



The rising STAR of Texas

DEPARTMENT OF RESPIRATORY CARE

MSRC

Academic year 2020-2021

STUDENT HANDBOOK

200 Bobcat Way
Round Rock, Texas 78665

Texas State University is a member of The Texas State University System.

Welcome!

We are excited to have you as a student in the Master of Science in Respiratory Care (MSRC) in the Texas State University Department of Respiratory Care. Congratulations on your decision to continue your education in becoming an essential member of the healthcare team. This Handbook has been designed and published to serve as a reference for all students enrolled in the MSRC Degree Program to provide a preview of the University, College, and Department as you complete your degree. Please read this Handbook and the Graduate Student Handbook created by the Graduate College carefully and keep it accessible as a future reference. The Department faculty and staff wish you the very best during your time with us at Texas State and we are happy to answer your questions along the way.

The purpose of this handbook is to acquaint students enrolled in the MSRC program with the educational philosophy and culture of the Department of Respiratory Care at Texas State. The handbook has been developed to familiarize students with information that may not have been addressed in the University catalog or other University publications.

This handbook provides general information only and is not intended to contain all policies and regulations related to students enrolled at Texas State and in the MSRC curriculum. The provisions of this handbook do not constitute a contract, either expressed or implied, between the enrolled student and Texas State University. The University reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes in the above will become effective as determined by the Texas State University Administration and will apply to both prospective students and those currently enrolled. Texas State University is regionally accredited through the Southern Association of Colleges and Schools (SACS).

Dr. Chris Russian, PhD, RRT, RRT-NPS, RPSGT, RST, FAARC
Professor, Academic Program Coordinator/Advisor
Master of Science in Respiratory Care

SECTION I. GENERAL INFORMATION

TEXAS STATE UNIVERSITY

Location

Located on the edge of the Texas Hill Country where the black land prairies give way to the beautiful hill country, the 457-acre San Marcos campus enjoys a setting that is unique among Texas universities. The beautiful crystal-clear San Marcos River fed by the aquifer springs of Spirit Lake along with stately cypress and pecan trees on campus present a picturesque setting for students. The campus location along the banks of the river provides recreational and leisure activities for students throughout the year.

The Round Rock campus is located on the I-35 corridor on University Drive and was a gift to Texas State University from the Avery Family of Round Rock, Texas. This 100-acre campus already boasts of a beautiful classroom/administration building, the Avery Building, and the St. David's School of Nursing building. Willow Hall is the newest edition to the Round Rock campus. The "meadow lands" and wide-open spaces of the Round Rock campus provide a pastoral feel nestled between I-35 and Loop 130 on University Drive.

The state-of-the-art-building, Willow Hall, provides instructional space for the College of Health Professions' departments of Communication Disorders, Physical Therapy, and Respiratory Care and the associated research labs, the Physical Therapy and Speech-Language-Hearing Clinics, and the Respiratory Care's Sleep Center.

THE COLLEGE OF HEALTH PROFESSIONS

Vision Statement

The Texas State College of Health Professions will be a nationally recognized premier center for educating professionals in a broad array of health care fields, increasing the knowledge, research, and community coalitions necessary to enhance and restore the health and well-being of the whole person and of society.

Mission Statement

The College of Health Professions educates and prepares healthcare professionals in a student-centered learning environment. The College excels in teaching, research, and service while responding to the health care needs of the state and nation. To accomplish this, the Texas State University's College of Health Professions unites faculty, students, the healthcare communities, and consumer in coalitions that nurture the academic, scholarly, and service aspect of health care.

The College of Health Professions (CHP), under the administration of Dean Ruth B. Welborn, is currently comprised of two schools, four academic departments, and two programs. In addition to the Department of Respiratory Care, the other departments include Communication Disorders (CDIS), Health Information Management (HIM), and Physical Therapy (PT). The School of Health Administration, the School of Nursing, and the programs in Clinical Laboratory Science (CLS) and Radiation Therapy (RTT) complete the College.

The CHP also includes the Academic Advising Center and three patient clinics: the Speech-Language-Hearing Clinic, the Physical Therapy Clinic, and the Texas State Sleep Center. To further its goals, the CHP has established a number of cooperating teaching sites and has more than 700 affiliations with hospitals and other healthcare facilities for student learning experiences.

