



**TENTATIVE --- SUBJECT TO CHANGE**

**RADT 2260 Radiologic Technology Review  
Fall Semester 2021 (202212)**

**COURSE INFORMATION**

Credit Hours/Minutes: 3 / 2250  
Campus/Class Location: Vidalia/743  
Class Meets: Wednesdays 9:00 AM - 12:00 PM  
Course Reference Number (CRN): 20261  
Preferred Method of Contact: EMAIL/ Microsoft TEAMS

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Tara W. Powell, MBA, R.T. (R)(M)(CT), RDMS  
Office Location: 714  
Office Hours: 2:00 – 5:00 pm Monday, Tuesday, Wednesday  
Email Address: [tpowell@southeasterntech.edu](mailto:tpowell@southeasterntech.edu)  
Phone: 912-538-3152  
Fax Number: 912-538-3106  
Tutoring Hours: By appointment

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

**REQUIRED TEXT**

Review for the Radiography Examination *By: Saia, D.L. 12<sup>th</sup> edition*  
Radiography Preparation *By: Saia, D.L. 9<sup>th</sup> edition*  
Rad Tech Boot Camp, Clover Learning. Online academic license purchased through STC Book store.

**REQUIRED SUPPLIES & SOFTWARE**

Pen, pencil, highlighter, notebook, paper, computer access, earphones (for Rad Tech Boot Camp Unit Videos), calculator, **Rad Tech Boot Camp, Clover Learning. Online academic license purchased through STC Book store.**

Laptop computers are REQUIRED with the following suggested specification:

Processor i5 or i7  
Memory 8GB or higher  
Hard drive 250GB or larger  
DVD Drive either internal or external  
Webcam with microphone  
Internet speed of 5 Mbps is required (10 Mbps or more is recommended) Test your internet speed using [speed test](http://www.speedtest.net/) (<http://www.speedtest.net/>)

## MOBILE HOTSPOTS ARE NOT ALLOWED

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

### COURSE DESCRIPTION

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: Patient Care (Patient Interactions and Management), Safety (Radiation Physics, Radiobiology and Radiation Protection), Image Production (Image Acquisition, Technical Evaluation, Equipment Operation and Quality Assurance), and Procedures (Head, Spine, Pelvis, Thorax, Abdomen and Extremities).

### MAJOR COURSE COMPETENCIES

1. Patient Care
2. Safety
3. Image Production
4. Procedures

### PREREQUISITE(S)

Program Admission

### COURSE OUTLINE

#### 1.0 Patient Care

	Description	Learning Domain	Level of Learning
1.1	The student will discuss patient's rights, including informed consent, confidentiality, Patient's Bill of Rights, etc	Cognitive	Comprehension
1.2	The student will identify legal issues when performing radiography, including patient ID verification, common legal terminology, legal doctrines, use of restraints, and manipulation of electronic data.	Cognitive	Knowledge
1.3	The student will list the ARRT Standards of Ethics.	Cognitive	Knowledge
1.4	The student will describe various types of patient communication, including verbal and non-verbal forms.	Cognitive	Knowledge
1.5	The student will identify various challenges to patient communication (i.e. language barriers, cultural and social factors, physical or mental impairment, age, etc.)	Cognitive	Knowledge
1.6	The student will demonstrate proper patient education, including explanation of current procedure, verifying informed consent, pre- and post-examination instructions and responding to inquiries about other imaging modalities.	Cognitive	Application

