



TEXAS  STATE  
UNIVERSITY<sup>®</sup>

*Department of Respiratory Care*

RRT-to-BSRC Online Completion Program

***Student Handbook***



200 Bobcat Way  
Willow Hall, Room 214  
Round Rock, Texas 78665

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

# TEXAS STATE<sup>®</sup>

## RESPIRATORY CARE

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The purpose of this handbook is to acquaint students enrolled in the Registered Respiratory Therapist to Bachelor of Science in Respiratory Care (RRT-to-BSRC) Online Completion Program with the educational philosophy and culture of the Department of Respiratory Care at Texas State University. The handbook has been developed to familiarize students with Departmental Policies and Procedures not addressed in the University Catalog or other University publications.

This handbook provides general information only and it is not intended to contain all policies and regulations related to students enrolled in the RRT-to-BSRC curriculum. Please refer to the Texas State University ***Student Handbook*** for University Policies and Standards (<https://studenthandbook.txstate.edu/>). 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.

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**W**elcome,

Congratulations on being admitted to Texas State University and the RRT-to-BSRC Online Completion Program. Your admission to the program and pursuit for degree advancement exemplifies dedication and value for education. As a program, we are committed to provide you the education, resources and support necessary to fulfill your capacity for greatness.

Texas State University is guided by a shared collection of values:

- Teaching and learning based on research, student involvement, and the free exchange of ideas in a supportive environment;
- Research and creative activities that encompass the full range of academic disciplines—research with relevance, from the sciences to the arts, from the theoretical to the applied;
- The cultivation of character, integrity, honesty, civility, compassion, fairness, respect, and ethical behavior in all members of our university community;
- A diversity of people and ideas, a spirit of inclusiveness, a global perspective, and a sense of community as essential conditions for campus life;
- A commitment to service and leadership for the public good;
- Responsible stewardship of our resources and environment; and
- Continued reflection and evaluation to ensure that our strengths as a community always benefit those we serve.

We are excited to have you become part of the Bobcat family. Please contact us for any assistance you need to help stay engaged in your studies and to achieve all of your academic goals.

Best wishes for the successful completion of the program.

Eat ‘em up Cats!

**Jayesh John, MSRC, RRT, RRT-ACCS, RCP**

Clinical Assistant Professor

Program Director – RRT-to-BSRC Online Completion Program

Department of Respiratory Care

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## GENERAL INFORMATION

Texas State University is a public, student-centered, doctoral-granting university located in the Austin-San Antonio corridor, with the largest campus in the Texas State University System and one of the largest campuses in the state. Texas State is fully accredited by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS), the regional accreditation organization for eleven states in the southeastern United States. In 2011, the Commission on Colleges of SACS reaffirmed its accreditation of Texas State with an outstanding review. In January 2012, Texas State was awarded the Hispanic Serving Institute (HSI) status by the Texas Higher Education Coordinating Board (THECB) opening doors for further research and grant opportunities for the university. Also, in 2012, the THECB recognized Texas State University as an “Emerging Research Institution” joining Texas Tech University, the University of Houston, the University of North Texas, and the University of Texas at San Antonio, Dallas, Arlington, and El Paso. This Tier II classification makes additional funding possible for research and grants.

Texas State’s nearly 40,000 students choose from degree programs (97 bachelors, 87 masters, 12 doctoral) offered by the following colleges: Applied Arts, McCoy College of Business Administration, Education, Fine Arts and Communication, Health Professions, Liberal Arts, Science and Engineering, University College, and the Graduate College. Texas State’s students come from around the globe, representing a diverse student body.

Since 2005, Texas State has also offered bachelor’s and graduate courses in Round Rock, Texas at Texas State’s Round Rock campus located north of Austin. More than 2,000 students are enrolled at the Texas State Round Rock campus. The St. David’s School of Nursing is housed in the Nursing building that opened summer 2010 with enrollment of the first class in fall 2010. During Fall 2018, the College of Health Professions relocated to the new Health Professions Building, Willow Hall, of the Round Rock campus. Willow Hall is home to the Departments of Communications Disorders, Physical Therapy, and Respiratory Care. This new building houses the three clinical practice programs associated with these departments and provide in-house function clinics for speech and hearing disorders, physical therapy, and sleep diagnostics/therapeutics. Students will complete the professional program portion of their education on the Round Rock Campus. The Respiratory Care Department welcomed its first class on the Round Rock campus in Fall 2018.

