



**RADIOLOGIC TECHNOLOGY  
RADT 1320  
COURSE SYLLABUS  
Web-enhanced  
Fall Semester 2016**

**Semester:** Fall 2016

**Course Title:** Clinical Radiography I

**Course Number:** RADT 1320

**Credit Hours/ Minutes:** 4/9000

**Class Location:** Clinical site

**Class Meets:** MWF

**8:00am-4:30pm**

**CRN:** 20261

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

**Office Hours:** Mondays-Thursdays: By Appointment

**Office Location:** 708

**Email Address:** [kdunn@southeasterntech.edu](mailto:kdunn@southeasterntech.edu)

**Phone:** 912-538-3112

**Fax Number:** 912-538-3106

**Tutoring Hours:** By Appointment

**REQUIRED TEXT:** Bontrager, K. (2013). Textbook of radiographic positioning and related anatomy. (7<sup>th</sup>). St. Louis, MO: Mosby

Bontrager, K. (2013). Radiographic positioning and related anatomy workbook and laboratory manual Volume 1. (7<sup>th</sup>). St. Louis, MO: Mosby

**REQUIRED SUPPLIES:** proper uniform, pen, watch, clinical notebook /health records, markers, student ID

**COURSE DESCRIPTION:** Introduces students to the hospital setting and provides an opportunity for students to participate in or observe radiographic procedures. Activities of students are under direct supervision.

**MAJOR COURSE COMPETENCIES:** Major course competencies include: orientation to hospital areas and procedures, orientation to mobile/surgery, orientation to radiography and fluoroscopy, participation in and/or observation of procedures related to body cavities, the shoulder girdle, upper extremities, lower extremities, and bony thorax.

**COURSE OUTLINE:**

- Orientation to hospital areas and procedures
- Orientation to mobile/surgery
- Orientation to radiography and fluoroscopy
- Participation in and/or observation of procedures related to body cavities
- Participation in and/or observation of procedures related to the shoulder girdle
- Participation in and/or observation of procedures related to upper extremities
- Participation in and/or observation of procedures related to lower extremities
- Participation in and/or observation of procedures related to the bony thorax.

**PREREQUISITES:** Program Admission

**COREQUISITES:** RADT 1030

## **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 required to abide by all of the policies, rules, and regulations of Southeastern Technical College, as published in the *STC Online Catalog and Handbook*. Additionally, all students are also required to abide by the policies and procedures published in this Academic and Clinical Manual. In instances where STC policies may conflict with program policies, the policies of the program will take precedence. During clinical education, students are also subject to the policies, rules, and regulations of the clinical facilities to which they are assigned.

STC Catalog and Student Handbook Related Policies and Procedures are found online at:  
<http://www.southeasterntech.edu>

All STC Radiologic Technology Associate Degree program dress code requirements must be met and the student is to follow the clinical rotation facility's policies and procedures. Students are required to have their *Radiologic Technology Program Academic and Clinical Manual* at all times in the clinical setting. Students are responsible for policies and procedures in the Student Catalog/Handbook. *[This could also include safety, academic dishonesty, etc.]*

In addition, students are also required to keep their Health Policy and records in their clinical notebook. It is the responsibility of the student to maintain individual health records and have the policy available and up-to-date for review by the clinical site. This includes, but is not limited to, PPD and CPR certification. Any student found to have a lapse of current health policy requirements will be dismissed from clinic until such time that necessary steps can be taken to update health policy requirements.

Please note that any time missed due will count as missed clinical attendance for the clinical course and be made up at the faculty's discretion in accordance with the Clinical Make-Up Policy. If a student has missed more than 10% of the required attendance for a clinical course, they will be withdrawn from the course, and subsequently, the program.

