



**RADIOLOGIC TECHNOLOGY
RADT 1030
COURSE SYLLABUS
Lecture
Fall Semester 2016**

Semester: Fall 2016

Course Title: Radiographic Procedures I

Course Number: RADT 1030

Credit Hours/ Minutes: 3/3750

Class Location: 743

Class Meets: Tuesdays 1:00pm-4:00pm
Thursdays 8:00am-4:00pm

CRN: 20257

Instructor: Kerry Dunn, M.Ed., RT(R)(M)

Office Hours: Thursdays: By appointment

Office Location: 708

Email Address: kdunn@southeasterntech.edu

Phone: 912-538-3112

Fax Number: 912-538-3106

Tutoring Hours: By Appointment

REQUIRED TEXT: Merrill's Pocket Guide to Radiography (Spiral Bound) 13th edition
ISBN: 978-0323311960

Merrill's Atlas of Radiographic Positioning & Procedures 13th edition
ISBN: 978-0323263412

Merrill's Atlas of Radiographic Positioning & Procedures – Workbook 13th edition
ISBN:978-0323263382

REQUIRED SUPPLIES: Pen, pencil, highlighter, notebook, paper

COURSE DESCRIPTION: Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts.

MAJOR COURSE COMPETENCIES: Major course competencies include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle, and lower extremities.

COURSE OUTLINE:

- Introduction to radiographic procedures
- Positioning terminology
- Positioning considerations
- Procedures, anatomy, and topographical anatomy related to body cavities
- Procedures, anatomy, and topographical anatomy related to bony thorax
- Procedures, anatomy, and topographical anatomy related to upper extremities
- Procedures, anatomy, and topographical anatomy related to shoulder girdle
- Procedures, anatomy, and topographical anatomy related to lower extremities.

PREREQUISITES: Program Admission, BIOL 2114 and BIOL 2214L

COREREQUISITES: RADT 1010

GENERAL EDUCATION CORE COMPETENCIES:

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS: Students are expected to complete all reading, tests, and daily assignments (workbooks, handouts, phantom images, image critiques & projection sheets) by the specified date.

During RADT 1030, students will be required to:

- Read the appropriate chapter in the course textbook
- Complete the Projection Sheets for appropriate chapter
- Produce radiographic images utilizing the program's phantom in accordance to the exam protocol contained in the course textbook
- Complete an Image Critique Form on their radiographic images created utilizing the program's phantom
- Successfully pass the Laboratory Evaluation on the appropriate body area in accordance to the protocol and criteria contained within the course textbook
 - Students must successfully pass the Laboratory Evaluation with a score of 80% or higher prior to proving competency on the exam in the clinical setting.

In addition, quizzes are subject to be given on any given day over any assigned material (i.e. reading, workbooks, etc.). Any quizzes missed due to student absence will not be made up.

Students must earn a grade of 80% or greater on Laboratory Evaluations in order to pass the course requirements. If a student fails to earn an 80%, (s)he will be required to repeat the evaluation after a scheduled remediation with the course instructor. The original grade earned will stand in the gradebook, regardless of the grade earned upon remediation. Additionally, any student who fails to earn an 80% or higher on more than 2 Laboratory Evaluations (including the reevaluation after remediation) will be withdrawn from the course due to unsatisfactory academic progress.

All laboratory evaluations must be passed before clinical participation/competency can be attempted.

EXAMS: NO GRADES WILL BE DROPPED. No study guides or test reviews will be given due to time constraints on the amount of material being introduced. In addition, quizzes are subject to be given on any given day over any assigned material (i.e. reading, workbooks, etc.). Any quizzes missed due to student absence will not be made up.

Any questions regarding a test will need to be submitted by email to the instructor and/or an appointment can be arranged to discuss any questions during the instructor's office hours. No class time will be spent debating test questions.

MAKEUP POLICY: *Students will be allowed to makeup one test. Any further missed test will result in a grade of zero. All makeup exams will be given at the discretion of the instructor and may be based upon individual circumstances (i.e. extenuating circumstances may allow the student to make up additional tests and/or quizzes based upon the situation).*

Students are responsible for policies and procedures in student catalog/handbook and Departmental Policies and Procedures. [This could also include safety, academic dishonesty, etc.]

CELLPHONE POLICY: **Cell phones are not permitted in the classroom or laboratory.** Any student caught with a cell phone in the classroom or laboratory in any capacity (texting, talking on or, emailing), whether the phone is on or off, will have 10 points taken off their next chapter test grade. In the event of an emergency, such as a sick family member or sick child, their calls should be directed to the front desk at 912-538-3117 where a message can be left.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

ADDITIONAL ATTENDANCE PROVISIONS

Health Sciences

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

In this course, which meets 2 days a week for 7 weeks the maximum number of days a student may miss are 2 days during the semester.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

Specific Absences: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, (912) 538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook*.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Chapter Tests (7 CT x 50 points)	= 350 points
Lab Evaluations (6 LE x 45 points)	= 270 points
Image Critique (6 IC x 25 points)	= 150 points
Projection Sheets (6 Chapt.PS x 5 points)	= 30 points
Final Exam	= 100 points
Final Lab Exam	= 45 points
<hr/> Total Points	=945 points

GRADING SCALE

A: 90-100 (846-945 points)
B: 80-89 (751-845 points)
C: 70-79 (657-750 points)
D: 60-69 (562-656 points)
F: 0-59 (0-531 points)

