



**RADIOLOGIC TECHNOLOGY  
RADT 1030  
COURSE SYLLABUS  
Lecture  
Fall Semester 2015**

**Semester:** Fall 2015

**Course Title:** Radiographic Procedures I

**Course Number:** RADT 1030

**Credit Hours/ Minutes:** 3/3750

**Class Location:** 743

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

**CRN:** 20306

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

**Office Hours:** 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

*Optional:* Adler, A., Carlton, R.R., & Greathouse, J.S. (2010). *Principles of Radiographic  
Positioning/Procedures Pocket Guide.*

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

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

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

**COURSE OUTLINE:**

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

**PREREQUISITES:** Program Admission, BIOL 2114 and BIOL 2214L

**COREREQUISITES:** RADT 1010

**GENERAL EDUCATION CORE COMPETENCIES:**

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

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

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS:** Students are expected to complete all reading, tests, and daily assignments (workbooks, handouts & positioning books) by the specified date. Students will also be required to complete laboratory simulations and laboratory evaluations. Workbook assignments and handouts are to be completed before the student takes the test on the material assigned. If the student fails to complete any assigned material, a zero will be given for that test and for that assignment.

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

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

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

Students will complete a positioning book that will be utilized throughout the procedure courses, as well as the clinical courses of the program.

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

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

**A final unit test average of 70 or higher is required to sit for the final (grades of 69.9 will not be rounded up). If you do not have a 70 or higher average, you will be unable to sit for the final exam and subsequently, will be withdrawn from the course with a grade of WP/WF.**

**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.]*

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

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

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

#### **ADDITIONAL ATTENDANCE PROVISIONS**

##### ***Health Sciences***

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

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

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

**TRADITIONAL ATTENDANCE ADDENDUM: In this course, which meets 2 days a week for 7 weeks, the maximum number of days a student may miss is 2 days during the semester.**

**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.

**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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, 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*.

**Please note that any conduct/behavior that is in violation of program policies and/or procedures will be addressed and resolved in accordance to the Radiologic Technology Academic and Clinical Manual.**

#### **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 Angel, 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 Tests	30%
Workbooks	5%
Lab Evaluations	10%
Projection Book	25%
Final Exam	20%
Final Lab Exam	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.*

## RADT 1030 Positioning Books Rubrics

Listed below are the minimum projections that should be included in your positioning book to receive full credit. You may include additional projections if you like, but they will not count as extra credit.

I suggest that you buy a spiral bound notebook so that you have plenty of space to write positioning criteria and technical factors for each clinical site.

At a minimum, you must include for each projection:

1. Projection/position name
2. IR size required
3. SID
4. Breathing instructions
5. Standard technical factors
6. Description of part/position/patient
7. Centering point for the CR
8. CR angle and direction
9. Evaluation criteria for centering, technical factor selection, and positioning

As you rotate through various clinical sites, you are required to write down the standard technical factors used for each of these exams as a reference.

**Completed books are due October 11<sup>th</sup>, 2012**

<b>Chest</b> PA Lateral Decubitus Lordotic AP Chest	<b>Upper Airway</b> AP Lateral	<b>Abdomen</b> Supine Upright Acute Abdomen	<b>Thumb</b> AP/PA Oblique Lateral	<b>Fingers</b> PA Oblique Lateral	<b>Hand</b> PA Oblique Lateral
<b>Wrist</b> PA Oblique Lateral Scaphoid	<b>Forearm</b> AP Lateral	<b>Elbow</b> AP Int Oblique Lateral Ext Oblique	<b>Humerus</b> AP Lateral Transthoracic	<b>Shoulder</b> AP-neutral AP-external Lateral Lawrence Hobbs Scapular Y	
<b>Clavicle</b> AP Axial	<b>AC Joints</b> AP-c/s	<b>Scapula</b> AP Lateral	<b>SC Joints</b> PA Obliques	<b>Sternum</b> RAO Lateral	<b>Knee</b> AP Int. Oblique Ext. Oblique Lateral AP WB PA Axial WB Camp-Coventry Homblad Beclere
<b>Ribs</b> AP (post) PA (ant) Obliques	<b>Toes</b> AP Oblique Lateral Sesamoids	<b>Feet</b> AP Oblique Lateral	<b>Calcaneus</b> Axial Lateral	<b>Ankle</b> AP Mortise Oblique Lateral	
<b>Tib/Fib</b> AP Lateral		<b>Patella</b> Settegast seated PA Lateral Inferosuperior			

	<b>Excellent 6</b>	<b>Satisfactory 3</b>	<b>Unsatisfactory 0</b>
<b>Organization/Neatness</b>			
<b>Contains positioning criteria</b>			
<b>Contains technical factor criteria</b>			
<b>Contains evaluation criteria</b>			

You will be graded using this rubric for each projection included in your positioning book. There is a possible point total of 462. (79 exams x 6 points possible = 474 total points possible).