	Description	Learning Domain	Level of Learning
1.7	The student will review the principles of body mechanics applicable to patient care.	Cognitive	Comprehension
1.8	The student will demonstrate procedures for patient transfer such as table to table, table to wheelchair, wheelchair to bed, bed to stretcher, the three-man lift, and draw sheet lift.	Cognitive	Application
1.9	The student will describe the proper procedure for assisting patients with medical equipment, including infusion pumps, oxygen delivery systems, nasogastric tubes, and urinary catheters.	Cognitive	Knowledge
1.10	The student will demonstrate routine patient monitoring for vital signs, physical signs and symptoms, fall prevention and variance documentation	Cognitive	Application
1.11	The student will identify the symptoms of common medical emergencies, including cardiac arrest, anaphylactic shock, convulsion, seizure, hemorrhage, apnea, emesis, aspiration, fractures, and diabetic coma/insulin reaction.	Cognitive	Knowledge
1.12	The student will discuss the cycle of infection in healthcare settings and identify modes of transmission (direct vs. indirect).	Cognitive	Comprehension
1.13	The student will describe the disinfection and sterilization procedures in terms of types and methods used when given various radiographic procedures and patient information.	Cognitive	Knowledge
1.14	The student will list the CDC Standard Precautions (hand hygiene, PPE, safe injection practices, safe, disposal of contaminated materials, etc.).	Cognitive	Knowledge
1.15	The student will define transmission-based precautions (contact, droplet and airborne) and other additional precautions (neutropenic precautions and nosocomial infections)..	Cognitive	Knowledge
1.16	The student will identify various hazardous materials by types, handling and disposal requirements, as listed on material safety data sheets (including disposal of radioactive materials).	Cognitive	Knowledge
1.17	The student will discuss patient preparation in terms patient history, medication reconciliation, premedication and sequencing/scheduling of exams per the patient's pharmacological history.	Cognitive	Comprehension
1.18	The student will define various routes of drug administration (i.e. IV, oral, etc.).	Cognitive	Knowledge
1.19	The student will demonstrate proper venipuncture technique.	Cognitive	Application
1.20	The student will list various types of contrast media and their appropriateness to different ordered exams.	Cognitive	Knowledge

	Description	Learning Domain	Level of Learning
1.21	The student will describe the different complications or adverse reactions to contrast media.	Cognitive	Knowledge

## 2.0 Safety

	Description	Learning Domain	Level of Learning
2.1	The student will discuss the principles of x-ray production and target interactions within the x-ray tube (bremsstrahlung and characteristic).	Cognitive	Comprehension
2.2	The student will describe the x-ray beam in terms of quality and quantity and factors that affect each.	Cognitive	Knowledge
2.3	The student will define the types of x-ray photon interactions with matter and attenuation by various tissues.	Cognitive	Knowledge
2.4	The student will identify the SI units of measurement for radiation for absorbed dose, dose equivalent, exposure, effective dose and air kerma.	Cognitive	Knowledge
2.5	The student will discuss the radiosensitivity of various biologic tissue in terms of dose-response relationships, LET, RBE, cell survival and oxygen effect.	Cognitive	Comprehension
2.6	The student will list somatic radiation effects in terms of both short- and longterm effects	Cognitive	Knowledge
2.7	The student will define the major phases of acute radiation sickness (hemopoietic, gastrointestinal and CNS syndromes).	Cognitive	Knowledge
2.8	The student will describe embryonic/fetal risks to radiation exposure and the genetic impact of exposure when it comes to gonadal shielding.	Cognitive	Knowledge
2.9	The student will discuss minimizing patient exposure in terms of exposure factors, shielding, beam restriction, filtration, patient considerations, dose documentation, types of image receptors, use of grids, fluoroscopy considerations, and use of the dose area product measurement.	Cognitive	Comprehension
2.10	The student will discuss personnel protection in terms of radiation source, basic protection methods, protective devices, special considerations with mobile/fluoroscopy units, radiation monitoring devices and NCRP recommendations for dose limits (occupational, public and embryo/fetus exposure, etc.).	Cognitive	Comprehension

## 3.0 Image Production

	Description	Learning Domain	Level of Learning
3.1	The student will review factors affecting receptor exposure, contrast, spatial resolution and distortion.	Cognitive	Comprehension
3.2	The student will discuss the development and use of radiographic technique charts	Cognitive	Comprehension

