



TENTATIVE—SUBJECT TO CHANGE

**RADT 1060 – Radiographic Procedures II
COURSE SYLLABUS
Spring Semester 202014**

COURSE INFORMATION

Credit Hours/Minutes: 3/3750

Campus/Class Location: Vidalia Campus Room 743

Class Meets: Tuesday & Thursday 12:30 -5:30

Course Reference Number (CRN): 40206

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mr. Keegan Spell R.T. (R)(MR) ARRT

Email Address: Keegan Spell (kspell@southeasterntech.edu)

Campus/Office Location: Vidalia Campus Room 708

Office Hours: Monday 1:30p – 5:00p & Wednesday 8:00a – 12:00p by appointment

Phone: 912.538.3112

Fax Number: 912.538.3106

Tutoring Hours (if applicable): By Appointment Only

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

Bontrager's Textbook of Radiographic Positioning and Related Anatomy, 9th Edition. ISBN: 978-0-323-39966-1

Workbook for Textbook of Radiographic Positioning and Related Anat., 9th Edition. ISBN: 978-0-323-48187-8

Bontrager's Handbook of Radiographic Positioning and Techniques, 9th Edition. ISBN: 978-0-323-48525-8

REQUIRED SUPPLIES & SOFTWARE

Pen, pencil, highlighter, notebook, paper

Students should not share login credentials with others and should change passwords periodically to maintain security.

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.

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 exams and daily assignments. A unit exam average of 70% or above must be obtained in order to take the final exam. During RADT 1060, students will be required to:

- Read the appropriate chapter in the course textbook
- 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.

TICKET TO TEST

In RADT 1065, the student will be given assignments/homework that will serve as the student's "Ticket to Test". The student will not be allowed to take a chapter test if they fail to complete the ticket to test assignment for that chapter. Failure to complete the assignment will result in a 10 point deduction from a make-up test given the next scheduled class meeting. Failure to complete the assignment before the scheduled make-up will result in a "0" for that test. The ticket to test includes:

- Completing the associated chapter in the assigned workbook
 - The workbook will be spontaneously checked for completion.
- Completing, and displaying to instructor, one of the listed methods of study below:
 - Note Cards (Minimum number of 30)
 - Chapter Outline (Must include all sections with at least 5 facts from each section)
 - Student Study Guide (Example questions and answers written, minimum number of 30 questions)

ATTENDANCE GUIDELINES

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the work environment.

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.

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 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.

PROGRAM SPECIFIC ATTENDANCE REQUIREMENTS

In accordance with the general procedure of the school, it is the desire for each student to successfully complete each course in the program. This is necessary to meet graduation requirements. **Regular attendance, punctuality, and responsibility** for class work are three of the most significant factors for success in college. Students are expected to be present, punctual and prepared for every class assignment, and they are expected to seek additional help from the instructors when needed.

Any student who is not present at the beginning of class/lab instruction may not be allowed to enter the classroom until a scheduled break.

Attendance procedures are documented on each course syllabus. Students are responsible to monitor their own record of absences and late arrivals, and should refer to individual course syllabi for specific requirements.

The faculty may consider extenuating circumstances related to absences on a case by case basis.

Extenuating Circumstances are unforeseen accidents, illness/deaths in the immediate family or personal illness which requires you to be absent from class or clinical. Vacations, weddings, non-emergent doctor appointments, studying for an exam, child care issues, job interviews and working at your job, etc., are not considered extenuating circumstances as these are not unforeseen events. Students wishing to claim extenuating circumstances may be asked to provide documentation of the condition which led to absenteeism. The presence of extenuating circumstances does not guarantee that a student will be exempted from attendance procedures.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a “W” for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a “WP” (Withdrawn Passing) or “WF” (Withdrawn Failing) for the semester.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

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. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP POLICY (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Students will be allowed to makeup one test. Any further missed tests 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. ***

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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas</p>

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
hthomas@southeasterntech.edu	ljonas@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 Tests	40%
Lab Evaluations	15%
Final Exam	25%
Lab Final Evaluation	20%