TCSG**GUARANTEE/WARRANTY**

STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

Fall 2016 Lesson Schedule

Date	Chapter / Lesson	Content/ Laboratory	Assignments	*Learning Outcomes
Week 1 Tuesday August 16	Chapter 1 Chapter 24 Chapter 25 Chapter 3	Syllabus and lesson plan Cell phone policy STC Policy and Procedures Lecture : Preliminary Steps in Radiography Pediatric Imaging Geriatric Imaging General Anatomy and Radiographic Positioning Terminology	Read Chapters: 1, 24, 25, 3 Complete Workbook : 1, 24, 25, 3	RT3, RT4 a-c
Thursday August 18	Chapter 1 Chapter 24 Chapter 25 Chapter 3	Lecture : Preliminary Steps in Radiography Pediatric Imaging Geriatric Imaging General Anatomy and Radiographic Positioning Terminology	Read Chapters: 1, 24, 25, 3 Complete Workbook : 1, 24, 25, 3	RT3, RT4 a-c
Week 2 Tuesday August 23	Chapter 10	Test 1(Chapters1, 24, 25, 3) Lecture: Thoracic Viscera	Read Chapters: 10 Complete Workbook : 10 Complete Projection Sheets	RT1, RT5 a-c
Thursday August 25	Chapter 10	Lab Demonstration/Practice: Thoracic Viscera Phantom Images/Critique	Read Chapters: 10 Complete Workbook : 10 Complete Projection Sheets	RT1, RT5 a-c
Week 3 Tuesday August 30	Chapter 16	Test 2(Chapter 10)/Lab Exam Lecture: Abdomen	Read Chapters: 16 Complete Workbook : 16 Complete Projection Sheets	RT1, RT5 a-c
Thursday September 1	Chapter 16	Lab Demonstration/Practice: Abdomen Phantom Images/Critique	Read Chapters: 16 Complete Workbook : 16	RT1, RT5 a-c

Fall 2016 Lesson Schedule

Date	Chapter / Lesson	Content/ Laboratory	Assignments	*Learning Outcomes
			Complete Projection Sheets	
Week 4 Tuesday September 6	Chapter 4	Test 3(Chapter 16)/Lab Exam Lecture: Upper Limb	Read Chapters: 4 Complete Workbook : 4 Complete Projection Sheets	RT1, RT5 a-c
Thursday September 8	Chapter 4	Lab Demonstration/Practice: Upper Limb Phantom Images/Critique	Read Chapters: 4 Complete Workbook : 4 Complete Projection Sheets	RT1, RT5 a-c
Week 5 Tuesday September 13	Chapter 5	Test 4(Chapter 4)/Lab Exam Lecture: Shoulder Girdle	Read Chapters: 5 Complete Workbook : 5 Complete Projection Sheets	RT1, RT5 a-c
Thursday September 15	Chapter 5	Lab Demonstration/Practice: Shoulder Girdle Phantom Images/Critique	Read Chapters: 5 Complete Workbook : 5 Complete Projection Sheets	RT1, RT5 a-c
Week 6 Tuesday September 20	Chapter 6	Test 5(Chapter 5)/Lab Exam Lecture: Lower Limb	Read Chapters: 6 Complete Workbook : 6 Complete Projection Sheets	RT3, RT5 a-c
Thursday September 22	Chapter 6	Lab Demonstration/Practice: Lower Limb Phantom Images/Critique	Read Chapters: 6 Complete Workbook : 6 Complete Projection	RT3, RT5 a-c

Fall 2016 Lesson Schedule				
Date	Chapter / Lesson	Content/ Laboratory	Assignments	*Learning Outcomes
			Sheets	
Week 7 Tuesday September 27	Chapter 9	Test 6(Chapter 6)/Lab Exam Lecture: Bony Thorax	Read Chapters: 9 Complete Workbook : 9 Complete Projection Sheets	RT3, RT5 a-c
Thursday September 29	Chapter 9	Lab Demonstration/Practice: Bony Thorax Phantom Images/Critique	Read Chapters: 9 Complete Workbook : 9 Complete Projection Sheets	RT2, RT5 a-c
Week 8 Tuesday October 4		Test 7(Chapter 9)/Lab Exam		RT2, RT5 a-c
Thursday October 6		Jeff Davis Hospital Orientation 9:00am FITT Mask Testing 2:00pm		
Week 9 Tuesday October 11		Final Exam Final Lab Evaluation Clinical rotations begin on Wednesday October 12 th		RT1-6 a-c

*Lesson Plan is subject to change per the discretion of the instructor.

*Radiologic Technology Competency Areas:

- (1) Anatomy and Routine Projections of the Body Trunk, Upper Extremity, and Shoulder Girdle.
- (2) Anatomy and Routine Projections of the Bony Thorax
- (3) Anatomy and Routine Projections of the Lower Extremities
- (4) Introduction to Radiographic Procedures
- (5) Positioning Terminology
- (6) Positioning Considerations

GENERAL EDUCATION CORE COMPETENCIES:

- (a.) The ability to utilize standard written English.
- (b.) The ability to solve practical mathematical problems.
- (c.) The ability to read, analyze, and interpret information.



**Southeastern Technical College
Radiologic Technology Degree Program**

I _____ have read and understand the syllabus for RADT 1030. I have also been given the opportunity to ask questions to clarify any requirements listed on the syllabi. By signing this agreement I am acknowledging that I fully understand my requirements and grading criteria that I am responsible for. I agree to follow the guidelines and rules listed on the syllabi.

Print Name

Student Signature

Date