	Description	Learning Domain	Level of Learning
3.3	The student will identify the purpose of automatic exposure control (AEC) and its advantages and disadvantages	Cognitive	Knowledge
3.4	The student will define various digital imaging characteristics, including equipment-related spatial resolution, contrast resolution and image signal.	Cognitive	Knowledge
3.5	The student will review the methods and legal considerations for proper image identification.	Cognitive	Comprehension
3.6	The student will identify components of various types of radiographic image equipment, including the operating console, x-ray tube, AEC/manual exposure controls and beam restriction devices.	Cognitive	Knowledge
3.7	The student will list the basic components of the x-ray generator, transformers and rectification system.	Cognitive	Knowledge
3.8	The student will identify components of fixed and mobile fluoroscopic units, including types of image receptors, viewing systems, recording systems, automatic brightness control (ABC), magnification mode and table types.	Cognitive	Knowledge
3.9	The student will describe the components of digital imaging, including both CR and DR receptors.	Cognitive	Knowledge
3.10	The student will review image processing and display characteristics in terms of raw data (pre-processing data), corrected data, display data, post-processing, display monitors and imaging informatics (DICOM, PACS, RIS/HIS and EMR/EHR).	Cognitive	Comprehension
3.11	The student will identify criteria for image evaluation of technical factors, including exposure indicators, quantum mottle, saturation, contrast, spatial resolution, distortion, identification markers, image artifacts and radiation fog.	Cognitive	Knowledge
3.12	The student will discuss quality control of imaging equipment and accessories in terms of beam restriction, recognizing and reporting of malfunctions, digital imaging receptor system QC, and shielding accessories.	Cognitive	Comprehension

#### 4.0 Procedures

	Description	Learning Domain	Level of Learning
4.1	The student will discuss positioning and technique variations for various radiographic procedures, including head, spine, pelvis, thorax, abdomen/GI, urologic, upper and lower extremity studies.	Cognitive	Comprehension
4.2	The student will label each anatomical structure with its accepted medical term when given diagrams of the skeletal, digestive, circulatory, respiratory, reproductive, urinary, and nervous/ sensory systems.	Cognitive	Knowledge

	Description	Learning Domain	Level of Learning
4.3	The student will evaluate radiographic images of the skeletal, digestive, circulatory, respiratory, genitourinary, and nervous/sensory systems in terms of positioning accuracy, image quality, and anatomical structures and physiological functions visualized.	Cognitive	Evaluation
4.4	The student will evaluate radiographic images of the skeletal, digestive, circulatory, respiratory, genitourinary, and nervous/sensory systems in terms of pathologies revealed.	Cognitive	Evaluation
4.5	The student will explain the steps for patient preparation and patient positioning when given a list of routine and special radiographic procedures, including procedure adaptation for body habitus, trauma, pathology, age or limited mobility.	Cognitive	Comprehension
4.6	The student will select the equipment needed and the exposure settings that are consistent with A.R.R.T. specifications when given a list of routine and special radiographic procedures.	Cognitive	Application

## 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 assigned Rad Tech Boot Camp – Course and Clinical videos, quizzes, and module assessments by the specified date. First students are required to view Rad Tech Boot Camp – course videos. Once the assigned video is viewed, the student is to complete the quiz for that lesson. Once all videos and quizzes have been completed for the module, the student will take the module assessment. All quizzes and modules must be completed with an 80% or greater before the student is eligible to sit for the corresponding Content Category examination. The Rad Tech Boot Camp assignments are the students' ticket to test for this course.

## RAD TECH BOOT CAMP VIDEOS, QUIZZES, AND MODULE ASSESSMENT

### RAD TECH BOOT CAMP - Completion Due Dates

Due Date	Course/Module/Lesson
August 31 - Midnight	Introduction to Radiography Patient Care Module: <ul style="list-style-type: none"><li>- Vital Signs,</li><li>- Basic EKG</li><li>- Lab Tests</li><li>- IV Contrast – Properties,</li><li>- IV Contrast – Patient Prep,</li><li>- IV Contrast – Complications,</li><li>- Contrast – Barium Sulfate</li></ul> View All Videos Complete All quizzes Complete Assessments
September 7 - Midnight	X-Ray Production and Safety Modules: <ul style="list-style-type: none"><li>- X-Ray Production – 3 lessons</li><li>- X-Ray Interactions with Matter – 4 lessons</li><li>- Radiation Biology – 8 lessons</li></ul> View All Videos Complete All quizzes Complete Assessments
September 14 - Midnight	X-Ray Production and Safety Modules: <ul style="list-style-type: none"><li>- Radiation Protection – 2 lessons</li><li>- Radiosensitivity Module – 4 lessons</li></ul> View All Videos Complete All quizzes Complete Assessments
September 21 - Midnight	X-Ray Production and Safety Modules: <ul style="list-style-type: none"><li>- Radiation Units of Measurement – 5 lessons</li><li>- Radiation Detection Devices – 6 lessons</li></ul> View All Videos Complete All quizzes