College of Health Professions Policies and Procedures

<https://www.health.txstate.edu/About/College-Policies-and-Procedures.html>

THE DEPARTMENT OF RESPIRATORY CARE

The Department of Respiratory Care (Department) is a fully accredited, academically- based department distinguished as being the first program in the College in 1972. First offered as an Associate in Applied Science (AAS) degree, the program transitioned to a Bachelor of Science in Respiratory Care (BSRC) Degree program in 1996. In 2005, the Department added a specialty graduate certificate in Polysomnographic Technology (PSG) program in sleep. The MSRC was started in 2017 and the PSG program was folded into the MSRC as a specialty concentration. An RRT-to-BSRC degree advancement program was started in 2018. The BSRC Program was last accredited by CoARC in 2015 with an accreditation award for ten years through 2025, the highest rating awarded by the accreditation agency. Dr. Gregg Marshall serves as the Department Chair and Program Director with Professor Nicholas Henry serving as the Director of Clinical Education for the BSRC Program, Dr. Chris Russian serving as the Program Coordinator for the Master of Science in Respiratory Care (MSRC) and Dr. Joshua Gonzales serving as Director for the Registered Respiratory Therapist to Bachelor of Science in Respiratory Care Online Completion Program (R.R.T. to B.S.R.C.)

Mission

The Department is committed to the development of competent respiratory care practitioners through academic and clinical learning to master requisite healthcare competencies, to stimulate professional growth through scientific curiosity, and to promote leadership skill development. The programs are directed toward developing critical-thinking skills in preparation for respiratory care in various healthcare delivery systems. The curriculum is structured to foster habits of research, continuing education, and professional skill growth.

Vision Statement

The Department will strive to produce quality graduates who meet the expectations of the communities of interest served by the program, to maintain an excellent national reputation, and to be a leader in innovative educational endeavors in the profession. To accomplish the vision, the

Department Policy and Procedures

<https://www.health.txstate.edu/rc/about/RC-Policies-Procedures.html>

Goals of the Department of Respiratory Care

- Updating the curriculum as national practice standards of care evolve,
- Maintaining external accreditation by meeting the new essentials set by CoARC to include polysomnography theory and clinical practice,
- Recruiting and maintaining racial, gender, and ethnic diversity in both the faculty and students,
- Encouraging faculty to pursue professional development through participation in specialty advanced credentialing and professional continuing education,
- Encouraging faculty and students to participate in professional organizations and community service projects,
- Increasing external funding for the university, college, and department through grant

activities,

- Utilizing the Texas State Sleep Center to meet the educational and research needs of the students and faculty while meeting the diagnostic and treatment needs of the Texas State campus faculty, staff, and student body,
- Utilizing the Texas State Sleep Center to meet the sleep diagnostic and treatment needs of San Marcos and the surrounding region as it pertains to education and research,
- Establishing articulation agreements with community colleges and associate degree respiratory care programs throughout Texas,
- Encouraging students to pursue graduate education to advance competency in education, research management, and professional specialties.

MSRC Mission Statement

The Master of Science in Respiratory Care (MSRC) is dedicated to excellence in teaching and research for Registered Respiratory Therapists seeking current and emerging knowledge that can offer career advancement opportunities involving advanced leadership, management, research, clinical practice, and education in the discipline of respiratory care.

MSRC Vision Statement

To be the respiratory care graduate program of choice for students, faculty, alumni and employers.

MSRC Goals

1. To provide graduates with additional knowledge, skills, and attributes in leadership, management, education, research, and/or advanced clinical practice that will enable them to meet their current professional goals and prepare them for practice as advanced degree respiratory therapists.

Accreditation

Texas State University is regionally accredited through the Southern Association of Colleges and Schools. Although not required for completion of the Degree Advancement MSRC program, Texas State University is currently in the process of seeking CoARC accreditation for the respiratory care program. However, Texas State University can provide no assurance that accreditation of the MSRC will be granted by the CoARC.

SECTION II. MASTER OF SCIENCE IN RESPIRATORY CARE PROGRAM (MSRC)

The Master of Science in Respiratory Care (MSRC) degree is a 36-hour, online post-professional program requiring 24-hours of core Respiratory Care (RC) courses plus 12-hours in one of two concentrations – Leadership or Polysomnography. The MSRC program will offer practicing respiratory therapists the opportunity to study current and emerging knowledge within specific core and concentration courses. Students learn from doctoral prepared graduate faculty on subjects relevant to the field of Respiratory Care. The program will prepare respiratory therapists for roles in leadership, education, research, healthcare administration, and polysomnography. The online delivery format allows degree completion for working therapists without having to leave your geographic location or place of employment. Full-time and part-time enrollment is possible. Visit our website for additional information: <https://www.health.txstate.edu/rc/degrees-programs/msrc.html>

ADMISSION REQUIREMENTS

For a direct link to the Graduate College Admissions page, go to:

