportunity for resubmitting with corrections to receive a lower letter grade, failure in the course, academic probation, or expulsion from the program and the University.

All students are responsible for reviewing plagiarism policies for both the program and the university. These policies are available in the NSU student’s handbook and online through the NSU Website.

Council of Writing Program Administrators. (2003). *Defining and avoiding plagiarism: The WPA statement of best practices*. Retrieved June 9, 2005 from <http://wpacouncil.org>

Classroom Civility

Each Northwestern State University student is encouraged to help create an environment that promotes learning, dignity, and mutual respect for everyone in the learning environment. Students who speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engaged in loud or distracting behaviors, use of cell phones or pagers (other noise-making devices like watches with alarms), listen to headphones/CDs, play with computers or hand held games, use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others during the class period may be asked to leave the class and subjected to disciplinary action under the Northwestern State University Student Code of Conduct and Sanctions (Article VII Sanctions). The instructor of a course may deem additional behaviors or actions inappropriate; these action or behaviors will be outlined in the course syllabus. Copies of the infractions and sanctions are available on the NSU website at <http://www.nsula.edu/studenthandbook/page100.htm>.

Netiquette

All electronic communication should follow basic netiquette principles. Netiquette is the etiquette guidelines that are used when communicating by email or other electronic means. Here are a few areas to keep in mind:

- Do not type in all caps or lower case. All caps indicates that you are screaming.
- Do not leave the subject field blank.
- Do not forward emails without permission from the sender.
- Do not send spam.
- Consider the tone of your email before sending it.
- Proofread your emails before sending.
- When responding, include the original message in order to help the receiver remember the original topic.

Overall, the idea is to be courteous and considerate in all your communication.

Appendices

Appendix A

Administration and Faculty Contact Information

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Dean of the College of Nursing

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Student Financial Aid

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Appendix B

**Northwestern State University
Master of Science in Radiologic Sciences
Student Contact Information**

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Appendix C
Northwestern State University
Master of Science in Radiologic Sciences
Practicum Application

Please submit this form a minimum of one semester prior to your practicum experience.

Name: _____ Concentration: _____

Date: _____ Semester of Practicum: _____

Practicum Checklist

_____ Student identifies practicum site and preceptor

_____ NSU faculty approves site and preceptor generating appropriate administrative documentation for the practicum site

_____ Student collaborates with preceptor to create practicum objectives

_____ NSU faculty approves practicum objectives prior to the start of the practicum

_____ Student follows guidelines as stated as stated in course syllabus

_____ Submit HIPAA form

The student must contact the preferred site first to establish the site's willingness to accommodate the student. The NSU faculty grants final approval for a site selection and may assign a student to a particular site to ensure achievement of goals and objectives.

Preferred Site

Institution: _____

Institution Address: _____

Contact Person: _____

Contact Person's Telephone: _____

Contact Person's Email: _____

Appendix D
Northwestern State University
Master of Science in Radiologic Sciences
Comprehensive Examination Application

Application for the Comprehensive Examination must be submitted no later than two weeks after the semester begins. The earliest the Comprehensive Examination can be completed is the semester in which course work is completed.

Name: _____ Concentration: _____

Date: _____ Semester of Examination: _____

Have you previously written the Comprehensive Examination? _____ Yes _____ No

Who will proctor your exam? _____ NSU faculty _____ Other proctor

Please complete the following if NSU faculty will not be proctoring your exam:

You are required to identify a proctor for the comprehensive examination. The following guidelines should be followed in selecting a proctor. All questions regarding your examinations should be addressed to the NSU MSRS faculty. You are responsible for making arrangements for a proctor by contacting an official from one of the categories listed below. Those typically approved as proctors include:

- Directors of public, school, or college libraries
- Hospital education offices
- Officials at military education offices
- Officials of regionally accredited post-secondary degree granting institutions.

No relative or employee in YOUR department may proctor an examination!

In arranging for proctoring, please note the following:

- Some proctors may charge a fee for their services. If you choose to utilize a proctor that charges a fee, you will be responsible for paying the proctor directly.
- The proctor **MUST** have an Internet-capable computer for your use. You should confirm this with the proctor before completing the proctor application.
- You are not allowed to use your own computer for testing. No exceptions.

Proctor Information:

Proctor's Name: _____ Title: _____

Place of Employment: _____

Work Address: _____

Daytime Phone: _____ Fax: _____

E-mail: _____

STATEMENT OF AGREEMENT:

By signing below, I hereby agree to abide by the examination instructions of the faculty of Northwestern State University. I will also recognize and respect the confidentiality of the faculty and the institution regarding all examination materials and the confidentiality of the student.

Signature: _____ Date: _____

Appendix E
Northwestern State University
Master of Science in Radiologic Sciences
HIPAA Form

I _____ understand that I have a legal and ethical responsibility to safeguard the privacy of all clients and protect information defined as private and confidential. I understand that private and confidential information includes verbal communication, documented material such as that found in medical records as well as computerized information available in healthcare facility computer systems. I understand that private and confidential information must be maintained in the strictest confidence and agree to protect this information by:

- limiting discussion of protected health information to private areas and conference rooms where such information cannot be overheard; if speaking in a public area, all attempts will be made to maintain privacy (speaking quietly, facing away from others)
- not discussing protected health information outside the health care facility unless such discussion is with an appropriate faculty member and in private;
- not discussing protected health information with other students;
- ensuring that computer screens with protected health information are facing away from public areas, are not left unattended, and logging out of all computers when documentation is completed;
- not using another person's user name or password to document client information;
- not sharing or revealing unique user identification or passwords with others and not documenting using another person's user identification and password;
- not accessing any medical record without appropriate need and approval;
- refraining from copying any part of the medical record for use outside of the health care facility; necessary health information will be handwritten directly on to the care plan or other document;
- refraining from putting a personal identifier (name, medical record number, address, telephone number etc.) on any paperwork associated with the College of Nursing; client initials may be used; however, no room number or healthcare facility name/unit;
- not transmitting any protected health information via electronic or wireless media;

I understand that failure to comply with this agreement may result in disciplinary action, including dismissal (students) or termination (faculty) from the College of Nursing.

Signature _____ Date _____

Sources:

U.S. Department of Health and Human Services Office for Civil Rights (2002). *Standards for Privacy of Individually Identifiable Health Information* (unofficial version), 45 CFR Parts 160 and 164, pp. 1-31.

Appendix F

**Northwestern State University
Master of Science in Radiologic Sciences**

Acknowledgement of Receipt and Understanding of the MSRS Program Student Handbook

My signature below indicates that I have received, read, and understand the Handbook for the Master of Science in Radiologic Sciences Program at Northwestern State University. I agree to abide by the policies and procedures outlined in this handbook. I understand I am responsible for adhering to these policies and procedures.

Student Signature

Date

Academic Honesty Attestation Statement

I understand that Northwestern State University and the College of Nursing have academic honor codes. The academic work I submit will be my own and I will not receive any unauthorized assistance with my any work I submit for this program.

Printed Student Name

Student Signature

Date