	Complete Assessments
September 28 - Midnight	<p>Radiography Image Production Modules:</p> <ul style="list-style-type: none"> <li>- Electric Physics -3 <i>lessons</i></li> <li>- X-Ray Tube and Components – 7 <i>lessons</i></li> <li>- X-Ray Circuit – 9 <i>lessons</i></li> <li>- X-Ray Beam – 3 <i>lessons</i></li> <li>- Primary Exposure Factors – 4 <i>lessons</i></li> <li>- Advanced Exposure Factors – 7 <i>lessons</i></li> </ul> <p>Radiography Image Evaluation and Quality Control complete modules:</p> <ul style="list-style-type: none"> <li>- Image Quality Factors</li> <li>- Image Evaluation</li> <li>- Quality Control</li> </ul> <p>View All Videos Complete All quizzes Complete Assessments</p>
October 5 - Midnight	<p>Fundamentals of Digital Radiography</p> <ul style="list-style-type: none"> <li>- Digital Radiography – 9 <i>lessons</i></li> </ul> <p>View All Videos Complete All quizzes Complete Assessments</p>
October 19 - Midnight	<p>Complete Radiography Positioning and Anatomy Modules:</p> <ul style="list-style-type: none"> <li>- Head – 2 <i>lessons</i></li> <li>- Upper Respiratory – 5 <i>lessons</i></li> <li>- Bony Thorax – 2 <i>lessons</i></li> <li>- Abdomen – 2 <i>lessons</i></li> <li>- Spine – 4 <i>lessons</i></li> <li>- Hip &amp; Pelvis – 1 <i>lesson</i></li> </ul> <p>View All Videos Complete All quizzes Complete Assessments</p>
October 26 - Midnight	<p>Complete Radiography Positioning and Anatomy Modules:</p> <ul style="list-style-type: none"> <li>- Upper Extremities – 5 <i>lessons</i></li> <li>- Shoulder Girdle – 3 <i>lessons</i></li> <li>- Lower Extremities – 5 <i>lessons</i></li> </ul> <p>View All Videos Complete All quizzes Complete Assessments</p>

Rad Tech Boot Camp assignments (videos, quizzes, and module assessments) are to be completed by the dates outlined in the schedule above. An **80%** or above are required for each quiz and module assessment. Any late assignments will receive a 10-point grade reduction for each day the assignment is late. Any Rad Tech Boot Camp that is not completed with a score less than 80% will result in a “0” for the applicable Content Category exam; and the student forfeits his/her first attempt of the Content Category exam. Prior to administration of the second Content Category exam, the student will be required to score **100%** on all corresponding Rad Tech Boot Camp quizzes and module assessments.

**CONTENT CATEGORY EXAMS:** Students will be given four Content Category examinations (Image Production



& Procedures are given in two parts) over the corresponding ARRT examination content categories. Rad Tech Boot Camp - Core assignments will be checked and an 80% must be achieved for each assignment before the student can sit for the Content Category exam. If Rad Tech Boot Camp - Course assignments, are not completed with an 80% the student will receive a zero for that Content Category exam.

The student is required to score a minimum of 80% on each content category exam. In the event the student does not score the required 80% or higher he/she will be given the opportunity to retest one time to achieve the required score. Prior to administration of the second Content Category exam the student will be required to score **100%** on all corresponding Rad Tech Boot Camp quizzes and module assessments. The first exam score will be the recorded Content Category grade for that section.