<http://www.gradcollege.txstate.edu/programs/respiratory-care.html>

- Bachelor's degree from a regionally accredited institution (U.S. citizens)
 - International students not eligible for the NBRC RRT credential must have a baccalaureate degree in Respiratory Care/Therapy
- Proof of Registered Respiratory Therapist (RRT) credential granted through the National Board for Respiratory Care (U.S. citizens)
 - International students not eligible for the NBRC credential must complete their country's credentialing exam, if one exists
- Completion of Texas State Graduate College on-line application through [SLATE](#)
- (Web Link: <https://www.gradcollege.txstate.edu/admissions/document-info.html#app>)
- A non-refundable application fee with The Graduate College
- One official transcript from each senior level, post-secondary institution attended mailed directly from the institution to The Graduate College
- Must meet the Graduate College's minimum GPA of 2.75 for the last 60 hours of letter-grade coursework
- Three letters of reference from professionals or academics competent to assess the applicant's interest in pursuing a career or advancing in the field of study
- A current resume
- An applicant's written statement of purpose indicating ability and interest in completing the degree program
- International students must adhere to the requirements stipulated by The Graduate College

WE CAN BE REACHED USING ANY OF THE FOLLOWING CONTACT OPTIONS:

GRADUATE ADVISOR

Dr. Chris Russian
cr23@txstate.edu
512-716-2697

MSRC Advisor Support

Ms. Josie Nieto
Jln82@txstate.edu
512-716-2682

MSRC EMAIL

RC_MastersDegree@txstate.edu

TEXAS STATE UNIVERSITY
DEPARTMENT OF RESPIRATORY CARE
MASTER OF SCIENCE IN RESPIRATORY CARE

**LEADERSHIP CONCENTRATION
(PART-TIME)**

FALL – 6 hours

RC 5301 – Advanced Cardiopulmonary Physiology
RC 5302 – CPG and Respiratory Care Protocols

SPRING – 6 hours

HA 5321 – Healthcare Law
HA 5362 – Healthcare Organ. Behavior/Theory

SUMMER – 6 hours

HS 5315 – Healthcare Finance for Clinical Leaders
RC 5307 – Advanced Respiratory Care Seminar

FALL – 6 hours

HA 5304 – Healthcare Econ and Finan Theory
RC 5308 – Adv Cardiopulm Diag and Therapeutics

SPRING – 3 hours

RC 5303 – RC Research Methods and Designs

SUMMER – 3 hours

RC 5304 – Cardiopulmonary Disease Patient Ed

FALL – 6 hours

RC 5305 – Respiratory Care Applied Research*
RC 5306 – Academic Leadership in RC

**LEADERSHIP CONCENTRATION
(FULL-TIME)**

FALL – 9 hours

RC 5301 – Advanced Cardiopulmonary Physiology
RC 5302 – CPG and Respiratory Care Protocols
RC 5308 – Adv Cardiopulm Diag and Therapeutics

SPRING – 9 hours

HA 5321 – Healthcare Law
HA 5362 – Healthcare Organ. Behavior/Theory
RC 5303 – RC Research Methods and Designs

SUMMER – 9 hours

HS 5315 – Healthcare Finance for Clinical Leaders
RC 5304 – Cardiopulmonary Disease Patient Ed
RC 5307 – Advanced Respiratory Care Seminar

FALL – 9 hours

HA 5304 – Healthcare Econ and Finan Theory
RC 5305 – Respiratory Care Applied Research*
RC 5306 – Academic Leadership in RC

* Course Prerequisite: RC5303 Respiratory Care Research Methods & Design

Full-time enrollment = 9 hours
Three-quarter-time enrollment = 7 hours
Half-time = 5 hours
Maximum graduate course load = 15 hours during the fall and spring terms and 12 hours during the summer.

Note: to qualify for financial aid, graduate students must be enrolled at least half-time.

Note: To be eligible for graduation, a student must have a GPA of at least 3.0 for each major and minor/cognate listed on the degree audit.

TEXAS STATE UNIVERSITY
DEPARTMENT OF RESPIRATORY CARE
MASTER OF SCIENCE IN RESPIRATORY CARE

**LEADERSHIP CONCENTRATION &
POLYSOMNOGRAPHY MINOR
(PART-TIME Start)**

FALL – 6 hours

RC 5301 – Advanced Cardiopulmonary Physiology
RC 5302 – CPG and Respiratory Care Protocols

SPRING – 6 hours

RC 5310 – Fundamentals of Polysomnography
RC 5313 – Polysom Therapeutic Intervention

SUMMER – 6 hours

RC 5211 – Polysomnography Instrumentation
RC 5307 – Advanced Respiratory Care Seminar