GRADING SCALE

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

Course Number and Name

Spring Semester 2020 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 1/7/20	Chapter 7	<i>Syllabus and lesson plan</i> <i>Cell phone policy</i> <i>STC Policy and Procedures</i> Lecture: <u>Chapter 7</u> – Pelvis and Proximal Femur	-Read Chapter 7 -Complete Ticket to Test -Study Chapter 7	RT 1, GE A – C
1/9/20	Chapter 7	Lab Demonstration/Practice: Pelvis and Proximal Femur	-Read Chapter 7 -Complete Ticket to Test -Study Chapter 7	RT 1, GE A – C
Week 2 1/14/20	Chapter 8	Exam 1: (Chapter 7) Lab Evaluation: (Chapter 7) Lecture: <u>Chapter 8</u> – Cervical and Thoracic Spine	-Turn in Ticket to Test for Chapter 7 -Read Chapter 8 -Complete Ticket to Test for Chapter 8 -Study Chapter 8	RT 1-2, GE A – C
1/16/20	Chapter 8	Lecture/Lab Demonstration/Practice: Cervical and Thoracic Spine	-Read Chapter 8 -Complete Ticket to Test -Study Chapter 8	RT 2, GE A – C
Week 3 1/21/20	Chapter 9	Exam 2: (Chapter 8) Lab Evaluation: (Chapter 8) Lecture: <u>Chapter 9</u> – Lumbar Spine	-Turn in Ticket to Test for Chapter 8 -Read Chapter 9 -Complete Ticket to Test for Chapter 9 -Study Chapter 9	RT 2, GE A – C
1/23/20	Chapter 9	Lecture/Lab Demonstration/Practice: Lumbar Spine	-Read Chapter 9 -Complete Ticket to Test -Study Chapter 9	RT 2, GE A – C
Week 4 1/28/20	Chapter 12	Exam 3: (Chapter 9) Lab Evaluation: (Chapter 9) Lecture: <u>Chapter 12</u> – Biliary Tract and Upper Gastrointestinal System	-Turn in Ticket to Test for Chapter 9 -Read Chapter 12 -Complete Ticket to Test for Chapter 12 -Study Chapter 12	RT 2-3, 5 GE A – C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
1/30/20	Chapter 12	Lecture/Lab Demonstration/Practice: Biliary Tract and Upper Gastrointestinal System	-Read Chapter 12 -Complete Ticket to Test -Study Chapter 12	RT 3, 5 GE A – C
Week 5 2/4/20	Chapter 13	Exam 4: (Chapter 12) Lab Evaluation: (Chapter 12) Lecture: <u>Chapter 13</u> – Lower Gastrointestinal System	-Turn in Ticket to Test for Chapter 12 -Read Chapter 13 -Complete Ticket to Test for Chapter 13 -Study Chapter 13	RT 3, 5 GE A – C
2/6/20	Chapter 13	Lecture/Lab Demonstration/Practice: Lower Gastrointestinal System	-Read Chapter 13 -Complete Ticket to Test -Study Chapter 13	RT 3, GE A – C
Week 6 2/11/20	Chapter 14	Exam 5: (Chapter 13) Lab Evaluation: (Chapter 13) Lecture: <u>Chapter 14</u> – Urinary System and Venipuncture	-Turn in Ticket to Test for Chapter 13 -Read Chapter 14 -Complete Ticket to Test for Chapter 14 -Study Chapter 14	RT 3-4, GE A – C
2/13/20	Chapter 14	Lecture/Lab Demonstration/Practice: Urinary System and Venipuncture	-Read Chapter 14 -Complete Ticket to Test -Study Chapter 14	RT 4, GE A – C
Week 7 2/18/20	Chapter 19	Exam 6: (Chapter 14) Lab Evaluation: (Chapter 14) Lecture: <u>Chapter 19</u> – Special Radiographic Procedures	-Turn in Ticket to Test for Chapter 14 -Read Chapter 19 -Complete Ticket to Test for Chapter 19 -Study Chapter 19	RT 4, GE A – C
2/20/20	Chapter 19	Lecture/Lab Demonstration/Practice: Lower Gastrointestinal System	-Read Chapter 19 -Complete Ticket to Test -Study Chapter 19	RT 4, GE A – C
Week 8 2/25/20	Chapter 19	Exam 7: (Chapter 19) Lab Evaluation: (Chapter 19) Review for Final Exam and Lab Final Evaluation	-Turn in Ticket to Test for Chapter 19 -Study for Final Exam and Lab Final Evaluation	RT 1-5, GE A – C
2/27/20	Chapters 7, 8, 9, 12, 13, 14, 19	Final Exam: 1:30p – 3:30p Lab Final Evaluation: 3:30p – 5:30p		RT 1-5, GE A – C

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.



RADT 1060 Radiographic Procedures II Syllabus Acknowledgement

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