



**RADT 2090 Radiographic Procedures III
COURSE SYLLABUS
Spring Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 2/3000

Class Location: 743

Class Meets: Tuesday and Thursday/9:00 AM – 3:00 PM (3/06/2018 – 5/03/2018)

Course Reference Number (CRN): 40195

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 STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student 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 (13th ed.) ISBN: 978-0-323-26341-3.

REQUIRED SUPPLIES & SOFTWARE

Pen, pencil, notebook, paper, radiographic markers, highlighters, notecards

COURSE DESCRIPTION

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; special radiographic procedures, and pathological considerations of the cranium, facial bones, sinuses and special procedures.

MAJOR COURSE COMPETENCIES

1. Anatomy and Routine Projections of the Cranium
2. Anatomy and Routine Projections of the Facial Bones
3. Anatomy and Routine Projections of the Sinuses
4. Special Radiographic Procedures
5. Pathological Considerations of the Cranium, Facial Bones, Sinuses and Special Procedures

PREREQUISITE(S)

RADT 1060 Radiographic Procedures II

COURSE OUTLINE**1. Anatomy and Routine Projections of the Cranium**

Order	Description	Learning Domain	Level of Learning
1.1	Describe the anatomy of the cranium in terms of structures visualized and functions demonstrated.	Cognitive	Knowledge
1.2	Describe routine and special projections of the cranium in terms of structures visualized, functions demonstrated, and general positioning considerations.	Cognitive	Knowledge
1.3	Explain basic CT acquisition protocol for the head.	Cognitive	Comprehension
1.4	Given clinical simulations for routine and special projections of the cranium, explain structures visualized, functions demonstrated, and general positioning considerations.	Cognitive	Knowledge
1.5	In a laboratory environment, perform radiographic procedures related to the cranium.	Psychomotor	Guided Response
1.6	Evaluate cranial positioning accuracy, image quality, and anatomical structures visualized on the image.	Cognitive	Evaluation

2. Anatomy and Routine Projections of the Facial Bones

Order	Description	Learning Domain	Level of Learning
2.1	Describe the anatomy of the facial bones in terms of structures visualized and functions demonstrated.	Cognitive	Knowledge
2.2	Describe routine and special projections of the facial bones in terms of structures visualized, functions demonstrated, and general positioning considerations.	Cognitive	Knowledge
2.3	Explain structures visualized, functions demonstrated, and the general positioning considerations for routine and special projections of the facial bones.	Cognitive	Comprehension
2.4	Perform radiographic procedures related to the facial bones in a laboratory environment.	Psychomotor	Guided Response
2.5	Evaluate facial positioning accuracy, image quality, and anatomical structures visualized on the image.	Cognitive	Evaluation

3. Anatomy and Routine Projections of the Sinuses

Order	Description	Learning Domain	Level of Learning
3.1	Describe the anatomy of the sinuses in terms of structures visualized and functions demonstrated.	Cognitive	Knowledge
3.2	Describe routine and special projections of the sinuses in terms of structures visualized,	Cognitive	Knowledge

Order	Description	Learning Domain	Level of Learning
	functions demonstrated, and general positioning considerations.		
3.3	Explain structures visualized, functions demonstrated, and the general positioning considerations for routine and special projections of the sinuses.	Cognitive	Comprehension
3.4	Perform radiographic procedures related to the sinuses in a laboratory environment.	Cognitive	Guided Response
3.5	Evaluate sinus positioning accuracy, image quality, and anatomical structures visualized on the image.	Cognitive	Evaluation