FALL – 8 hours

RC 5214 – Sleep Staging and Diagnostics
HA 5304 – Healthcare Econ and Finan Theory
RC 5308 – Adv Cardiopulm Diag and Therapeutics

SPRING – 6 hours

RC 5303 – RC Research Methods and Designs
HA 5321 – Healthcare Law

SUMMER – 5 hours

RC 5304 – Cardiopulmonary Disease Patient Ed
HS 5315 – Healthcare Finance for Clinical Leaders

FALL – 8 hours

RC 5215 – Clinical Polysom-Sleep Staging
RC 5305 – Respiratory Care Applied Research*
RC 5306 – Academic Leadership in RC

SPRING –

HA 5362 – Healthcare Organ. Behavior/Theory

**LEADERSHIP CONCENTRATION &
POLYSOMNOGRAPHY MINOR
(FULL-TIME Start)**

FALL – 9 hours

RC 5301 – Advanced Cardiopulmonary Physiology
RC 5302 – CPG and Respiratory Care Protocols
RC 5308 – Adv Cardiopulm Diag and Therapeutics

SPRING – 9 hours

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RC 5313 – Polysom Therapeutic Intervention
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SUMMER – 8 hours

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RC 5307 – Advanced Respiratory Care Seminar
HS 5315 – Healthcare Finance for Clinical Leaders

FALL – 8 hours

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SPRING – 6 hours

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HA 5321 – Healthcare Law

SUMMER – 3 hours

RC 5304 – Cardiopulmonary Disease Patient Ed

FALL – 5 hours

RC 5215 – Clinical Polysom-Sleep Staging
RC 5305 – Respiratory Care Applied Research*

* Course Prerequisite: RC5303 Respiratory Care Research Methods & Design

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TEXAS STATE UNIVERSITY
DEPARTMENT OF RESPIRATORY CARE
MASTER OF SCIENCE IN RESPIRATORY CARE

**POLYSOMNOGRAPHY CONCENTRATION
(PART-TIME)**

FALL – 6 hours

RC 5301 – Advanced Cardiopulmonary Physiology
RC 5302 – CPG and Respiratory Care Protocols

SPRING – 6 hours

RC 5310 – Fundamentals of Polysomnography
RC 5313 – Polysom Therapeutic Intervention

SUMMER – 5 hours

RC 5211 – Polysomnography Instrumentation
RC 5307 – Advanced Respiratory Care Seminar

FALL – 7 hours

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RC 5215 – Clinical Polysom-Sleep Staging
RC 5308 – Adv Cardiopulm Diag and Therapeutics

SPRING – 3 hours

RC 5303 – RC Research Methods and Designs

SUMMER – 3 hours

RC 5304 – Cardiopulmonary Disease Patient Ed

FALL – 6 hours

RC 5305 – Respiratory Care Applied Research*
RC 5306 – Academic Leadership in RC

**POLYSOMNOGRAPHY CONCENTRATION
(FULL-TIME)**

FALL – 9 hours

RC 5301 – Advanced Cardiopulmonary Physiology
RC 5302 – CPG and Respiratory Care Protocols
RC 5308 – Adv Cardiopulm Diag and Therapeutics

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RC 5304 – Cardiopulmonary Disease Patient Ed
RC 5307 – Advanced Respiratory Care Seminar

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RC 5215 – Clinical Polysom-Sleep Staging
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Maximum graduate course load = 15 hours during the fall and spring terms and 12 hours during the summer.

Note: to qualify for financial aid, graduate students must be enrolled at least half-time.

Note: To be eligible for graduation, a student must have a GPA of at least 3.0 for each major and minor/cognate listed on the degree audit.

SECTION III. STUDENT INFORMATION

Academic Requirements

Graduate school represents an advanced level of instruction within a given field. As a graduate student you are expected to perform at a higher level than in your previous undergraduate programs. Graduate school requires an extensive commitment to the courses due to the rigorous expectations.

Course Requirements

All course requirements are established by the individual instructor and are delineated in the course syllabus. The course instructor may establish requirements for the course in addition to the course syllabus if the instructor deems them necessary and beneficial to the course, the Department, or the students.

Student Resources for Remote Learning

The Graduate College and Texas State have resources designed for students enrolled in online or hybrid courses. We encourage you to visit the Graduate College website for complete information on resources available to you as a graduate student. The graduate College offers an [online orientation](#) for graduate students. Resources include communication tools, tips for success, technology assistance, mental wellness and counseling, work-life balance, virtual presentation tips, career services, networking, and research and writing assistance. Visit the following links to access these resources.