### **Clinical Electronic Device Policy**

Students may not use personal electronic devices (cellular phones, PDAs, Smart Phones, Blackberry devices, pagers, text or message devices, personal laptop computers, electronic notepads, digital music devices, iPADS etc.) during clinical practice assignment hours unless expressly given permission by Program Faculty. This means that no pictures may be taken, no information or images may be uploaded to social media sites (Facebook, Twitter, Instagram, etc.). Any such devices must be set to silent during the clinical rotation. If a student is found to be violating this policy, they will be subject to disciplinary action, up to and including dismissal from the program.

All correspondence with Program Faculty during clinical hours must be done through the Trajecsys email system or by calling the faculty using the clinical site's telephone.

### **Clinical Code of Conduct/Behavior**

Radiologic students demonstrating behavior considered unprofessional or non-conductive to proper patient care will not be allowed to carry out clinical assignments. Violations of clinical behaviors will result in the student being dismissed from the clinical site for the day and possible disciplinary action, up to and including dismissal from the program. The student will be counseled based on any previous Clinical Professional Conduct and/or Clinical Professional Dress Code infractions. Any time missed due to "*Clinical Professional Conduct/Behavior*" violation will count as missed clinical attendance for the clinical course and be made up at the faculty's discretion in accordance with the Clinical Make-Up Policy. Continued breach of Clinical Code of Conduct/Behavior during the program may result in disciplinary action, up to and including dismissal from the program.

### **CLINICAL PROFESSIONAL DRESS POLICY**

The personal appearance and demeanor of Southeastern Technical College Radiologic Technology students reflect both the college and program standards. They are also indicative of the student's interest and pride in their profession. The appropriate uniform, as described, should be worn while on clinical assignment.

Appearance is a vital element of being a professional. Patients often use the appearance of health care workers as a means to measure the quality of care they receive. It is important that the student's appearance be flawless. To enhance and achieve our goals as professionals, we must gain the total confidence of our patients.

Students are required to present a professional appearance at all times. Students are not to wear program uniforms outside of the clinical environment or classroom. The school uniforms represent STC, as well as the students' chosen profession of Radiologic Technology. Therefore, the student should present a professional image while in uniform at all times. It is required that each student practice good hygiene.

All students are required to follow the "*Clinical Dress Code*" and the "*Personal Hygiene/Appearance Code*". Any student with inappropriate dress can be and will be dismissed from the clinical education site for the remainder of the day by program faculty or the clinical instructor. The student will be counseled based on any previous Clinical Professional Dress Policy or Clinical Professional Conduct/Behavior Policy infractions. Any time missed due to "*Clinical Dress Code*" or "*Personal Hygiene/Appearance Code*" violation will count as missed clinical attendance for the clinical course and be made up at the faculty's discretion in accordance with the Clinical Make-Up Policy. Continued breach of the Clinical Professional Dress Policy during the program may result in disciplinary action, up to and including dismissal from the program.

### **MARKERS**

Students are required to purchase lead markers that carry their initials. It is recommended that students purchase two sets of initial markers in the event one set is misplaced. The student must carry their markers during all diagnostic clinical rotations to avoid a dress code violation. All assisted exams and competency examinations must be visibly marked with the student's own initialed markers. In the event a student misplaces or does not have a full set of initial markers, program faculty should be contacted immediately so temporary markers can be assigned while replacement markers are ordered. If the student does not contact program faculty the student may incur disciplinary violations.

## **STUDENT RADIATION SAFETY**

The student, as a radiation worker, will apply proper radiation practices and policies that are consistent with the clinical policies and the scope of practice in radiography.

