Instructor: Chelsea Procter-Willman, MS, LAT, ATC
Email: cprocter@angelo.edu
Phone: 325-456-6423
Cell: 979-267-1590
Office: Archer Building 222B
Office Hours: W/F 10am-12pm; or by appointment

Course Information

Course Description
Students enrolled in this course will complete and/or participate in a research project. This course gives students the opportunity to work directly with an Allied Health Professional Mentor through the research process.

Course Credits
1 credit hour

Prerequisite and Co-requisite Courses
Prerequisites:
AT 6312
## Student Learning Outcomes

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement</th>
<th>CAATE Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand the IRB process and its importance in patient safety.</td>
<td>Research project</td>
<td></td>
</tr>
<tr>
<td>Apply contemporary principles and practices of health informatics to the administration and delivery of patient care, including (but not limited to) the ability to do the following: Use data to drive informed decisions, search, retrieve, and use information derived from various resources, and maintain patient and data privacy.</td>
<td>Research project</td>
<td>HCI-64.1, 64.2, 64.3</td>
</tr>
<tr>
<td>Finalize a topic for the research project, identify an appropriate research design, and begin conducting the appropriate research activities. An associated project manuscript will begin to take shape during this time.</td>
<td>Research project</td>
<td></td>
</tr>
</tbody>
</table>

### Course Delivery

This is a face-to-face course with learning resources and supplemental materials posted in Blackboard.

### Required Texts and Materials


### Technology Requirements

To successfully complete this course, students need to have access to the following:

- A computer capable of running Windows 7 or later, or Mac OSX 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader
- High Speed Internet Access
- Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)

### Communication

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.
**Written communication via email:** All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

**Grading**
This course is graded strictly on points NOT percentages. The amount of points you earn determines your grade in the course. I DO NOT ROUND UP GRADES at the end of the semester. It is your responsibility to keep track of the total course points you have accumulated and take advantage of any bonus points available in the course.

**Evaluation and Grades**
Course grades will be determined as indicated in the table below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percent/Points of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRB Completion</td>
<td>150</td>
</tr>
<tr>
<td>Completed Consent Forms</td>
<td>50</td>
</tr>
<tr>
<td>Topic and Title</td>
<td>50</td>
</tr>
<tr>
<td>General Summary</td>
<td>100</td>
</tr>
<tr>
<td>Methods Proposal</td>
<td>100</td>
</tr>
<tr>
<td>Annotated Bibliography (x15 sources)</td>
<td>150</td>
</tr>
<tr>
<td>Progress Reports (x4)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>

**Grading System**
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:

- A = 630-700 points
- B = 560-629.99 points
- C = 490-559.99 points
- D = 420.00-489.99 points
- F = 0-419.99 points (Grades are not rounded up)

**Teaching Strategies**
Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course)
discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

Assignment and Activity Descriptions
Throughout this course, students will work towards submitting their proposed research project to the ASU IRB. Students will work on Topic/Title, project summary, proposed methodology, and Grievance procedures. Students will need to meet with their research advisors regularly to ensure that their project remains on track.

Annotated Bibliography
Each student will create a 15 entry annotated bibliography, according to the schedule indicated in the syllabus. Information regarding annotated bibliographies may be found at http://guides.library.cornell.edu/annotatedbibliography

Assignment Submission
All assignments MUST be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at cprocter@angelo.edu and attach a copy of what you are trying to submit. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

Late Work or Missed Assignments Policy
Late work will not be accepted unless you have received permission from the instructor prior to the due date. If you miss an assignment due to an unexcused absence, you are out of luck. Show up for class!

General Policies Related to This Course
All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)
- [Angelo State University Catalog](#)
Academic Integrity
Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Health and Human Services adheres to the university’s Statement of Academic Integrity.

Accommodations for Students with Disabilities
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

Incomplete Grade Policy
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.
Plagiarism
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the ASU Writing Center.

Student Absence for Observance of Religious Holy Days
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Copyright Policy
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Syllabus Changes
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

Title IX at Angelo State University
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual
intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)
Face to face: Mayer Administration Building, Room 210
Phone: 325-942-2022
Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

### Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Assignments/Assessments DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/23</td>
<td>Introduction/Syllabus/Discussion of Research Topics</td>
</tr>
<tr>
<td>8/30</td>
<td>Topic/Titles, General Summary 1st Draft Methodology Draft #1</td>
</tr>
<tr>
<td>9/6</td>
<td>Consent Forms Methodology Draft #2 Grievance Procedures Draft</td>
</tr>
<tr>
<td>9/13</td>
<td>Check in with Advisor/ Submit to IRB / Annotated Bibliography (5 sources) General Summary 2nd Draft</td>
</tr>
<tr>
<td>9/20</td>
<td>IRB Revisions / Check in with Advisor/Progress Report #1</td>
</tr>
<tr>
<td>9/27</td>
<td>IRB Revisions Check in with Advisor/ Begin Recruitment (if IRB approved) Annotated Bibliography (5 sources) Progress Report #2</td>
</tr>
<tr>
<td>10/4</td>
<td>Check with Advisor/ Begin Recruitment (if IRB approved) Progress Report #3</td>
</tr>
</tbody>
</table>
Student Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences.

Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)
2. Learning to apply course material (to improve thinking, problem solving, and decisions)
3. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
4. Learning how to find, evaluate, and use resources to explore a topic in depth
5. Learning to apply knowledge and skills to benefit others or serve the public good

End of Syllabus

1. https://blackboard.angelo.edu
3. https://www.angelo.edu/catalogs/
5. https://www.angelo.edu/services/disability-services/
6. https://www.angelo.edu/content/files/14197-op-1011-grading-procedures
9. https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of