<https://www.gradcollege.txstate.edu/students/remote-learning.html>

<https://www.gradcollege.txstate.edu/students/resources.html>

<https://www.gradcollege.txstate.edu/students/student-support.html>

Student Learning Outcomes for SACS

1. Respiratory Care graduate students will demonstrate mastery of research procedures and the origination of novel research projects.
2. Students will demonstrate proficiency in basic and advanced data analytics and reporting that addresses healthcare-related problems.
3. MSRC Students will demonstrate mastery knowledge of advanced diagnostics and therapeutics for patients suffering from cardiopulmonary disease.
4. MSRC Students enrolled in the polysomnography track will be able to demonstrate mastery knowledge of sleep diagnostics, treatment, and management to address sleep disorder patient needs.
5. MSRC Students will demonstrate the ability to develop, modify, and evaluate clinical practice guidelines (CPG) and therapist-driven treatment protocols.
6. Students will be able to identify the organizational and accreditation standards required of departmental leaders in hospital and academic programs.
7. Students will demonstrate the professional attributes of being an organizational leader and being effective at inter-professional and interpersonal communication.
8. The academic program will promote and realize diversity among its student population.
9. The academic program will promote and realize gains in student success.

Updated Expected Student Learning Outcomes (ESLO) for COARC

1. **Communication.** MSRC students will demonstrate effective oral and written communication skills.
Expectation: MSRC students are expected to communicate effectively and professionally in written form during forum discussions, written assignments, and comprehensive research assignment.
MSRC students are expected to communicate effectively and professionally in oral form on virtual presentations, live presentations, and video recordings.
Relevant COARC Standard: DA4.5 and DA4.6
Measurement tool: RC5303 final paper & oral presentation with rubrics (midpoint); RC5305 paper & oral presentation with rubrics (end)
2. **Knowledge.** MSRC students will demonstrate advanced knowledge of cardiopulmonary physiology, practice guidelines, diagnostics, and/or therapeutics.
Expectations: Students will develop written documents demonstrating advanced knowledge and content expertise in cardiopulmonary topics.
Relevant COARC Standard: DA4.3 and DA4.4
Measurement tool: RC5303 final paper/presentation with rubrics (midpoint); RC5305 paper/presentation with rubrics (end)
3. **Leadership and Management.** MSRC students will demonstrate the ability to use leadership practices and theories to be successful in managing individual and team projects.
Expectation: Students will develop a project requiring the management of self or a team and pertinent to budget planning, research activities, curriculum development, and/or outcomes assessment.
Relevant COARC Standard: DA4.8
Measurement tool: RC5303 final project with rubrics (midpoint); RC5305 final project with rubrics (end)
4. **Research.** MSRC students will demonstrate knowledge of research methods, data collection and analysis, and reporting findings related to a research project that will answer a relevant medical research question.
Expectations: Students will design a research project in an area of interest, study the research methods and processes applicable to respiratory therapy, and submit an original research paper for review.
Relevant COARC Standard: DA4.7
Measurement tool: RC5303 final paper & oral presentation with rubrics (midpoint); RC5305 paper & oral presentation with rubrics (end)
5. **Education.** MSRC students will utilize knowledge and theory to develop materials to inform and educate patients, healthcare providers, and/or peers.
Expectations: Students will develop a resource and evaluation tool covering an education topic and present the module through oral and written form to peers and faculty.
Relevant COARC Standard: DA4.4 and DA4.6
Measurement tool: RC5304 Education Resource with rubric (midpoint); RC5304 Capstone Project with rubric (end)

Grading Policy

In accordance with the Department of Respiratory Care Program Standards for minimal competency, the following scale will be utilized for the respiratory care courses:

A	90-100
B	80-89
C	75-79
D	70-74
F	≤ 69

Students enrolled in the graduate coursework are required to maintain a grade of at least a "C" (75%) in all courses. All course(s) with a grade of "D" or "F" will need to be repeated. Each course is offered only once each academic year. **If a graduate student's cumulative GPA falls below 3.0 during any term of enrollment at Texas State, the student will be placed on academic probation.** In the next term of enrollment, the student must raise his or her cumulative graduate GPA to 3.0 or above or be suspended from further graduate study at Texas State. When the student has achieved a cumulative GPA of at least 3.0 at the end of the term of probation, the student will be removed from probation status. **To be eligible for graduation, a student must have a GPA of at least 3.0 for each major and minor/cognate listed on the degree audit.**

