



**MAMMOGRAPHY TCC  
RADT 2520  
COURSE SYLLABUS  
Online  
Fall Semester 2016**

**Semester:** Fall 2016

**Course Title:** Mammographic Anatomy, Physics and Positioning

**Course Number:** RADT 2520

**Credit Hours/ Minutes:** 6/4500

**Class Location:** GVTC/*Blackboard*

**Class Meets:** Via Internet /15 wks

**CRN:** 20266

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

**Office Hours:** Wednesdays: 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:** Andolina, V. & Lillé, S. Mammographic Imaging: A Practical Guide, Third Edition  
ISBN: 978-1-60547-031-3

**Optional Text:** Wagner, J.R., & Wight, E.K. Mammography Exam Review.

**REQUIRED SUPPLIES:** Pen, pencil, notebook, paper, markers, highlighters, notecards

**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 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.

**COURSE DESCRIPTION:** Courses are designed to include both content specifications for the American Registry of Radiologic Technologists (ARRT) Examination in Mammography and the MQSA requirements for clinical competency.

**MAJOR COURSE COMPETENCIES:**

- Patient Communication
  - Provide pre-exam instructions (e.g. removal of deodorant, clothing, etc)
  - Explain mammographic procedure
  - Follow ACS guidelines for mammography screening
- Patient Assessment
  - Know epidemiology of breast cancer
  - Recognize signs and symptoms
  - Demonstrate documentation of medical history and clinical findings
- Treatment Options
  - Explain surgical options
  - Explain non-surgical options
  - Explain reconstruction
- Design Characteristics of Mammography Units
  - Change kVp range as needed
  - Demonstrate knowledge of mammography tube (anode, filtration, window, focal spot, etc)
  - Change compression devices
- Acquisition and Display
  - Demonstrate knowledge of analog
  - Demonstrate knowledge of digital
  - Demonstrate knowledge computer aided detection (CAD)

**COURSE OUTLINE:** Prepare patient for mammography, operate the imaging equipment, identify normal and abnormal anatomy of the breast, identify legal and ethical issues and risk management for healthcare, and practice emergency response and safety practices for healthcare.

**PREREQUISITES:** Applicants must be registered with the ARRT as a radiographer.

**COREQUISITES:** RADT 2520

**STUDENT REQUIREMENTS (Online):** Online courses require students to be academically engaged each week doing course related 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 or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress.

Students are responsible for working on course material individually and are responsible for communicating questions of concern to the instructor in a timely manner. Students are expected to complete all assignments by the due dates. There are powerpoints for each chapter of the book posted to the *BLACKBOARD* course, as well as weekly exams that must be taken.

Additionally, there will be weekly Discussion Boards to which the student must post.

Students are responsible for reading the syllabus/lesson plan and policies/procedures in the STC E-Catalog as well as the Online Course Orientation. All online students must post a pledge that they have read and understand the syllabus and STC Online Orientation policy within the first three days of class.

Students are responsible for checking emails and *BLACKBOARD* announcements daily. Students may use either Owl Mail or *BLACKBOARD* E-mail as a method of communication.

**To access Blackboard:**

Please access the internet using one of the recommended browsers for Blackboard. Mozilla Firefox or Google Chrome are two of the browsers recommended. When experiencing issues using Blackboard, a change in the browser often fixes the problem. Go to the [www.southeasterntech.edu](http://www.southeasterntech.edu) college website and click on the mySTC tab at the top of the page. To login to mySTC, use your 9XXXXXXXX Student ID Number as your username and your BannerWeb Pin# as your password. The BannerWeb Pin# is usually your 6-digit birthdate.

Once logged into mySTC, click on the Blackboard Icon.

If automatic access to Blackboard is not granted, enter 43\_9XXXXXXXX as your username and enter the same 43\_9XXXXXXXX as your password. (Students who attended last semester may have changed their password and should use the same password as last semester.)

New students will see a black overlay welcoming you to blackboard the first time you log in. Go past this screen to see your course listing and other information on the homepage.

You may change your password by finding the Personal Information link on the homepage of Blackboard. We recommend that you use your banner web pin #.

We also recommend that you run the Browser Check located on the Blackboard Homepage on your personal computer to identify programs you may need to install.

For questions, your best first contact is your instructor.

Please enter each online class you are taking on Day 1, and begin the process of meeting the no show requirements.

Students taking hybrid or web-enhanced classes may have different requirements. Attending class and checking college email on Day 1 is of most importance.

**ONLINE ATTENDANCE:** It is the student's responsibility to be academically engaged each week doing course related 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. 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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 12:00am Wednesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**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 ([hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)), Room 108 Vidalia Campus, 912-538-3126, 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 ([hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)), Room 108, (912) 538-3126.

**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.

**PROCTORED EVENT REQUIREMENT:** In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. **The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade.** Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of

the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in *BLACKBOARD within the Getting Started/Start Here and Proctoring Event area*. The completed form should be submitted to the course instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

***The required proctored event for this class is (Monday, October 24<sup>th</sup>, 2016) The event will be given at the Vidalia Campus, Gillis Medical Building, Room 743, from 8:00 a.m. until 11:00 a.m. The event will be given at the Swainsboro Campus on (Monday, October 31<sup>st</sup>, 2016), from 8:00 a.m. until 11:00 a.m. The proctored exam is listed in the lesson plan. If it is more convenient for you to take the proctored event at the Swainsboro Campus, please let me know and I will make arrangements accordingly. You may come either day that is convenient for you!***

**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.

**MAKEUP POLICY:** *Students will be allowed to makeup one test. Any further missed test will result in a grade zero. All makeup exams will be given at the discretion of the instructor.*

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

**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).

**GRADING POLICY**

Chapter exams	50%
Final Exam	15%
Proctored exam	20%
Discussion Board	15%

**GRADING SCALE**

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

**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.*

WEEK	Content/ Tests	Assignments	MAM Comp
1	Chapter 1 Chapter 2 Complete weekly Discussion Board	Exam 1(Ch. 1-2)	1-2
2	Chapter 3 Chapter 4 Complete weekly Discussion Board	Exam 2 (Ch. 3-4)	1-2
3	Chapter 5 Chapter 6 Complete weekly Discussion Board	Exam 3 (Ch.5-6)	1-3
4	Chapter 7 Chapter 8	Exam 4 (Ch. 7-8)	1-3
5	Chapter 9 Chapter 10 Complete weekly Discussion Board	Exam 5 (Ch.9-10)	1-3
6	Chapter 11		1-6
7	Chapter 12 Chapter 13	Exam 6 (Ch. 11-13)	1-6
8	Chapter 14 Chapter 15 Complete weekly Discussion Board		1-6
9	Chapter 16 Complete weekly Discussion Board	Exam 7 (Ch. 14-16)	1-6
10	Chapter 17 Complete weekly Discussion Board		1-6
11	Chapter 18 Chapter 19	Exam 8 (Ch. 17-19)	1-6
12	Chapter 20 Chapter 21 Complete weekly Discussion Board		1-6
13	Proctored Exam (Nov. 10 <sup>th</sup> or 11 <sup>th</sup> ) *Hint: Study Mammography Exam Review by Wagner & Wight		1-6
14	Chapter 22 Chapter 23	Exam 9 (Ch. 20-23)	1-6
15	Final Exam Complete weekly Discussion Board *The lesson plan is subject to change at the discretion of the instructor.	Final Exam (Ch. 1-23)	1-6

\*Mammography Competency Areas:

1. Patient Communication
2. Patient Assessment
3. Treatment Options
4. Design Characteristics of Mammography Units
5. Acquisition and Display

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.