- Students will be behind the lead-lined control area when exposures are performed
- **Students WILL NOT be allowed hold patients or Image Receptors during any radiographic procedures or exposures.**
- All doors must be closed in each radiographic room for all examinations
- When assisting with fluoroscopic procedures, the student must wear a lead apron and thyroid shield and should remain at least two feet away from the table during fluoroscopy
- Other radiation protection devices, such as leaded gloves and glasses and portable lead shields are available and should be utilized whenever applicable
- Students must wear dosimeters at all times when in clinic
- When performing portable radiography, the student must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made
- If the student is not making the exposure, he/she must leave the room.
- No student will perform a radiographic exam that has not been ordered by a physician
- Prior to the patient being radiographed, the student (under the supervision of a Clinical Instructor or Registered Radiographer) should follow the steps for informed consent
- Students must verify the identity of the patient using at least 2 forms of identification prior to performing the exam
- Students must explain the procedure to the patient prior to performing the exam
- Students must obtain and document patient history
- Students MUST check for patient pregnancy and last menstrual period
- Students must shield patients as appropriate and necessary

## **RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL SUPERVISION POLICY**

Students may not perform examinations on patients unless supervised. Students, who have not mastered a particular examination, as demonstrated by a successful competency evaluation, must have direct supervision by qualified radiographers.

**A qualified radiographer is defined as:** A radiographer possessing American Registry of Radiologic Technologists certification and active registration in the pertinent discipline with practice responsibilities in areas such as patient care, quality assurance or administration. Such practice responsibilities take place primarily in clinical education settings.

### **Direct and Indirect Supervision**

In accordance with the Joint Review Commission on Education in Radiologic Technology Standards for an Accredited Program in Radiologic Sciences, the policies for direct and indirect supervision and their relation to film repeats is as follows:

#### ***Direct Supervision:***

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- 1) reviews the procedure in relation to the student's achievement,

- 2) evaluates the condition of the patient in relation to the student's knowledge,
- 3) is physically present during the conduct of the procedure,
- 4) and reviews and approves the procedure and/or image.

Students must be **directly** supervised until competency is achieved. Direct supervision is utilized whenever;

- (a) the student has not yet successfully passed competency testing on that particular exam;
- (b) or the student is repeating the radiograph.

***Indirect Supervision:***

The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

**Repeat Radiograph Policy**

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated **ONLY** in the presence of a qualified radiographer, regardless of the student's level of competency.

Any radiographic procedure attempted by the student radiographer that requires an additional exposure to correct a deficiency must be recorded in the Trajecsys system on the Student Log sheet under the comments section. All radiographs performed will be checked and evaluated by a Registered Radiographer. The Registered Radiographer will evaluate the student's finished radiographs as satisfactory or unsatisfactory. The Registered Radiographer will discuss the reason causing the unsatisfactory radiograph and the corrective measures – which will be taken to obtain good film quality.

**The repeat radiograph must be done under direct supervision of a Registered Radiographer to assure the corrective measures are performed accurately.**

**CLINICAL GRADING**

Clinical education courses will be graded on the same letter grade system as academic courses. Grading criteria for each clinical education course will be published in the course syllabus and may be subject to change dependent upon time and clinical restraints.

A student's clinical grade will be determined according to some/all of the following possible coursework:  
Performance Evaluations  
Competency Evaluations  
Student Procedure Log sheet/Repeats  
Clinical Paper

### ***Clinical Observation***

Each clinical course is coupled with a didactic course. In the didactic course, the material is given by classroom instruction/lecture, and then the material taught in class is demonstrated in the laboratory and practiced by the students in the laboratory. One observation in the clinical site is required before assisting in the exam with the registered radiographer. An observation in the clinical setting is when the student observes the radiographer while the procedure is being performed. This observation is to be documented within the Trajecsys system under the Student Log sheet as Observed.

### ***Assist***

Once the student has observed the exam being performed by a registered radiographer, he/she may then assist in the exam. An Assist consists of the student completing a minimum of 85% of the exam under the supervision of a registered radiographer. The Assist should be logged in the Trajecsys system under the Student Log sheet as Assisted.

One Observation and one Assist are required before the student is ready to complete the Competency Evaluation. Image critique is reviewed with the student during both Observations and Assists.

### ***Competency Evaluation***

Prior to performing a Competency Evaluation, the student must satisfactorily complete a Laboratory Evaluation in the corresponding didactic class in order to move on to performing the competency in the clinical setting. Laboratory Evaluations are not necessary when performing an Observation or Assist, however they are strongly encouraged.