Graduate College Graduation Requirements

To graduate and/or participate in commencement activities, students must apply for graduation during the semester they plan to graduate. It is the responsibility of the student to ensure completion of all degree requirements as listed on the degree audit and required by the department. It is also the student's responsibility to apply for graduation by the published deadline posted on the University Academic Calendar. To be eligible for graduation, a student must have a GPA of at least 3.0 for each major and minor/cognate listed on the degree audit. All candidates for graduate degrees must pass one or more comprehensive examinations, either written, oral, or both, covering at least the field of concentration and the thesis or dissertation if one is written. For the MSRC, students will complete a final research project presentation that will serve as a comprehensive exam to determine the degree to which students have learned, integrated, and are able to apply required information and skills in the specialty concentration. Complete graduate requirements can be found in the Texas State Catalog and on the Graduate College website: <https://www.gradcollege.txstate.edu/students/graduation.html>

HONOR CODE, TEXAS STATE UNIVERSITY

As members of a community dedicated to learning, inquiry, and creation, the students, faculty, and administration of our University live by the principles in this Honor Code. These principles require all members of this community to be conscientious, respectful, and honest.

WE ARE CONSCIENTIOUS. We complete our work on time and make every effort to do it right. We come to class and meetings prepared and are willing to demonstrate it. We hold ourselves to doing what is required, embrace rigor, and shun mediocrity, special requests, and excuses.

WE ARE RESPECTFUL. We act civilly toward one another and we cooperate with each other. We will strive to create an environment in which people respect and listen to one another, speaking when appropriate, and permitting other people to participate and express their views.

WE ARE HONEST. We do our own work and are honest with one another in all matters. We understand how various acts of dishonesty, like plagiarizing, falsifying data, and giving or receiving assistance to which one is not entitled, conflict as much with academic achievement as with the values of honesty and integrity.

THE PLEDGE FOR STUDENTS

Students at our University recognize that, to ensure honest conduct, more is needed than an expectation of academic honesty, and we therefore adopt the practice of affixing the following pledge of honesty to the work we submit for evaluation:

"I pledge to uphold the principles of honesty and responsibility at our University."

THE PLEDGE FOR FACULTY AND ADMINISTRATORS

Faculty at our University recognize that the students have rights when accused of academic dishonesty and will inform the accused of their rights of appeal laid out in the student handbook and inform them of the process that will take place.

“I recognize students’ rights and pledge to uphold the principles of honesty and responsibility at our University.

Policy on Acts of Dishonesty

Students accused of dishonest conduct may have their cases heard by the faculty member. The student may also appeal the faculty member’s decision to the Honor Code Council. Students and faculty will have the option of having an advocate present to insure their rights. Possible actions that may be taken range from exoneration to expulsion.

<http://www.txstate.edu/effective/upps/upps-07-10-01.html>

Academic Advising

Once accepted into the Program, all academic advising will be accomplished within the Department. Dr. Chris Russian will serve as your faculty advisor for the duration of the MSRC.

Student Employment

Students interested in employment as a graduate instructional assistant or student worker should contact the MSRC advisor about those opportunities. Graduate school is a rigorous, time consuming endeavor. Students are encouraged to plan accordingly and develop a schedule that allows for successful completion of all graduate coursework. The MSRC program does not prohibit concurrent employment and graduate course completion. However, the student should be committed to being fully engaged in the graduate courses enrolled for each semester.

Grade Appeal Procedure

If a student does not agree with a final course grade, he/she may appeal that grade. This must be done in writing using the CHP form (available on the CHP web site, <http://www.health.txstate.edu/About/College-Policies-and-Procedures.html>) within two years following the date that grades are due to the registrar's office using the following guidelines:

- First level: The first level of appeal will be to the faculty member. The formal appeal should be in writing with supporting documentation. The student should meet with the faculty member with written results available to the student within 1 week following the meeting.
- Second level: The second level of appeal will be the Department Chair. Again, this must be in writing with supporting documentation and should be done within two weeks following receipt of written results of the first level appeal. The student shall be notified in writing within 1 week following action of the Department Chair.
- Third level: The third level of appeal is to the Dean of the College of Health Professions whose decision is final. Again, the written appeal and supporting documentation should be submitted to the Dean within 2 weeks of receiving results of the second level appeal.

Student Rights

In the event of student problems, academic or personal, every effort will be made to resolve the difficulties at the Department level. In the event of unresolved problems, RC students are granted the same due process regulations as any other student enrolled at the University.

Research

Each student is required to complete a research project as part of the degree requirements. This process is integrated throughout the senior year and begins with RC 4211, Respiratory Care Research and concludes with RC 4224, Research Seminar. The scholarly project will consist of a respiratory care-related subject/topic of interest to the student focusing on either clinical practice or bench-top research.

