



**RADIOLOGIC TECHNOLOGY
RADT 2350
COURSE SYLLABUS
Web-enhanced
Fall Semester 2015**

Semester: Fall 2015

Course Title: Clinical Radiography IV

Course Number: RADT 2350

Credit Hours/ Minutes: 7/15750

Class Location: Clinical site

Class Meets: Mondays, Tuesdays, Thursdays
8:00am-6:30pm

CRN: 20309

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

Office Hours: Mondays-Thursdays: 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: Bontrager, K. (2013). Textbook of radiographic positioning and related anatomy. (7th). St. Louis, MO: Mosby

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

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

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

COURSE DESCRIPTION: Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

MAJOR COURSE COMPETENCIES: Major course competencies include: sterile techniques, participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures, and participation in and/or observation of cranial and facial radiography, and competency completion evaluation.

COURSE OUTLINE:

- Sterile techniques
- Participation in and/or observation of minor special procedures
- Special equipment use
- Genitourinary system procedures
- Participation in and/or observation of cranial and facial radiography
- Competency completion evaluation.

PREREQUISITES: RADT 1010, RADT 2090, RADT 2340

COREQUISITES: None

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:

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

In addition, students are also required to keep their Health Policy and records in their clinical notebook. It is the responsibility of the student to maintain individual health records and have the policy available and up-to-date for review by the clinical site. This includes, but is not limited to, PPD and CPR certification. Any student found to have a lapse of current health policy requirements will be dismissed from clinic until such time that necessary steps can be taken to update health policy requirements. The time missed will be applied to the 10% allowable and will be made up according to the Make-Up Policy. Please note that if you exceed the 10% allowable absence, you will be withdrawn from the course, and subsequently, the program.

Clinical Schedule

A clinical schedule will be handed out at the beginning of the semester and the starting time and date will be indicated for each student.

Clinical Paperwork

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

Performance Evaluations	30%
Competency Forms	30%
Clinical Coordinator Performance Evaluations	15%
Procedures Log/Repeat Log	5%
Film Critique Assignment	15%
Case Study/Clinical Paper	5%

Clinical Exams and Grading

Each clinical course is coupled with a didactic course. In the didactic course, the material is given by

classroom instruction/lecture, and then the material taught in class is demonstrated in the laboratory and practiced by the students in the laboratory. One observation in the clinical site is required before participating in the exam with the registered radiographer. An observation in the clinical setting is when the student observes the radiographer while the procedure is being performed. This observation is to be documented within the Trajecsys system and must be completed by the registered radiographer that the student observed.

Participation

Once the student has observed the exam being performed by a registered radiographer, he/she may then participate in the exam. Participation consists of the student completing a minimum of 85% of the exam under the supervision of a registered radiographer. The Participation should be completed by the supervising technologist and logged in the Trajecsys system. The Participation Evaluation includes the psychomotor and cognitive domains of the clinical education. The student is graded on the procedural (psychomotor) aspect of the exam and the cognitive aspect, which is the Image Critique. A grade of 85% is required on the Participation in order for the student to meet the requirements for mastery of the exam he/she participated in.

One Observation and one Participation are required before the student is ready to complete the Competency Evaluation. Image critique is reviewed with the student during observations and participations.

Competency Forms

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

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

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

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

Please note that any repeated images on a competency exam will result in a failing grade and require the student to be graded on an additional 2 participation exams, as well as prove competency and/or continued competency on that exam. The failed competency form should be completed by the technologist grading the student and returned to the Clinical Coordinator.

Continued Competencies

A Continued Competency is performed after competency of a procedure has been successfully

achieved. Continued Competencies will be required on certain exams prior to graduation from the program. The Continued Competencies must be procedures in which the student has successfully demonstrated competency first. The Continued Competency Evaluation includes the psychomotor and cognitive domains of the clinical education. The student is graded on the procedural (psychomotor) aspect of the exam and the cognitive aspect, which is the Image Critique. A grade of 85% is required on the Continued Competency in order for the student to meet the requirements for mastery of the Continued Competency. The Continued Competency should be completed by the supervising technologist and logged in the Trajecsys system.

In the event a Continued Competency is failed, two more participations will have to be performed by the student and another Competency Evaluation performed in order to regain his/her mastery status of that particular exam.

Please note that it is permissible for any program faculty member, clinical instructor, or technologist to pull student competencies if they are unable to prove mastery of the exam after having been graded on a Participation, Competency, Procedures Log or Continued Competency.

Performance Evaluations

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

Performance Evaluations are to be completed by a radiographer on the Approved Clinical Faculty list. The radiographer will evaluate and grade the student using the Trajecsys system. Once completed, the student should review the evaluation, make any necessary comments, and approve the Performance Evaluation. The Clinical Coordinator reviews all evaluations.

Any Performance Evaluation graded lower than 75% will require that the student be counseled. The accrual of two or more poor Performance Evaluations by two or more separate clinical sites will result in a Level II Infraction and a Disciplinary Violation will be issued to the student.