The Competency Evaluation includes the psychomotor and cognitive domains of the clinical education. The student is graded on the procedural (psychomotor) aspect of the exam and the cognitive aspect, which is the Image Critique. A grade of 85% is required on the Competency Exam in order for the student to meet the requirements for mastery of the competency. The Competency Form should be completed by the supervising technologist and logged in the Trajecsys system.

In the event a Competency is failed, two more Assists will have to be performed by the student and another Competency performed.

Please note that failure to shield/practice proper radiation safety will result in a termination of the competency exam and failure of the competency exam itself.

During a Competency Evaluation, the student must prepare the room, take an appropriate patient history, perform the exam, and complete any necessary paperwork without any assistance. Following the exam, the radiographer will complete the image critique section on the Competency Exam performed by the student.

**Please note that any repeated images on a competency exam will result in a failing grade and require the student to be graded on an additional 2 assisted exams, as well as prove Competency on that exam. The failed Competency Form should be graded and logged in the Trajecsys system by the supervising technologist.**

### **Competency Evaluation Guidelines**

- The student is responsible for maintaining a record of specific procedure evaluations and competency exams that have been mastered.
- The student is responsible for completing all designated competency exams prior to graduation.
- Special arrangements may be made for procedures not frequently observed.
- Unsatisfactory completion of competency evaluations will result in student suspension and/or dismissal from the program.
- The examination presented for the Competency Evaluation will not be accepted if:
  - The student does not inform the Clinical Instructor/registered technologist of the competency attempt *prior* to performing the radiographic exam.
  - Radiographers assist the student during the exam
  - Student fails to follow radiation safety and other safety policies
  - Student fails to use his or her markers
  - Any projection requires repeats due to poor positioning or technical factor selection
  - Procedure was evaluated by an unauthorized or non-registered radiographer
- The student who procrastinates may not have all the required competencies. Failure to complete these competencies may result in probation, suspension, or dismissal from the program.
- The criteria used by Southeastern Technical College's Radiologic Technology Program have been approved by the ARRT, ASRT and JRCERT.
- The student is expected to perform the required Observations, Assists, and Competencies on a variety of patients. (This includes adult, pediatric, and geriatric patients)
- Students are expected to meet all requirements for each semester prior to the end of the semester.
- Program faculty have the option to re-grade a student's Competency Evaluation, Continued Competency or Image Critique.
- Students must complete all clinical work by the last clinical day. Students are required to turn in all clinical work at that time. A grade of zero will be assessed to any exam/assignment missing from the required paper work.
- Students will be held accountable for being able to perform exams on which that student has already demonstrated competency.
- Continued Competencies and Terminal Competencies must be performed independently in a reasonably accurate manner or the exam will be rescinded.
- Rescinded examinations will result in the student performing two additional Assists and attempting the competency again.
- If your markers appear on the radiograph, you are responsible for the examination.
- Do not remove or hide unacceptable radiographs. This constitutes a dishonest act and will result in dismissal from the program.
- Any examination that the student cannot perform accurately will be subject to the failing of that exam. The student's Competency Evaluation will reflect this and zeros will be given in their place for that semester.

- These procedures will be strictly adhered to and Program Faculty will evaluate competency progress. Also, Competencies previously granted in preceding academic terms will be rechecked at random and, if maintenance of skill level is not adequate, the Competency will be withdrawn.

### ***Performance Evaluations***

Performance Evaluations are used to assess the student's values and attitudes toward clinical practice and patient care. The Performance Evaluation is based upon specific levels of professional competency and provides an opportunity for guidance and assistance when student improvement is deemed necessary.