The rationale behind this policy is to ensure that all students are utilizing the course resources appropriately. Completing all assignments prior to testing on the section material will assist the student in studying for that specific Content Category exam. Each assigned module area on Rad Tech Boot Camp - Core corresponds to a specific Content Category of the national licensure boards and completing the prescribed assignments prior to testing will allow the student and instructor to evaluate areas of weakness prior to taking the Capstone Final Mock Exam.

**RAD TECH BOOT CAMP PREP - MOCK EXAMS:** All Radiologic Technology degree students are required to take a **Final Mock Exit Exam** at the end of the RADT 2260 course to be eligible to exit the program. Four Rad Tech Boot Camp – PREP MOCK Exams will be assigned and taken during the class period. Each test will be administered by the Radiology Instructor and taken as a timed exam during class. At least one of the four practice exams must be passed with an 80% or greater and will count as the Final Mock Exit Exam for RADT 2260. Specific competencies and skills tested in this assessment are as follows: Patient Care, Safety, Image Production, and Procedures. Students are required to score a minimum of 80% on the exam to pass the RADT 2260 course.

**\*\*If a student does not pass one of the four exams with an 80% or greater, the student will receive a “D” in the course and be required to retake RADT 2260 upon readmission into the program.**

Radiologic Technology program students must earn a minimum grade of C in this course

**SPECIAL NOTE:** During this class, occurrences may be issued for failure to meet classroom/lab requirements (tardiness, uncompleted/late work, etc.).

### **COVID-19 MASK REQUIREMENT**

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student’s refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

### **COVID-19 SIGNS AND SYMPTOMS**

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician’s office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

### **COVID-19 SELF-REPORTING REQUIREMENT**

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

### **EXIT EXAM**

An integral part of a student's education as they move through a given program of study is the ability to transfer and apply knowledge to the workplace. As a key component of degree, diploma and select technical certificates, capstone courses have been identified which include any of the following: a specific exit exam, project, portfolio, or skills check-off, etc. measuring student knowledge.

When students can pass the exit assessment, they demonstrate they have retained knowledge throughout their program of study, which will carry over to their chosen career. Students who do not pass the exit assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

In instances in which a student transfers from another college (having taken a course there-which is a capstone course here) into the same program at STC, they will need to complete STC's program exit assessment. This will be a requirement before credit for the course is given. In cases in which a student transfers from another college that has a capstone course for same program, the student will need to take the exit assessment for STC's designated capstone course. Students who do not pass this assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

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

## EXAMS

Prior to beginning any exam, all students are required to place all textbooks and personal property underneath the whiteboard in the front of the classroom. No talking is allowed once the exam begins. Students found with their cell phone or any other personal communication device during the exam will be considered cheating and given a zero for the exam.

## MAKEUP POLICY

**(Tests, quizzes, homework, Rad Tech Boot Camp assignments, laboratories):**

A grade of zero will be assigned for any missed assignment regardless of the reason. No quizzes or online assignments will be made up. No late homework/online assignments will be accepted.

## CELL PHONE POLICY

Cell phones are not to be utilized in the classroom or laboratory unless being used as an academic tool during classroom activities that are approved by the instructor. Students utilizing their cellphone for non-academic purposes during class or laboratory (texting, talking on or, emailing, etc.), will receive a zero on their next chapter test grade. In the event of an emergency, such as a sick family member or sick child, calls should be directed to the front desk at 912-538-3117 where a message can be left.

## ATTENDANCE

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 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" (Failing 0-59) 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.

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 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.

**For this class, which meets 1 day a week for 15 weeks, the maximum number of days a student may miss is 1.5 day during the semester.**

## STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu), 478-289-2274, Building 1, Room 1210  
Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

## **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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu), 478-289-2274, Building 1, Room 1210  
Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form. Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a “W” for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a “WP” (Withdrawn Passing) or “WF” (Withdrawn Failing) for the semester.