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

A Performance Evaluation is to be filled out a minimum of 2 times per clinical site rotation. They should be completed by the registered technologist that worked with the student most consistently. Both Performance Evaluations should not be completed by the same technologist. This means that the student should work with a number of technologists throughout the rotation.

Clinical Coordinator Performance Evaluations

Throughout the clinical rotation, students will be assessed and evaluated by program faculty. This will be documented on the Clinical Coordinator Performance Evaluations. These evaluations will enable the program faculty to assess strengths and weaknesses for each student.

Evaluation is based upon specific levels of professional competency and provides an opportunity for guidance and assistance when student improvement is deemed necessary.

Any Performance Evaluation graded lower than 75% will require that the student be counseled. The accrual of two or more poor Performance Evaluations by two or more separate clinical sites will result in a Level II Infraction and a Disciplinary Violation will be issued to the student.

Case Study

A Case Study will be completed by the student during the semester and turned into the Clinical Coordinator. During this case study, the student will select an interesting exam they have performed and/or participated in and follow the progress of the patient from start to finish. This paper should detail the imaging modalities used, pathology, progress notes, patient history, and any associated reports. The Case Study will comprise a total of 5% of their overall clinical course grade.

Students are responsible for turning in all clinical paperwork on the assigned date at the end of the semester. It is the responsibility of the student to ensure that all paperwork is accurate and complete. Paperwork that is found to be incomplete will not be accepted. Students are to ensure that the signatures and initials of Clinical Instructors are present on all grades. Lack of identifying Clinical Instructor signatures or initials will result in the student having to repeat the competency. All paperwork must be done in blue or black ink. No work done in pencil will be accepted.

Repeat Log

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

Procedures Log

Procedures Logs are required to be completed daily in the Trajecsys system and approved by clinical faculty. These logs will be reviewed regularly by program faculty. This log should include all exams for which the student has participated in and/or performed under either direct or indirect supervision. All images should include the student's lead markers.

FILM CRITIQUE EVALUATION

For any Film Critique Evaluation, the evaluator has the option to require the student to present that information in either of the following formats:

1. Orally, in one-on-one scenarios with the evaluator.
2. Orally, as a presentation to the evaluator and other student radiographers at the clinical site or in the classroom.

Rationale for film critique

Film critique evaluations are to provide the opportunity for review and reinforcement of theoretical concepts with evaluation of the same.

Objectives of the film critique

1. To provide the opportunity for the student/instructor to correlate didactic and clinical education.

2. To review radiographic procedures with specific emphasis on:
 1. principles of radiographic exposure
 2. radiographic procedures/routines at each hospital
 3. radiographic image evaluation
 4. methods of patient care in the respective rotation
 5. equipment manipulation in the respective rotation
 6. human structure and function
 7. pathology
3. To provide information for use on educational decisions, revisions of curriculum or class content and student remediation.
4. To conform to the quality assurance guidelines of the JRCERT on education in Radiologic Technology.

Requirements

1. Film critique evaluation requires evaluation by program faculty and/or Clinical Instructors.
2. The Film Critique Fact Sheet must be completed prior to evaluation. Fact sheets are to be turned in at the end of the evaluation.
3. Organized radiographs must be used for image evaluation. Ideally, these images have been performed by the student.
4. Each student's own initialed markers must be on radiographs being used for film critique evaluation.

Grading

1. Grades on film critique evaluation must be at least 85% to be successful.
2. If the student fails the film critique evaluation, the corresponding competency will also be failed. The student must return to the lab and complete remediation.

Film Critique Evaluation Guidelines

1. Name of exam
2. Clinical site/room
3. Patient current and previous history-previous conditions that might affect final radiographs.
4. Routine views, IR size, name/method of projections/positions, rotation of part, angulation of tube.
5. Describe anatomy-bony structures, topographic anatomy (landmarks), normal variances, physiological functions of part examined, and any pathology demonstrated.
6. Technical factors
7. Density, Contrast, Visibility of detail

NOTE: It is recommended that the above information be prepared before the critique session and may be used during the evaluation process.

CLINICAL NOTEBOOK

All students are required to maintain a Clinical Notebook. The Clinical Notebook will contain a current copy of the Academic and Clinical Manual, dosimeter(s), markers, Student ID badge, and current Student Health Policy/records. Students who report to clinic without their Clinical Notebook will be dismissed for the day and the time will be made up, at the Faculty's discretion, in accordance to the Clinical Make-Up Policy. All student notebooks are subject to inspection by the program faculty and must be kept neat

and organized at all times.

The competency requirements for this semester are to complete any remaining competencies related to RADT 1030/1060/2090.

Approved Clinical Faculty

The following technologists are considered approved clinical faculty. This means that they are able to grade Competencies, Continued Competencies, Terminal Competencies, Simulations and Performance Evaluations.