Performance Evaluations are to be completed by a radiographer on the Clinical Instructor list. The radiographer will evaluate and grade the student using the Trajecsys system. Once completed, the student should review the evaluation, make any necessary comments, and approve the Performance Evaluation. This is accomplished by attaching a post-submission comment. The student will log into the Trajecsys system using his/her user name and password. Select Reports/Other Evaluations from the left-hand column on the screen. Next, the student will select the evaluation template and click Show Report. At the bottom of the report, the student will click the plus sign (+) next to Add Comment. Next, the student will select the Student signature item at the bottom of the dropdown and type his/her signature in the text box. Lastly, the student will click Add to complete. The Clinical Coordinator reviews all evaluations.

Any Performance Evaluation graded lower than 70% will require that the student be counseled. The accrual of two or more poor Performance Evaluations by two or more separate clinical sites will result in a Level II Infraction and a Disciplinary Violation will be issued to the student.

Any grade that is questioned by the student should first be discussed with the evaluator. All clinical personnel and students are encouraged to complete the Performance Evaluations together to clarify any areas of concern. This instrument is used to identify weak and strong areas. In addition, the Performance Evaluations are used to improve the students' function as a radiographer. Any questions not resolved should be directed to the Clinical Coordinator.

A Performance Evaluation is to be filled out a minimum of 2 times per clinical site rotation. They should be completed by one of the technologists listed on the Clinical Instructor list for that particular site. Both Performance Evaluations should not be completed by the same Clinical Instructor (unless only one Clinical Instructor is designated for that particular site).

### ***Clinical Paper***

A Clinical Paper will be completed and turned into the course instructor that details the student's clinical experience. This paper should be approximately 2-3 pages long and should detail the student's experience during their first clinical rotation, student likes and dislikes, strengths and weaknesses, as well as what the student has learned during the clinical rotation (does clinical practice differ from the book explanation? student expectations of the clinical practice versus reality, etc).

Students are responsible for turning in all clinical documentation on the assigned date at the end of the semester. It is the responsibility of the student to ensure that all clinical assignments and/or documentation are accurate and complete. Incomplete assignments or documentation from the clinical site will not be accepted.



### **Repeat Log**

As the student progresses, repeat exams are an inevitable part of the learning process. All repeat exams are to be performed under the **direct supervision** of a registered radiographer. Additionally, the repeated exam must be logged in the Trajecsyst system. The entry must be completed immediately following the repeated exam. No student is perfect, so repeats are an expected part of the educational process.

### **Student Procedure Log Sheet**

Student Log sheets are required to be completed daily in the Trajecsyst system and approved by clinical faculty. These logs will be reviewed regularly by Program Faculty. This log should include all exams for which the student has Observed, Assisted in and/or performed under either direct or indirect supervision. All images should include the student's lead markers.

Students are responsible for turning in all clinical paperwork on the assigned date at the end of the semester. It is the responsibility of the student to ensure that all paperwork is accurate and complete. Paperwork that is found to be incomplete will not be accepted.

The competency requirements for this semester are to complete 10 competencies related to the procedures learned in RADT 1030. All competency exams will be averaged together to comprise the 100 points as delineated on the grading criteria for this course. (Example: Student A earns 5 competency exam grades of 100%, 98%, 98%, 100%, 98%. These 5 grades will be averaged together to comprise a total point allotment of 98.8 points for this grading criteria).

**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.

### **Records of Clinical Academic Attendance**

Clinical attendance is recorded in the Trajecsyst online system at the clinical site by the student. Program faculty will intermittently review time records during the semester. The following rules and regulations will be enforced:

- Clinical attendance is recorded in the Trajecsyst system by the student
- The student shall clock in and out using the Trajecsyst system daily

- Students are to have their time approved by the Clinical Instructor before leaving the clinical site each day.
- Any time not properly recorded within the Trajecsys system will have to be made up by the student and will count as missed clinical attendance for the course. The time missed will be made up by the student at the Faculty's discretion, in accordance to the Clinical Make-Up Policy.
- Attendance without a completed record does not exist. Students will not receive credit for clinical hours that are not properly recorded (clocking in and clocking out) within Trajecsys. For instance, if you forget to clock in as you arrive to clinic or forget to clock out when you leave clinic, the clinical time worked is void and the student will have to make up an entire day of clinic in accordance to the Clinical Make-Up Policy.
- Additionally, time that is recorded (clocking in or clocking out) from somewhere besides the clinical site will result in the forfeiture of any clinical time logged for that particular day.