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

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. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

## **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:

### 1. 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.

### 2. 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.

### 3. 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 third 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

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:Helen.Thomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:Lanie.Jonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

### ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

### GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

### 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.*

### GRADING POLICY

Assessment/Assignment	Points Possible
Practice Mock Exams	60%
Content Category Exams	40%
	100%

### GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## RADT 2260 Radiologic Technology Review

### Fall Semester 2021 Lesson Plan

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 1</b> August 18	Patient Care	ARRT Specifications/Syllabus Schedule/Time Management RAD TECH BOOT CAMP	Read: Radiography PREP - Saia Chapters 1 – 3 <ul style="list-style-type: none"> <li>- Ethical and Legal Aspects</li> <li>- Interpersonal Communication</li> <li>- Physical Assistance and Monitoring</li> </ul>	1/a,b,c
<b>Week 2</b> August 25	Patient Care	Practice Test	Read: Radiography PREP - Saia Chapters 4 - 5 <ul style="list-style-type: none"> <li>- Infection Control</li> <li>- Pharmacology</li> </ul> <hr/> Rad Tech Boot Camp: Complete Introduction to Radiography Patient Care Module: <ul style="list-style-type: none"> <li>- Vital Signs,</li> <li>- Basic EKG</li> <li>- Lab Tests</li> <li>- IV Contrast –Properties</li> <li>- IV Contrast – Patient Prep</li> <li>- IV Contrast – Complications</li> <li>- Contrast – Barium Sulfate</li> </ul> View All Videos Complete All quizzes Complete Assessments	1/a,b,c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 3</b> Sept. 1	Patient Care	<b>Patient Care – Content Category Exam</b>  Review Patient Care Content Category Exam Results	Read: Radiography PREP - Saia Chapters 8 – 9 <ul style="list-style-type: none"> <li>- Radiation Physics and Radiobiology</li> <li>- Patient Protection</li> </ul> <hr/> Rad Tech Boot Camp: Complete X-Ray Production and Safety Modules: <ul style="list-style-type: none"> <li>- X-Ray Production</li> <li>- X-Ray Interactions with Matter</li> <li>- Radiation Biology</li> </ul> View All Videos Complete All quizzes Complete Assessments	1/a,b,c
<b>Week 4</b> September 8	Safety	Practice Test	Read: Radiography PREP - Saia Chapters 10 – 11 <ul style="list-style-type: none"> <li>- Personnel Protection</li> <li>- Radiation Exposure and Monitoring</li> </ul> <hr/> Rad Tech Boot Camp: Complete X-Ray Production and Safety Modules: <ul style="list-style-type: none"> <li>- Radiation Protection</li> <li>- Radiosensitivity Module</li> </ul> View All Videos Complete All quizzes Complete Assessments	2/a,b,c
<b>Week 5</b> September 15	Safety	Practice Test	Rad Tech Boot Camp: Complete X-Ray Production and Safety Modules: <ul style="list-style-type: none"> <li>- Radiation Units of Measurement</li> <li>- Radiation Detection Devices</li> </ul> View All Videos Complete All quizzes Complete Assessments	2/a,b,c



Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 6</b> September 22</p>	<p>Safety</p>	<p><b>Safety – Content Category Exam</b> Review Safety Content Category Exam Results</p>	<p>Begin reviewing Image Production - Image Acquisition Content area Read: Radiography PREP - Saia Chapter 12</p> <hr/> <p>Rad Tech Boot Camp: Radiography Image Production Modules:</p> <ul style="list-style-type: none"> <li>- Electric Physics</li> <li>- X-Ray Tube and Components</li> <li>- X-Ray Circuit</li> <li>- X-Ray Beam</li> <li>- Primary Exposure Factors</li> <li>- Advanced Exposure Factors</li> </ul> <p>Radiography Image Evaluation and Quality Control complete modules:</p> <ul style="list-style-type: none"> <li>- Image Quality Factors</li> <li>- Image Evaluation</li> <li>- Quality Control</li> </ul> <p>View All Videos Complete All quizzes Complete Assessments</p>	<p>2/a,b,c</p>
<p><b>Week 7</b> September 29</p>	<p>Image Production</p>	<p>Practice Test</p>	<p>Rad Tech Boot Camp: Fundamentals of Digital Radiography</p> <ul style="list-style-type: none"> <li>- Digital Radiography</li> </ul> <p>View All Videos Complete All quizzes Complete Assessments</p>	<p>3/a,b,c</p>
<p><b>Week 8</b> October 6</p>	<p>Image Production</p>	<p><b>Image Production – Content Category Exam Part 1</b> <b><i>Image Acquisition and Technical Evaluation</i></b></p>	<p>Rad Tech Boot Camp: Read: Radiography PREP - Saia Chapter 13 pages 367 – 458 and Pages 476 – 486</p> <hr/> <p>Rad Tech Boot Camp: <b>Review any areas that are not clear</b></p>	<p>3/a,b,c</p>