MRMC	Optim Medical Center	WCRMC	JDH	VOC-V	AHS
Christy Allen	James Fennell	Sherri Black	Kristi Suttles	Hope Worth	Melissa Bass
Marissa Hatton	Sharon Tribble	Christina Powell	Stephanie Harrell	Laysha Braddy	Nicole Moxley
Kelly Bragg	Victoria Mosely	Crissy Lindsay	Gerald Newman		Nikki Bailey
Gary Gibbs	Bradley Bacon	Jacob Pool	Kayla Yawn		Tammy Scott
Brittany Morgan	Yvette Cowart		Chelsea Gibbs		Jennifer Conner
Jeff Lockley	Keri Brantley				Dylan Wilkes
Christina Hasty	Justin Sims	Optim/Spivey			Chelsea Davis
Jason Clark	Jesse Branch	Christy Waller			
Roy Poblete	Brock Aldrich	Stephan Powell			
Jared Murphy	Amy Milton	Amanda Blalock			
Jeff Hobbs		Madison Brantley			
Keegan Spell					
Brandi Williamson					
Scott Thomas					

Official Records of Attendance

Trajecsys:

- Clinical attendance is recorded in the Trajecsys system and reviewed by the program faculty.
- The student shall clock in/out using the Trajecsys system daily and have their time approved by the Clinical Instructor before leaving the clinical site for the day.

- Any time not recorded within the Trajecsys system will have to be made up by student, at the Faculty's discretion, in accordance to the Clinical Make-Up Policy.
 - Attendance without a record does not exist. **Students will not receive credit for clinical hours that are not recorded within Trajecsys.** For instance, if you forget to clock in as you arrive to clinic, any clinical time worked is void and will have to be made up in accordance to the Clinical Make-Up Policy.

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

****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. ****

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 3 days a week for 15 weeks, the maximum number of days a student may miss is 3 days during the semester.

TARDINESS: Students are expected to report for their clinical and class assignments on time. Tardiness will not be tolerated. **The student MUST personally notify the Clinical Coordinators and the Clinical Instructor of the assigned clinical site prior to the time that he/she is scheduled to report if he/she is going to be tardy.** Failure of the student to follow the program's Clinical Attendance Policy is a Level II Infraction. (Please refer to the section on Disciplinary Action for Non-Compliance in the

Student Handbook.)

Any time missed will be made up at the discretion of the Clinical Coordinators. **Excessive tardiness will result in disciplinary action.**

EARLY DEPARTURES: In the event a student leaves before the required time for that day, the Clinical Coordinators are to be notified of this early departure; **along with the Clinical Instructor before leaving the clinical site. Any early departure from the clinical site must be approved by the Clinical Coordinators 48 hours prior** unless there is an emergency situation. Any time missed will be made up at the Faculty's discretion; in accordance with the Clinical Make-Up Policy.

CLINICAL MAKE-UP POLICY: Clinical make up time will only be allowed during the semester that the clinical time was missed. A Clinical Make-Up Form will be completed by the Clinical Coordinators. The Clinical Coordinators will schedule the Make-Up Day for the student and gain approval from the clinical site. No incomplete will be given for missed clinical time.

Students will be given the opportunity to make up clinical time missed, provided that this time does not exceed 10% of the total clinical time for that quarter. **Please note that any time missed exceeding 10% of the total clinical time for the semester will cause the student to be dismissed from the program.**

All time missed will be made up at the clinical site in which the absence occurred. Please do not ask to make up the time at any other clinical site.

Please note that if you fail to report to clinic on the assigned make-up day, you will receive a Level II Infraction by incurring excessive absences. This time will also be calculated into the 10% allowable absences.

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.

**RADT 2350
Fall 2015**

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.

GRADING POLICY

Performance Evaluations	30%
Competency Forms	30%
Clinical Coordinator	
Performance Evaluations	15%
Procedures Log/ Repeat Log	5%
Film Critique Assignment	15%
Case Study/Clinical Paper	5%

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	Chapter / Lesson	Content	Assignments Tests	*Competency Area
				RT 1-3 GE 1-4
				RT 1-3 GE 1-4
			September 1st – Labor Day (No Clinic)	
			Film/Image Critique Due Performance Evaluation Due	RT 1-3 GE 1-4
				RT 1-3 GE 1-4
				RT 1-3 GE 1-4
				RT 1-3 GE 1-4
			Performance Evaluation Due	RT 1-3 GE 1-4
				RT 1-3 GE 1-4
				RT 1-3 GE 1-4
				RT 1-3 GE 1-4
			Case Study Due Performance Evaluation Due	RT 1-3 GE 1-4
				RT 1-3 GE 1-4
				RT 1-3 GE 1-4
				RT 1-3 GE 1-4
				RT 1-3 GE 1-4
			Thanksgiving Holidays	
			Performance Evaluation Due Please turn in all completed Competency Forms Please turn in the Procedures Log and Repeat Log	

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

*Radiologic Technology Competency Areas:

- (1) Sterile technique
- (2) Application and/or observation of minor special procedures, special equipment use, and genitourinary procedures
- (3) Application and/or observation of cranial, sinus, and facial radiography

GENERAL EDUCATION CORE COMPETENCIES:

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



**Southeastern Technical College
Radiologic Technology Degree Program**

I _____ have read and understand the syllabus for RADT 2350. 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