



**RADT 1060 Radiographic Procedures II**  
**COURSE SYLLABUS**  
**Spring Semester 2018**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/3750

Class Location: Room 743

Class Meets: Tuesday & Thursday 9:00 AM – 3:30 PM (1/8-2018 – 3/1/2018)

Course Reference Number (CRN): 40194

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Tara W. Powell

Office Location: 714

Office Hours: Wednesday 8:00 AM – 12:00 PM

Email Address: [Tara Powell \(tpowell@southeasterntech.edu\)](mailto:tpowell@southeasterntech.edu)

Phone: 912-538-3152

Fax Number: 912-538-3106

Tutoring Hours (if applicable): 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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

Merrill's Atlas of Radiographic Positioning and Procedures (13<sup>th</sup> ed.) ISBN: 978-0-323-26341-3

**REQUIRED SUPPLIES & SOFTWARE**

Pen, pencil, highlighter, notebook, paper

**COURSE DESCRIPTION**

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

**MAJOR COURSE COMPETENCIES**

Major course competencies include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

**PREREQUISITE(S)**

RADT 1010, RADT 1030

## COURSE OUTLINE

- Anatomy and routine projections of the pelvic girdle
- Anatomy and routine projections of the spine
- Gastrointestinal (GI) procedures
- Genitourinary (GU) procedures
- Biliary system procedures
- Minor procedures

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College 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 reading, tests, and daily assignments (workbooks, handouts, phantom images, image critiques & projection sheets) by the specified date.

During RADT 1060, students will be required to:

- Read the appropriate chapter in the course textbook
- Complete the Projection Sheets for appropriate chapter
- Produce radiographic images utilizing the program's phantom in accordance to the exam protocol contained in the course textbook
- Complete an Image Critique Form on their radiographic images created utilizing the program's phantom
- Successfully pass the Laboratory Evaluation on the appropriate body area in accordance to the protocol and criteria contained within the course textbook
  - Students must successfully pass the Laboratory Evaluation with a score of 80% or higher prior to proving competency on the exam in the clinical setting.
  - 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.
  - All laboratory evaluations must be passed before clinical participation/competency can be attempted.
    - Students must earn a grade of 80% or greater on Laboratory Evaluations in order to pass the course requirements.

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.

**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.

## **MAKEUP POLICY**

Students will be allowed to makeup one test. Any further missed test will result in a grade of zero. All makeup exams will be given at the discretion of the instructor and accommodations may be made based upon extenuating circumstances.

**\*\*Extenuating circumstances are unforeseen accidents, deaths in the immediate family or personal illness which requires you to be absent from class or clinical. Vacations, weddings, doctor appointments, studying for an exam, child care issues, job interviews and working at your job are not considered extenuating circumstances as these are not unforeseen events. \*\***

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

## **CELL PHONE 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 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.

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. 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.

## **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.

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

### **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), 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), 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" (Withdrawn) 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 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.

### **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc.

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a></p>	<p>Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a></p>

**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).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (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
Chapter Test	250
Lab Evaluations	225
Image Critique	25
Projection Sheets	30
Final Written Exam	50
Final Lab Exam	50
Total Possible Points	630

## GRADING SCALE

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

## RADT 1060 Radiographic Procedures II Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignment/Tests/Due Dates	Competency Areas
<b>Week 1</b> January 9	Chapter 7	Lecture Pelvis and Proximal Femora	Read Chapter 7	RT 1 – 2 GE A - C
January 11		Demonstration Practice Simulation Image Critique Review	Work on Projection Sheets Do Workbook Chapter 7	
<b>Week 2</b> January 16	Chapter 8	<b>Exam 1</b> (Chapter 7) Lab Eval Pelvis and Femora Lecture Vertebral Column	Read Chapter 8	RT 1 – 2 GE A - C
January 18		Lecture Vertebral Column Continued	Work on Projections Sheets Do Workbook Chapter 8	
<b>Week 3</b> January 23		Demonstration Practice Simulation		RT 3 – 5 GE A - C
January 25	Chapter 17	<b>Exam 2</b> (Chapter 8) <b>Lab Eval</b> Vertebral Spine	Read Chapter 17	
<b>Week 4</b> January 30		Lecture Digestive System (Esophagus/Stomach) Demonstration Practice Simulation	Work on Projections Sheets Do Workbook Chapter 17	RT 3– 5 GE A - C
February 1	Chapter 17	<b>Lab Eval</b> Digestive System (Esophagus/Stomach) Lecture Digestive System (Small Bowel/Large Bowel/Biliary System)		
<b>Week 5</b> February 6		Demonstration Practice simulation		RT 3 – 5 GE A - C
February 8	Chapter 18	<b>Exam 3</b> (Chapter 17) Lab evaluation Digestive System (Small Bowel/Large Bowel) Lecture Urinary System and Venipuncture	Read Chapter 18	
<b>Week 6</b> February 13		Demonstration on Urinary System Practice Simulation Image Critique Review	Work on Projections Sheets Do Workbook Chapter 18	RT 3 – 5 GE A - C
February 15	Chapter 26 & 13	<b>Exam 4</b> (Chapter 18 – Urinary System) Lab Evaluation Lecture Mobile	Read Chapter 13 & 26	

Date/Week	Chapter/Lesson	Content	Assignment/Tests/Due Dates	Competency Areas
		Radiography		
<b>Week 7</b> February 20		Lecture Trauma Radiography Trauma Practice Simulation in Lab	Work on Projections Sheets Do Workbook Chapter 13 & 26	RT 1 – 5 GE A - C
February 22		<b>Exam 5 (Chapter 13 &amp; 26)</b> <b>Lab Eval Trauma</b>	Review Chapter 7, 8, 17, 18, 13, 26	
<b>Week 8</b> February 27		<b>Final Exam</b> <b>Final Laboratory Exam</b>		RT 1 – 5 GE A - C

**\*\*Lesson plan is subject to change at the discretion of the instructor\*\***

**COMPETENCY AREAS:**

1. Anatomy and Routine Projections of the Pelvic Girdle
2. Anatomy and Routine Projections of the Spine
3. Anatomy and Routine Projections of the GI Tract
4. Anatomy and Routine Projections of the GU System
5. Anatomy and Routine Projections of the Biliary System

**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.





**Southeastern Technical College  
Radiologic Technology Degree Program**

I \_\_\_\_\_ have read and understand the syllabus for RADT 1060. 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