4. Special Radiographic Procedures

Order	Description	Learning Domain	Level of Learning
4.1	Define terms and phrases related to special procedures to include: a) arthrogram; b) endoscopic retrograde cholangiopancreatogram (ERCP); c) myelogram; d) venogram; e) surgical cholangiogram; and f) hysterosalpingogram	Cognitive	Knowledge
4.2	Discuss the indications and contraindications for the following procedures to include: a) arthrogram; b) endoscopic retrograde cholangiopancreatogram (ERCP); c) myelogram; d) venogram; e) surgical cholangiogram; and f) hysterosalpingogram.	Cognitive	Comprehension
4.3	Discuss imaging, equipment, and supplies used for the following procedures to include: a) arthrogram; b) endoscopic retrograde cholangiopancreatogram (ERCP); c) myelogram; d) venogram; e) surgical cholangiogram; and f) hysterosalpingogram.	Cognitive	Comprehension
4.4	Explain various minor radiographic procedures, describe the contrast medium utilized in terms of type, administration method, and quantity.	Cognitive	Comprehension
4.5	Describe the preparation and post-procedural care for each minor radiographic procedure, inclusive of adverse reactions.	Cognitive	Knowledge
4.6	Identify the type of procedure performed, anatomy visualized, and any indicated pathology given specific images.	Cognitive	Knowledge
4.7	Describe radiographer's role during each minor procedure.	Cognitive	Knowledge
4.8	Define terms and phrases related to special procedures to include: a) arthrogram; b) endoscopic retrograde cholangiopancreatogram (ERCP); c) myelogram; d) venogram; e) surgical cholangiogram; and f) hysterosalpingogram	Cognitive	Knowledge

5. Pathological Considerations

Order	Description	Learning Domain	Level of Learning
5.1	Describe the clinical indications for the cranium, facial bones, sinuses, and special radiographic procedures	Cognitive	Knowledge
5.2	Identify which clinical indications are additive and destructive.	Cognitive	Knowledge
5.3	Adapt technical factors and exposure considerations for the pathology indicated for the cranium, facial bones, sinuses and special radiographic procedures.	Cognitive	Synthesis
5.4	Evaluate radiographic images of the pathology indicated for the cranium, facial bones, sinuses, and special radiographic procedures	Cognitive	Evaluation

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 2090, 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.
- Students will also take comprehensive review quizzes over material previously covered in RADT 1030/1060.

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 the 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 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 accessed 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:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist	Blythe Wilcox, Director of Human Resources

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

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	Percentage
Chapter Test	150
Lab Evaluations	135
Image Critique	75
Projection Sheets	30
Final Exam	100
Final Lab Exam	45
Total Possible Points	535

GRADING SCALE

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

RADT 2090 Radiographic Procedures III Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 March 1	Chapter 20/ pages 256-271	Lecture Skull and Cranial Bones Demonstration	Read Chapter 20	GE1-3 RT 1
March 6				
Week 2 March 8		Practice Simulation Image Critique Exercise	Work on Projection Sheets Do workbook	
March 13	Chapter 20	Exam 1 (Skull and Cranial Bones) Lab Evaluation (Eval) Skull and Cranial Bones Lecture Facial Bones Demonstration	Read Chapter 20 Work on Projection Sheets Workbook Due	GE1-3 RT 1-3
Week 3 March 15		Practice Simulation Image Critique Exercise		
March 20	Chapter 20	Exam 2 (Facial Bones) Lab Eval Facial Bones Lecture Sinuses Demonstration	Read Chapter 20 Work on Projection Sheets Do workbook	GE1-3 RT 2-3
Week 4 March 22	Chapter 20	Practice Simulation Image Critique Exercise		
March 27		Exam 3 (Sinuses) Lab Eval Sinuses Lecture Chapter 24 Pediatric Imaging		GE1-3 RT 1-3
Week 5 29		Exam 4 (Pediatric Imaging Chapter 24) Lecture Chapter 25 (Geriatric Imaging)		
April 3 & 5		Exam 5 (Geriatric Imaging Chapter 25)		GE1-3 RT 1-3

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 6 April 10		Spring Break		
April 12	Chapter 12	Lecture Chapter 12 (Contrast Arthrography)	Read Chapter 12	GE1-3
Week 7 April 17		Exam Chapter 12 Contrast Arthrography	Workbook Chapter 12 due	
19	Chapter 19	Lecture Chapter 19	Read Chapter 19	GE1-3
Week 8 April 24		Exam Chapter 19 Contrast Arthrography	Workbook Chapter 19 Due	
April 26	Chapter 27	Lecture Surgical Radiography	Read Chapter 27	GE1-3
May 1		Exam Chapter 27 Surgical Radiography	Workbook Chapter 27 Due	
May 3		Final Exam (Chapters 20, 24, 25, 12, 19, 27) Final Laboratory Exam (Skull/Facial Bones/Sinuses)		

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

COMPETENCY AREAS:

1. Anatomy and Routine Projections of the Cranium
2. Anatomy and Routine Projections of the Facial Bones
3. Anatomy and Routine Projections of the Sinuses
4. Special Radiographic Procedures
5. Pathological Considerations

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 2090. 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