## 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 addition 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**.

## University Mission

Texas State University is a doctoral-granting, student-centered institution dedicated to excellence and innovation in teaching, research, including creative expression, and service. The university strives to create new knowledge, to embrace a diversity of people and ideas, to foster cultural and economic development, and to prepare its graduates to participate fully and freely as citizens of Texas, the nation, and the world.

## University Goals

- Promote the success of all students.
- Offer high quality academic and education programming.
- Achieve significant progress in research and creative activity as measured by national standards.
- Provide the necessary services, resources, and infrastructure to support the university's strategic direction.

## **COLLEGES**

The University offers programs in the colleges of Applied Arts, McCoy College of Business Administration, Education, Fine Arts and Communication, **Health Professions**, Liberal Arts, Science and Engineering, University College, and the Graduate College. In 2011, the Honors College was created to provide an opportunity for students to engage in an intellectual exploration dedicated to a more holistic academic experience.

### **The College of Health Professions**

The College of Health Professions, under the administration of Dean Ruth B. Welborn, prepares students to have careers in the health care field. It offers programs in Clinical Laboratory Sciences, Communication Disorders, Health Administration, Health Information Management, Nursing, Physical Therapy, Radiation Therapy and **Respiratory Care**.

### **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.

### **Vision Statement**

The Texas State College of Health Professions will be a nationally recognized premier center for educating professionals in a broad array of healthcare 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.

### **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 Dr. Nicholas Henry serving as the Director of Clinical Education for the BSRC Program, Dr. Chris Russian serves as the Program Director for the Master of Science in Respiratory Care (MSRC) and Professor Jayesh John serves as the Program Director for the RRT-to-BSRC Online Completion Program.

### **Mission Statement**

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.

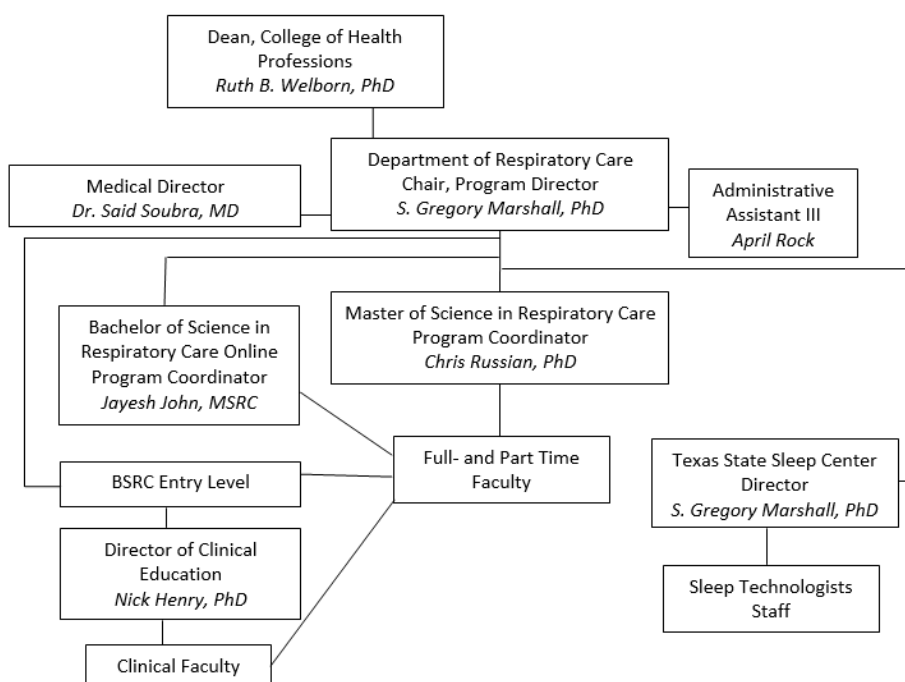
### **Department Policies and Procedures**