\*(Note: Any extra time spent in a clinical site may not be banked for time off later.)

### **Clinical Make-Up Policy**

Clinical make up time will be scheduled during the semester break. Please do not ask to make up any missed clinical time during the semester as there are not adequate days to accommodate this. A Clinical Make-Up Form will be completed by the Clinical Coordinator in the Trajecsys system. The Clinical Coordinator will schedule the Make-Up Day for the student and gain approval from the clinical site.\* No incompletes will be given for missed clinical time. Each student must log into Trajecsys and verify the Clinical Make-Up Day by electronically signing the Clinical Make-Up Form.

Students will be given the opportunity to make up clinical time missed, provided that this time does not exceed 10% of the total clinical time required for the course for that semester. Also, any time missed exceeding 10% of the total required clinical time for the semester will result in the student to being dismissed from the program. All time missed will be made up at the clinical site in which the absence occurred.

*\*Please note that in certain instances a student may be scheduled for make-up time during the semester in order to attain specific competencies that are not available at that clinical site during the semester break.*

### **ADDITIONAL PROVISIONS**

#### *Health Science Programs*

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 FOR RADIOLOGIC TECHNOLOGY:** 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. All work missed due to tardiness or absences must be made up at the discretion 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 and/or early departures, in any combination, equal one (1) absence for the course.

**In this course, which meets 3 days a week for 7 weeks, the maximum number of days a student may miss is 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](mailto: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](mailto: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](http://www.southeasterntech.edu).

**\*\*Please note that none of the expenses related to the clinical courses will be refunded if the student is unable, unwilling, or ineligible from completing the clinical component of this course. \*\***

**GRADING POLICY**

Performance Evaluations	200 points
Competency Exams	100 points
Procedures Log/Repeat Log	20 points
<u>Clinical Paper</u>	<u>100 points</u>
Total Points Possible	420 points

**GRADING SCALE**

A: 90-100	(376-420 points)
B: 80-89	(334-375 points)
C: 70-79	(292-333 points)
D: 60-69	(250-291 points)
F: 0-59	(0-249 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.

RADT 1320 Fall Semester 2016 Lesson Plan				
Dates	Chapter / Lesson	Content	Assignments Tests	*Competency Area
10/12/16 10/13/16 10/14/16				RT 1-8 GE 1-4
10/19/16 10/20/16 10/21/16				RT 1-8 GE 1-4
10/26/16 10/27/16 10/28/16				RT 1-8 GE 1-4
11/2/16 11/3/16 11/4/16			Performance Evaluation Due	RT 1-8 GE 1-4
11/9/16 11/10/16 11/11/16				RT 1-8 GE 1-4
11/16/16 11/17/16 11/18/16				RT 1-8 GE 1-4
November 23-27		Thanksgiving	Holidays	RT 1-8 GE 1-4
11/30/16 12/1/16			Performance Evaluation Due Clinical Paper Due	RT 1-8 GE 1-4

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

\*Radiologic Technology Competency Areas:

- (1) Orientation to hospital areas and procedures
- (2) Orientation to mobile/surgery
- (3) Orientation to radiography and fluoroscopy
- (4) Participation in and/or observation of procedures related to body cavities
- (5) Participation in and/or observation of procedures related to the shoulder girdle
- (6) Participation in and/or observation of procedures related to the upper extremity
- (7) Participation in and/or observation of procedures related to the bony thorax
- (8) Participation in and/or observation of procedures related to the lower extremity

GENERAL EDUCATION CORE COMPETENCIES:

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.



**Southeastern Technical College  
Radiologic Technology Degree Program**

I \_\_\_\_\_ have read and understand the syllabus for RADT 1320. 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