Criminal Background Check/Drug Screening

Students completing the Polysomnography concentration of the MSRC have laboratory course included in the curriculum and may have to complete background checks and drug screens. Students completing the Leadership concentration do not have this requirement. Background checks/drug screening requirements are based on individual site requirements and results are held confidentially in student files available for hospital inquiries. Additional drug testing and background checks may be required prior to the polysomnography course. The cost of drug screening and background checks are solely the responsibility of the student.

Immunization Requirement

Students completing the Polysomnography concentration of the MSRC can visit a sleep lab to monitor patient and data acquisition activities. Anyone participating in sleep lab activities involving direct patient care must have up-to-date immunization records. Students completing the Leadership concentration do not have this requirement. The cost of updating immunizations is solely the responsibility of the student.

Independent Work

Students are expected to do their own work unless an individual course instructor has indicated that group activity is acceptable.

- It is considered unethical for one student to ask another for copies of papers, projects, old exams, or to show answers during exams.
- It is considered unethical for a student to offer or make available this material for another to use in an unacceptable manner.
- It is considered unethical for a student to make copies of an exam that is to be administered or one that has previously been administered.

Any conduct considered to be unethical is cause for immediate dismissal from the program according to the Texas State Student Handbook. Any observances of such conduct by faculty or reports to faculty will immediately be investigated.

Online Classroom Behavior

Students are expected to behave in a manner commensurate with their status as health professions students in a professional program.

Multiculturalism and Sexual Harassment

Texas State believes in freedom of thought, innovation and creativity and consequently it seeks to encourage diversity of thought and to nurture sensitivity, tolerance and mutual respect. Discriminating against or harassing anyone based on race, color, national origin, age, religion, sex,

sexual orientation, or disability is inconsistent with the University's purpose and will result in appropriate disciplinary actions. Any student who believes he/she has been a victim of discrimination or has observed incidents of discrimination should call the Dean of Students at 512-245-2124, or the Department Chair. Texas State does not allow sexual harassment. Should a Texas State student believe himself/herself to have been sexually harassed, he/she should contact the Dean of Students. Texas State enforces a strict drug policy. Texas State complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), protecting certain confidentiality rights of students.

Professional Behavior

In addition to a commitment to lifelong learning, students are expected to demonstrate professional behavior. This is defined by the Program as the demonstration of values, attitudes and behaviors consistent with the expectations of the public and the profession. These values and behaviors are delineated for the profession by the AARC Code of Ethics. A violation of standards may be grounds for referral to the appropriate authority. Examples of such violation include making untruthful statements, plagiarism, or demonstration of discriminatory or harassing behavior. Professionals are expected to have a strong work ethic and interpersonal skills. A pattern of disrespect to others may also result in referral and review of the professional (generic) behaviors process.

Professional behaviors include those attributes, characteristics, or behaviors that are not explicitly part of a profession's core of knowledge but are nevertheless required for success. Respiratory therapy-specific Professional Behaviors include:

1. Critical Thinking
2. Communication
3. Problem Solving
4. Interpersonal Skills
5. Responsibility
6. Professionalism
7. Use of Constructive Feedback
8. Effective Use of Time and Resources
9. Stress Management
10. Commitment to Learning

COMMUNICATIONS

Faculty Office Hours

Each faculty member establishes office hours based on the semester's schedule. Faculty may agree to meet students outside their posted office hours through an open-door policy.

Telephones

Each faculty member has a direct office phone which has voicemail capability. Feel free to leave a voice mail message. When leaving a voice mail message, please be sure to leave your name and the course number you are intending to discuss.

Electronic Communication

Each faculty member has an e-mail address and encourages students to communicate via e-mail. Students are required to use their Texas State e-mail account and to check their e-mail for regular announcements or specific messages. Faculty will check their email on a regular basis but will not

always respond immediately; adequate time should be given for appropriate responses. When using electronic communication, please use correct etiquette. E-mail can be a valuable communication tool, however, can often create miscommunications if not used effectively.

Learning Management System (LMS)

An online learning management system enables faculty to enhance classroom instruction. Students can view course and campus announcements in one location and access course web sites and projects or groups. The faculty use the LMS for course support. Students should become familiar with the LMS sites since all instructors use the system for their courses.

UTILIZATION OF CLASSROOMS, LABS & EQUIPMENT

College of Health Professions

Willow Hall Building, Round Rock

The Respiratory Care main office (Room 214) and faculty offices are on the 2nd Floor of the Willow Hall Building. Hours of operation for all departments in the Willow Hall, are from 8:00 am to 12:00 noon and 1:00 pm to 5:00 pm. A Student Lounge area is located on the 3rd Floor, Room 312 for all RC, CDIS and PT Students as well as a Student break room with a refrigerator and microwave in Room 311. The Round Rock and the San Marcos campus are a tobacco free campus. MSRC students are welcomed to visit the San Marcos and Round Rock campuses as needed to complete coursework and interact with campus faculty.