I highly recommend that you put a great deal of effort into this project as it will serve as a reference guide when you begin your clinical rotations.

**Fall 2015 Lesson Schedule**

<b>Date</b>	<b>Chapter / Lesson</b>	<b>Content/ Laboratory</b>	<b>Assignments</b>	<b>*Learning Outcomes</b>
<b>Week 1</b>	Chapter 1	Syllabus and lesson plan Cell phone policy STC Policy and Procedures Lecture General Anatomy, Terminology and Positioning Principles	Read chapter 1 Do workbook chapter 1	RT3, RT4 a-c
	Chapter 1	Lecture Image Quality, Digital Technology, and Radiation Protection	Read chapter 1 Do workbook chapter 1	RT3, RT4 a-c
<b>Week 2</b>	Chapter 2	<b>Test 1</b> JDH Orientation	JDH Orientation	JDH Orientation
	CPR	CPR	CPR	
<b>Week 3</b>	Chapter 2	Lecture Chest Lab Demonstration Simulation Practice	Read chapter 2 Do workbook chapter 2	RT1, RT5 a-c
	Chapter 2	Lecture Chest Lab Demonstration Simulation Practice	Read chapter 2 Do workbook chapter 2	RT1, RT5 a-c
<b>Week 4</b>	Chapter 3	<b>Test 2</b> <b>Lab Evaluation</b> Lecture Abdomen	Read chapter 3 Do workbook chapter 3	RT1, RT5 a-c
	Chapter 3	Lecture Abdomen Lab Demonstration Simulation Practice	Read chapter 3 Do workbook chapter 3	RT1, RT5 a-c
<b>Week 5</b>	Chapter 4	<b>Test 3</b> <b>Lab Evaluation</b> Lecture Upper Limb	Read chapter 4 Do workbook chapter 4	RT1, RT5 a-c
	Chapter 4	Lecture Upper Limb Lab Demonstration Simulation Practice	Read chapter 4 Do workbook chapter 4	RT1, RT5 a-c
<b>Week 6</b>	Chapter 5	<b>Test 4</b> <b>Lab Evaluation</b> Lecture Humerus and Shoulder Girdle Lab Demonstration Simulation Practice	Read chapter 5 Do workbook chapter 5	RT1, RT5 a-c
	Chapter 5	Lecture Humerus and Shoulder Girdle Lab Demonstration Simulation Practice	Read chapter 5 Do workbook chapter 5	RT1, RT5 a-c



**Fall 2015 Lesson Schedule**

<b>Date</b>	<b>Chapter / Lesson</b>	<b>Content/ Laboratory</b>	<b>Assignments</b>	<b>*Learning Outcomes</b>
<b>Week 7</b>	Chapter 6	<b>Test 4</b> <b>Lab Evaluation</b> Lecture Lower Limb	Read chapter 6 Do workbook chapter 6	RT3, RT5 a-c
	Chapter 6	Lecture Lower Limb Lab Demonstration Simulation Practice	Read chapter 6 Do workbook chapter 6	RT3, RT5 a-c
<b>Week 8</b>	Chapter 10	<b>Test 6</b> <b>Lab Evaluation</b> Lecture Bony Thorax Lab Demonstration Simulation Practice	Read chapter 10 Do workbook chapter 10	RT2, RT5 a-c
		<b>Test 7</b> <b>Lab Evaluation</b>		RT2, RT5 a-c
<b>Week 9</b>		<b>Final Exam</b> <b>Final Lab Evaluation</b> <b>Positioning Books are Due</b>		RT1-6 a-c

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

\*Radiologic Technology Competency Areas:

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

**GENERAL EDUCATION CORE COMPETENCIES:**

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



**Southeastern Technical College  
Radiologic Technology Degree Program**

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date