



**RADIOLOGIC TECHNOLOGY
RADT 1060
COURSE SYLLABUS
Lecture
Spring Semester 2016**

Semester: Spring 2016

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

Course Title: Radiographic Procedures II

Office Hours: Mondays – By Appointment

Course Number: RADT 1060

Office Location: 708

Credit Hours/ Minutes: 3/3750

Email Address: kdunn@southeasterntech.edu

Class Location: 743

Phone: 912-538-3112

Class Meets: Tuesdays/Thursdays 900am-300pm

Fax Number: 912-538-3106

CRN: 40249

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

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

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

COURSE DESCRIPTION: 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.

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

PREREQUISITES: RADT 1010, RADT 1030

COREREQUISITES: RADT 1330

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.

STUDENT REQUIREMENTS: Students are expected to complete all reading, tests, and daily assignments (workbooks, handouts & projection sheets) by the specified date. Students will also be required to complete laboratory simulations and laboratory evaluations. Workbook assignments and handouts are to be completed before the student takes the test on the material assigned.

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

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to earn an 80% or higher on more than 2 Laboratory Evaluations (including the reevaluation after remediation) will be withdrawn from the course due to unsatisfactory academic progress.

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

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

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

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

MAKEUP POLICY: *Students will be allowed to makeup one test. Any further missed test will result in a grade zero. All makeup exams will be given at the discretion of the instructor.*

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

CELLPHONE POLICY: Cell phones are not permitted in the classroom or laboratory. Any student caught with a cell phone in the classroom or laboratory in any capacity (texting, talking on or, emailing), whether the phone is on or off, will have 10 points taken off their next chapter test grade. In the event of an emergency, such as a sick

family member or sick child, their calls should be directed to the front desk at 912-538-3117 where a message can be left.

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

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

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 Science Programs

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 FOR RADIOLOGIC TECHNOLOGY: 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. All work missed due to tardiness or absences must be made up at the discretion 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 and/or early departures, in any combination, equal one (1) absence for the course.

For this class, 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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate

arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook*.

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

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in

compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access [Blackboard](#), [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

Chapter Tests	30%
Workbooks	5%
Lab Evaluations	20%
Projection Sheets	5%
Final Exam	20%
Final Lab Exam	20%

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.*

Spring 2016 Lesson Schedule				
Date	Chapter / Lesson	Content/ Laboratory	Assignments	*Learning Outcomes
Week 1 January 12/14	Chapter 8	Lecture Femur and Pelvic Girdle Demonstration Practice Simulation	Read Chapter 7 Work on Projection Sheets Do workbook	1 a,c,d
Week 2 January 19/21	Chapter 9	Exam 1 Lab Eval Femur and Pelvic Girdle Lecture Cervical and Thoracic Spine Demonstration Practice Simulation	Read Chapter 8 Work on Projection Sheets Do workbook	1,2 a,c,d
Week 3 January 26/28	Chapter 10	Exam 2 Lab Eval Cervical and Thoracic Spine	Read Chapter 9 Work on Projection Sheets Do workbook	2 a,c,d
Week 4 February 2/4	Chapter 14	Lecture Lumbar Spine, Sacrum, and Coccyx Demonstration Practice Simulation	Read Chapter 9 Work on Projection Sheets Do workbook	2,3,5 a,c,d
Week 5 February 9/11	Chapter 15	Exam 3 Lab Eval Lumbar Spine, Sacrum/Coccyx Lecture Biliary Tract and Upper Gastrointestinal System Demonstration Practice Simulation	Read Chapter 12 Work on Projection Sheets Do workbook	3,5 a,c,d
Week 6 February 16/18	Chapter 16	Exam 4 Lab Eval Biliary Tract and Upper Gastrointestinal System Lecture Lower Gastrointestinal System Demonstration Practice Simulation	Read Chapter 13 Work on Projection Sheets Do workbook	3,4 a,c,d

Spring 2016 Lesson Schedule				
Date	Chapter / Lesson	Content/ Laboratory	Assignments	*Learning Outcomes
Week 7 February 23/25		Exam 5 Lab Eval Lower Gastrointestinal System Lecture Urinary System Demonstration Practice Simulation	Read Chapter 14 Work on Projection Sheets Do workbook	4 a,c,d
Week 8 March 8		Final Exam Final Laboratory Exam		1-5 a,c,d

***Radiologic Technology 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 EDUCATION CORE COMPETENCIES:

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

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



**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