



**MAMMOGRAPHY TCC
RADT 2530
COURSE SYLLABUS
Online
Fall Semester 2016**

Semester: Fall 2016

Course Title: Clinical Mammography

Course Number: RADT 2530

Credit Hours/ Minutes: 6/13500

Class Location: Clinical site

Class Meets: As determined by agreement between student and clinical site.

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

CRN: 20267

Tutoring Hours: By Appointment

REQUIRED TEXT: None

REQUIRED SUPPLIES: ARRT Documentation and clinical notebook documents as provided via *BLACKBOARD* course.

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.

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.

Students will be required to complete a total of 270 clinical hours, 100 documented mammograms, and various procedures as required by the ARRT to sit for the registry in Mammography. All documents are contained within the *Blackboard* course created for RADT 2530. Students should submit weekly timesheets to the instructor for review, as well as a Clinical Evaluation at 70 hours logged, 140 hours logged, and at the end of the semester.

Additionally, the student will be required to watch a pre-clinical video, as well as post within a discussion board weekly regarding their clinical experience. The discussion board is located in the *Blackboard* course.

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 college website and click on the mySTC tab at the top of the page. To login to mySTC, use your 9XXXXXXXXX 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.

Clinical Schedule

The clinical schedule will be determined by the student and the clinical site where they are logging their clinical hours and procedures. This schedule should be submitted to the course instructor no later than the end of the first week of classes.

It is incumbent on the student to submit their schedule in a timely fashion as all of the clinical hours must be completed to receive credit for the course and to have the instructor sign off on their application for the ARRT examination.

Clinical Paperwork

Your clinical grade will be determined according to the following parameters:

Completion of 270 Clinical Hours	35%
Completion of all required exams/procedures	35%
3 Clinical Evaluations	20%
Discussion Board Postings	10%

Timesheets/Attendance

Timesheets may be printed from the lessons tab in the **Blackboard** course for RADT 2530. It is the students' responsibility to keep up with their timesheets. The timesheets are official records of attendance. **Attendance without a record does not exist.** All timesheets must be checked by the Program Faculty on a weekly basis. Any illegible record of time will not count. Students will not receive credit for clinical hours that are not recorded on the timesheet. Any falsification related to logged clinical hours will be viewed as an enormous ethical violation and no program faculty will sign off on the student's application to sit for the ARRT examination in Mammography. Additionally, the student will be given a failing grade for the course.

****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. ****

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 Tuesday 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.

ONLINE ATTENDANCE ADDENDUM: For this course, attendance will be determined by submitting a weekly timesheet of logged clinical hours to the instructor. The course standards dictate that you log a minimum of 270 clinical hours. If you are found to be deficient in clinical hours or procedures, you will be given a grade commensurate with the number of hours logged and procedures performed.

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), 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), 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.

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

Procedure for Academic Misconduct

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

--First Offense--

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

--Second Offense--

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

--Third Offense--

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

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

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

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

GRADING POLICY

Completion of hours	35%
Completion of procedures	35%
Clinical Evaluations	20%
Discussion Board	10%

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.*

Dates	Assignments Tests	*Competency Area
Week 1	Complete online pledge Email weekly schedule to instructor Complete pre-clinical video and summary Complete weekly Discussion Board	M1-5
Week 2	Email weekly schedule to instructor Complete weekly Discussion Board	M1-5
Week 3	Email weekly schedule to instructor Complete weekly Discussion Board	M1-5
Week 4	Email weekly schedule to instructor Complete weekly Discussion Board	M1-5
Week 5	Email weekly schedule to instructor 1 st Clinical Evaluation Due Complete weekly Discussion Board	M1-5
Week 6	Email weekly schedule to instructor Complete weekly Discussion Board	M1-5
Week 7	Email weekly schedule to instructor Complete weekly Discussion Board	M1-5
Week 8	Email weekly schedule to instructor Complete weekly Discussion Board	M1-5
Week 9	Email weekly schedule to instructor Complete weekly Discussion Board	M1-5
Week 10	Email weekly schedule to instructor 2 nd Clinical Evaluation Due Complete weekly Discussion Board	M1-5
Week 11	Email weekly schedule to instructor Complete weekly Discussion Board	M1-5
Week 12	Email weekly schedule to instructor Complete weekly Discussion Board	M1-5
Week 13	Email weekly schedule to instructor Complete weekly Discussion Board	M1-5
Week 14	Email weekly schedule to instructor Complete weekly Discussion Board	M1-5
Week 15	Email weekly schedule to instructor Final Clinical Evaluation Due All ARRT Documentation Due	M1-5

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

Mammography Competencies:

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