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

## Goals of the Department

- Update the curriculum as national practice standards of care evolve
- Maintain external accreditation by meeting the new essentials set by CoARC to include polysomnography theory and clinical practice
- Recruit and maintain racial, gender, and ethnic diversity in both the faculty and students
- Encourage faculty to pursue professional development through participation in specialty advanced credentialing and professional continuing education
- Encourage faculty and students to participate in professional organizations and community service projects
- Increase external funding for the university, college, and department through grant activities
- Utilize 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,
- Utilize the Texas State Sleep Center to meet the sleep diagnostic and treatment needs of Williamson County and surrounding areas of Round Rock as it pertains to education and research
- Establish articulation agreements with community colleges and associate degree respiratory care programs throughout Texas
- Encourage students to pursue graduate education to advance competency in education, research management, and professional specialties

## Departmental Organization Chart



## **RRT-to-BSRC**

### **Accreditation**

Texas State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctoral degrees. To gain or maintain accreditation with the SACSCOC, an institution must comply with the standards contained in the Principles of Accreditation: Foundations for Quality Enhancement and with the policies and procedures of the Commission. SACSCOC applies the requirements of its Principles to all applicant, candidate, and member institutions, regardless of type of institution (public, private for-profit, or private not-for-profit).

Questions about the accreditation of Texas State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### **Mission Statement**

The RRT-to-BSRC is dedicated to excellence in teaching and research for Registered Respiratory Therapists seeking current and emerging knowledge that can offer career advancement opportunities involving leadership, management, research, clinical practice, and education in the discipline of Respiratory Care.

### **Vision Statement**

To be the program of choice for individuals seeking degree advancement in the discipline of Respiratory Care.

### **Program Goal**

To provide graduates of entry into respiratory care professional practice degree programs 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.

## Program Description:

The RRT-to-BSRC Online Completion Program is a 32-hour online Degree Advancement Program for Respiratory Therapists holding an Associate Degree seeking a degree advancement to Bachelor of Science in Respiratory Care (BSRC). The program provides professional development in critical care, research, education, leadership and management. The online-only format allows practicing Respiratory Therapists from across the state and country to complete their degree while working. Completion of the BSRC degree from Texas State University will prepare Respiratory Therapists for practice as advanced degree Respiratory Therapists and qualify them for job opportunities requiring an advanced degree. Full-time and part-time enrollment is possible.

## Admission Requirements

The RRT-to-BSRC Program offers two separate admission tracks.

**Track One:** Students participating in this track will be allowed to simultaneously complete Respiratory Care courses and the Texas State General Core Curriculum. Track One allows students to complete any remaining Texas State General Core Curriculum via online or distance learning courses at Texas State University (with the exception of the required Chemistry and Microbiology courses). Prospective students who wish to participate in this admission option must:

- A. Complete the **ApplyTexas** application
- B. Be a graduate of a CoARC accredited entry-level Respiratory Care program from a regionally accredited institution
- C. Submit an RRT-to-BSRC Respiratory Care program application
- D. Provide **Three** recommendation forms
- E. Provide a written statement of intent for completing BSRC degree at Texas State
- F. Obtain the Registered Respiratory Therapist (RRT) national credential through the National Board for Respiratory Care prior to enrollment in the **third semester of the online program**
- G. Complete the Texas State General Core Curriculum online at Texas State University via online or distance learning courses (Note: A maximum of 18 hours of General Core Curriculum may be completed via distance learning courses)
- H. Complete a minimum of 24 hours of the final 30 hours of required coursework at Texas State University (via online or distance learning courses)

**Track Two:** Track Two allows prospective students the option to begin the Respiratory Care coursework **post-completion** of the Texas State General Core Curriculum. Students participating in this admission track may complete the Texas State General Core Curriculum and the RRT-to-BSRC Respiratory Care pre-requisite courses at any regionally accredited institution. Prospective students who wish to participate in this admission option must:

- A. Complete the online **ApplyTexas** application
- B. Be a graduate of a CoARC accredited entry-level Respiratory Care program from a regionally accredited institution
- C. Obtain the Registered Respiratory Therapist (RRT) national credential through the National Board for Respiratory Care prior to enrollment in the third semester of the online program.
- D. Submit RRT-to-BSRC Respiratory Care Program Application
- E. Provide **Three** professional recommendation forms
- F. Provide a written statement of intent for completing BSRC degree at Texas State

## **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 Resource: Office of Distance and Extended Learning**

Texas State offers resources for Distance Learning students. Please visit the Office of Distance and Extended Learning (ODEL) website for information under the tab labeled “Students.”