College of Health Professions

Encino Hall Building, San Marcos Campus

The Dean's Suite is located on the second floor (201) and the Advising Center is located on the second floor in Encino 207. Other Departments and Schools in the College of Health Professions are located in Encino Hall in San Marcos campus include: the Program in Clinical Laboratory Science (350-B), the Department of Health Information Management (310-B), the Program in Radiation Therapy (220), and the School of Health Administration, graduate and undergraduate (250). The St. David's School of Nursing is housed in the Nursing Building and located on the Texas State Round Rock campus in Round Rock, Texas.

Student Services – One Stop Center (OSC) – Avery Hall, Room 201

The Round Rock Campus Student Services Area (OSC) is located on the 2nd floor of Avery Hall in Suite 201. All academic program information, admissions, registration, tuition payment, financial aid, and advising is handled through that office.

The OSC staff also works with various community and student groups to sponsor food drives and/or to support various community needs. Any department interested in sponsoring any type of drive must go through the OSC for approval.

Printing and Copying

Students can get assistance with on-campus printing and copying procedures at the IT Assistance Center in Avery Hall, Room 304.

Library – Avery Room 255

The RRC Library is located in Avery Hall, Room 255. Materials from Alkek Library in San Marcos are couriered daily to the RRC. Professors can schedule a library training session the librarian as needed. Check their website (rrc.library.txstate.edu) for RRC Library hours as they sometimes differ from Avery Hall Operating Hours.

Computer Labs on San Marcos Campus

Student computer fees associated with tuition supports six open computer labs to serve students. These labs permit students to print out class materials at no additional cost. The labs are spread across campus for student convenience and are found in the following locations:

- ASB South, Room 201
- Assistive Technology Lab in ASB South, Room 201
- Agriculture Building, Room 301
- Derrick Hall, Room 114
- Jowers, Room 201
- McCoy Business Building, Room 338
- Family Consumer Science Building, Room 179
- Alkek Library 4th Floor Computer Lab

Equipment

Equipment is available for use in the teaching labs during class or when graduate assistants monitor the labs. Students should report malfunctioning equipment to a faculty member immediately to prevent injury to another student using the equipment and so that it can be repaired. Equipment is not to be removed from the lab area and should be returned to the proper lab after use.

SECTION IV. MISCELLANEOUS INFORMATION

Office Phones

The Department phone number is 512-716-2682.

Professional Liability Insurance

Professional Liability Insurance is provided by the College of Health Professions for all MSRC students attending clinical rotations.

Student Files

All students in the Respiratory Care Program have an official student file that is maintained in the main office. CoARC requires student files be maintained for five (5) years from graduation and the academic file is maintained by the department chair. This file may include the program application form, correspondence between the student and the program, copies of transcripts, degree outlines and summaries as they are completed, student exams, performance records, any disciplinary documentation, and student comprehensive examinations. Students' access to such files will be limited to inspection but such files may not be photographed, copied, transcribed, or reproduced in any manner. Student may review an exam in the faculty member's office as requested and scheduled by the course instructor.

IMPORTANT LINKS

Academic Calendar - <https://www.registrar.txstate.edu/persistent-links/academic-calendar.html>

Admissions - <https://www.gradcollege.txstate.edu/programs/respiratory-care.html>

Alkek library – www.library.txstate.edu, 512-245-3681

Tuition and Fee Information - <https://www.sbs.txstate.edu/billing/rates-g.html>

Financial Aid – www.finaid.txstate.edu, 512-245-2315

Registrar's Office – <http://www.registrar.txstate.edu/>, 512-245-2367

Student Grievances - <https://www.avpas.txstate.edu/Student-Complaints.html>

Distance Learning - <https://www.distancelearning.txstate.edu/>

Multicultural Student Affairs Office – www.msa.txstate.edu/, 512-245-2278

Alcohol and Drug Resource Center – www.adrc.txstate.edu/, 512-245-3601

Career Services – www.careerservices.txstate.edu, 512-245-2645

Counseling Center – www.counseling.txstate.edu/, 512-245-2208

Disability Services – www.ods.txstate.edu/, 512-245-3451

Student Health Center – www.healthcenter.txstate.edu, 512-245-2161

Writing Center – writingcenter.english.txstate.edu/, 512-245-3018

University Police Department – www.police.txstate.edu/, 512-245-2805

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