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 9</b> Oct 13	Procedures	<b>Image Production – Content Category Exam Part 2</b> <i>Equipment Operation and Quality Assurance</i>	Read: Radiography PREP - Saia Chapter 7 Review: Head, Spine, Pelvis Thorax & Abdomen Procedures <hr/> Rad Tech Boot Camp: Complete Radiography Positioning and Anatomy Modules: <ul style="list-style-type: none"> <li>- Head</li> <li>- Upper Respiratory</li> <li>- Bony Thorax</li> <li>- Abdomen</li> <li>- Spine</li> <li>- Hip &amp; Pelvis</li> </ul> View All Videos Complete All quizzes Complete Assessments	3/a,b,c
<b>Week 10</b> Oct 20	Procedures	<b>Procedure – Content Category Exam – Part 1 (Head, Spine, Pelvis/Thorax &amp; Abdomen Procedures)</b>	Read: Radiography PREP - Saia Chapter 7 Review: Extremity Procedures <hr/> Rad Tech Boot Camp: Complete Radiography Positioning and Anatomy Modules: <ul style="list-style-type: none"> <li>- Upper Extremities</li> <li>- Shoulder Girdle</li> <li>- Lower Extremities</li> </ul> View All Videos Complete All quizzes Complete Assessments	4/a,b,c
<b>Week 11</b> Oct 27	Procedures	<b>Procedures – Content Category Exam – Part 2 (Extremity Procedures)</b>	Review all Content Category Exam Scores/Focus study efforts on lower score content category All Saia Chapters	4/a,b,c
<b>Week 12</b> Nov 3		<b>Practice Mock Exam</b>	Review Practice Exam Summary/Focus study efforts on lower score content	1,2,3,4/a,b,c
<b>Week 13</b> November 10		<b>Practice Mock Exam</b>	Review Practice Exam Summary/Focus study efforts on lower score content	1,2,3,4/a,b,c

<b>Date/Week</b>	<b>Chapter/ Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
<b>Week 14</b> Nov 17		<b>Practice Mock Exam</b>	Review Practice Exam Summary/Focus study efforts on lower score content	1,2,3,4/a,b,c
<b>Week 15</b> December 1		<b>Practice Mock Exam</b>  <b>Pinning Practice – Time to be decided</b>	Review Practice Exam Summary/Focus study efforts on lower score content for ARRT	1,2,3,4/a,b,c
December 2		<b>Pinning Ceremony (<i>Pending Approval</i>)</b>  <b>Pinning Ceremony @ 6PM</b>		

†Syllabus and lesson schedule is subject to change at the discretion of the instructor

**Competency Areas: Radiologic Technology Review**

1. Patient Care
2. Safety
3. Image Production
4. Procedures

**General Core Educational 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.



**RADT 2260 Radiologic Technology Review  
Syllabus Acknowledgement**

I \_\_\_\_\_ have read and understand the syllabus for RADT 2260. 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



**Southeastern Technical College  
Radiologic Technology Degree Program  
Final Practice Exit Examination Policy  
College Capstone Course Policy**

I \_\_\_\_\_ have read and understand the Exit Exam Policy for RADT 2260 as it relates to the Capstone Course Policy of Southeastern Technical College. I have also been given the opportunity to ask questions to clarify any requirements related to either the Exit Exam Policy or Capstone Course Policy. By signing this agreement, I am acknowledging that I fully understand my requirements and grading criteria that I am responsible for.

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Print Name

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Student Signature and Date