<https://www.distancelearning.txstate.edu/students.html>

## **Online Resources at Texas State**

Online students can access resources on: Physical Health/Safety, Mental Health, Disability, Veteran Specific, Underrepresented/Non-Traditional Students, Academic Support, Career Services, Technology, Financial and Student Engagement and Institutional Connection. Online Resource PDF can be accessed at this link:

<https://gato-docs.its.txstate.edu/jcr:e2fad033-3bff-4131-b562-165fb86aa71f/Texas%20State%20University%20Online%20Resources.pdf>

## RRT-to-BSRC CURRICULUM

Fall = 12 Hours		
Course	Title	Hours
RC 4314	<i>Advanced Ventilator Concepts</i>	3
RC 4317	<i>Pulmonary Rehabilitation</i>	3
RC 4309	<i>Pulmonary Diagnostics</i>	3
RC 3332	<i>Hemodynamic Monitoring</i>	3
Spring = 12 Hours		
Course	Title	Hours
RC 4211	<i>Respiratory Care Research</i>	2
RC 4311	<i>Interdisciplinary Healthcare</i>	3
RC 4224	<i>Research Seminar*</i>	2
RC 4216	<i>Disease Management</i>	2
RC 4324	<i>Sleep Medicine and Polysomnography</i>	3
Summer = 8 hours		
Course	Title	Hours
RC 4221	<i>Leadership &amp; Management</i>	2
RC 4333	<i>Neonatal Critical Care</i>	3
RC 4334	<i>Adult Critical Care</i>	3

\* Course Pre-requisite: RC 4211 – Respiratory Care Research

### Course Load for Undergraduates

<https://www.registrar.txstate.edu/resources/helpful-links/course-load.html>

**Fall or Spring Semesters:** Full-time enrollment = 12 hours

Maximum graduate course load is dependent on GPA

- GPA 2.0 or higher: 15 – 17 credit hours or 18 if in 5 courses
- Seniors with 3.0 or higher: may carry 19 credit hours.
- 3.75 or higher: up to 22 hours

**Summer Semester:** 6 credit hours per term

Note: To qualify for financial aid, students must meet Satisfactory Academic Progress requirements. More information can be found on the Financial Aid and Scholarships website:

<https://www.finaid.txstate.edu/undergraduate/maintain.html>

## Academic Standards

Student must maintain a Texas State University GPA of 2.0 as minimum Academic Standards. GPA less than 2.0 places student on academic probation. Student will be removed from academic probation if Texas State GPA is 2.0 or higher.

More information on Texas State University's policies can be found on the Academic Probation and Academic Suspension website:

<http://mycatalog.txstate.edu/undergraduate/general-information/academic-policies/probation-suspension/>

## Expected Student Learning Outcomes

1. All students will demonstrate a comprehensive cognitive knowledge of respiratory care.
2. All students will be adequately prepared upon graduation to competently perform all respiratory care procedures in the workplace.
3. The academic program will promote and realize gains in student success.
4. The academic program will promote and realize diversity among its student population.

## 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
<b>C</b>	<b>75 – 79</b>
D	70 – 74
F	≤ 69

Students enrolled in the undergraduate 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.

## UNDERGRADUATE 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.

Texas State University's Commencement Website:

<https://www.txstate.edu/commencement/candidate-information/Graduation-Application.html>

It is highly recommended that students see their academic advisors to review their degree audits within their last 30 hours prior to graduation. Students need to verify that they are meeting the appropriate degree requirements including coursework and grade-point averages in all courses taken at Texas State and in the major and minor fields of study. If any of the grade-point averages are below the minimums required for graduation, the degree audit can be used in deciding how to raise the averages in the remaining coursework.

Texas State University's Degree Audit Website:

<https://www.registrar.txstate.edu/faculty-staff/dars.html>

The college dean has the final approval and appeal for all graduation requirements, including but not limited to degree audits, grade point average, courses, prerequisites, graduation application, transfer credit, residency, catalog time limit and designation.

To be eligible for graduation, a student who is seeking a first or second bachelor's degree must have a Texas State GPA of at least 2.0, a GPA of 2.25 in the major(s) and a GPA of 2.0 in the minor(s).

Policies are found on Texas State University's Catalogs website:

<http://mycatalog.txstate.edu/undergraduate/general-information/academic-policies/degree-graduation/>



## HONOR CODE

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.”*

## **Addressing 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. Information about the Honor Code Council and its policies and procedures can be found at <http://www.txstate.edu/honorcodecouncil/>

## **Academic Advising**

Once accepted into the Program, all academic advising will be accomplished within the Department. Program Director, Professor Jayesh John, will serve as your faculty advisor for the duration of the RRT-to-BSRC. Additional Advising regarding course transfer and degree audit can be accomplished through the Academic Advisor of the College of Health Professions. Office phone number for Academic Advising is: 512-245-3506.

## **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.

## **Independent Work**

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

- 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.

## **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.

## **Online Classroom Behavior**

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

## **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

## **AARC Statement of Ethics & Professional Conduct**

To view "Position Statement" of AARC on Ethics & Professional Conduct, please follow this link:

<https://www.aarc.org/wp-content/uploads/2017/03/statement-of-ethics.pdf>

# **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.

RRT-to-BSRC courses will be delivered via Canvas, the Texas State University learning management system, which can be accessed from the university homepage. Students are responsible for frequently checking the Canvas course site for information and updates. Assignments will be submitted online using Canvas.

## **UTILIZING CLASSROOMS & LABS**

### **College of Health Professions**

#### **Willow Hall Building, Round Rock Campus**

The Department of Respiratory Care's 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 Respiratory Care, Communication Disorders and Physical Therapy 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. RRT-to-BSRC 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 that 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 Information Technology Assistance Center (ITAC) in Avery Hall, Room 304.

## **Library – Round Rock Campus (RRC) – 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 with the librarian as needed. Check their website ([rrc.library.txstate.edu](http://rrc.library.txstate.edu)) for RRC Library hours as they sometimes differ from Avery Hall Operating Hours.

## **Computer Labs on San Marcos & Round Rock Campus**

Student computer fees associated with tuition supports 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.

San Marcos:

- 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

Round Rock:

- 2 Computer Labs in Avery Building
  - Rooms 303 & 305
- Library – Avery Building – Room 255
  - Computers available

# MISCELLANEOUS INFORMATION

## Department of Respiratory Care – Office Contact Information

Phone number: 512-716-2682

Fax number: 512-716-2805

## 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. The academic file is maintained by the department's 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. Students 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>

Alcohol and Drug Resource Center – [www.adrc.txstate.edu/](http://www.adrc.txstate.edu/), 512-245-3601

Alkek library – [www.library.txstate.edu](http://www.library.txstate.edu), 512-245-3681

Career Services – [www.careerservices.txstate.edu](http://www.careerservices.txstate.edu), 512-245-2645

Counseling Center – [www.counseling.txstate.edu/](http://www.counseling.txstate.edu/), 512-245-2208

Disability Services – [www.ods.txstate.edu/](http://www.ods.txstate.edu/), 512-245-3451

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

Financial Aid – [www.finaid.txstate.edu](http://www.finaid.txstate.edu), 512-245-2315

Multicultural Student Affairs Office – [www.msa.txstate.edu/](http://www.msa.txstate.edu/), 512-245-2278

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

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

Student Health Center – [www.healthcenter.txstate.edu](http://www.healthcenter.txstate.edu), 512-245-2161

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

University Police Department – [www.police.txstate.edu/](http://www.police.txstate.edu/), 512-245-2805

Writing Center – <https://www.writingcenter.txstate.edu/>, 512-245-3018



## **TEXAS STATE UNIVERSITY: RRT-to-BSRC FACULTY**

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Professor

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