



MAMMOGRAPHY TCC  
RADT 2520  
COURSE SYLLABUS  
Online  
Spring Semester 2017

Semester: Spring 2017

Course Title: Mammographic Anatomy, Physics and Positioning

Course Number: RADT 2520

Credit Hours/ Minutes: 6/4500

Class Location: GVTC/BlackBoard

Class Meets: Via Internet /15 wks

CRN: 40307

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

Office Hours: Mondays: 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:** Andolina, V. & Lillé, S. Mammographic Imaging: A Practical Guide, Third Edition  
ISBN: 978-1-60547-031-3

Optional Text: Wagner, J.R., & Wight, E.K. Mammography Exam Review.

**REQUIRED SUPPLIES:** Pen, pencil, notebook, paper, markers, highlighters, notecards

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**COURSE DESCRIPTION:** Courses are designed to include both content specifications for the American Registry of Radiologic Technologists (ARRT) Examination in Mammography and the MQSA requirements for clinical competency.

**MAJOR COURSE COMPETENCIES:**

- Patient Communication
  - Provide pre-exam instructions (e.g. removal of deodorant, clothing, etc)
  - Explain mammographic procedure
  - Follow ACS guidelines for mammography screening
- Patient Assessment
  - Know epidemiology of breast cancer
  - Recognize signs and symptoms
  - Demonstrate documentation of medical history and clinical findings
- Treatment Options
  - Explain surgical options
  - Explain non-surgical options
  - Explain reconstruction
- Design Characteristics of Mammography Units
  - Change kVp range as needed
  - Demonstrate knowledge of mammography tube (anode, filtration, window, focal spot, etc)
  - Change compression devices
- Acquisition and Display
  - Demonstrate knowledge of analog
  - Demonstrate knowledge of digital
  - Demonstrate knowledge computer aided detection (CAD)

**COURSE OUTLINE:** Prepare patient for mammography, operate the imaging equipment, identify normal and abnormal anatomy of the breast, identify legal and ethical issues and risk management for healthcare, and practice emergency response and safety practices for healthcare.

RADT 2520 Spring 2017: Dunn

**PREREQUISITES:** Applicants must be registered with the ARRT as a radiographer.

**COREQUISITES:** RADT 2520

**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 responsible for working on course material individually and are responsible for communicating questions of concern to the instructor in a timely manner. Students are expected to complete all assignments by the due dates.

Students are responsible for reading the syllabus/lesson plan and policies/procedures in the STC E-Catalog as well as the Online Course Orientation. All online students must post a pledge that they have read and understand the syllabus and STC Online Orientation policy within the first three days of class.

Students are responsible for checking emails and BlackBoard announcements daily. Students may use either Owl Mail or BlackBoard E-mail as a method of communication.

Additionally, there will be weekly Discussion Boards to which the student must post.

**ONLINE ATTENDANCE:** It is the student's responsibility to be academically engaged each week doing course related 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.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due by 12:00am Wednesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**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, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 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, (912) 538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

**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.

**PROCTORED EVENT REQUIREMENT:** In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia’s technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, Monday, March 13<sup>th</sup>, 2017, 10:00am, Room 743 and Swainsboro Campus, Wednesday, March 15<sup>th</sup>, 2017, 10:00am, (Location to be determined).**

**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.** 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.

**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.]*

**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).

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

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

**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](http://www.southeasterntech.edu).

**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.

**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.

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**GRADING POLICY**

Chapter exams	50%
Final Exam	15%
Proctored exam	20%
Discussion Board	15%

**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.*

**RADT 2520**  
**Spring Semester -2017 Lesson Plan**

WEEK	Content/ Tests	Assignments	GenEd Comp	MAM Comp
1 January 9	Chapter 1 Chapter 2 Complete weekly Discussion Board	Exam 1(Ch. 1-2)	1-4	1-2
2 January 17	Chapter 3 Chapter 4 Complete weekly Discussion Board	Exam 2 (Ch. 3-4)	1-4	1-2
3 January 23	Chapter 5 Chapter 6 Complete weekly Discussion Board	Exam 3 (Ch.5-6)	1-4	1-3
4 January 30	Chapter 7 Chapter 8	Exam 4 (Ch. 7-8)	1-4	1-3
5 February 6	Chapter 9 Chapter 10 Complete weekly Discussion Board	Exam 5 (Ch.9-10)	1-4	1-3
6 February 13	Proctored Exam *Hint: Study Mammography Exam Review by Wagner & Wight		1-4	1-6
7 February 20	Chapter 11		1-4	1-6
8 February 27	Chapter 12 Chapter 13	Exam 6 (Ch. 11-13)	1-4	1-6
9 March 6	Chapter 14 Chapter 15 Complete weekly Discussion Board			
10 March 13	Chapter 16 Complete weekly Discussion Board	Exam 7 (Ch. 14-16)	1-4	1-6
11 March 20	Chapter 17 Complete weekly Discussion Board		1-4	1-6
12 March 27	Chapter 18 Chapter 19	Exam 8 (Ch. 17-19)	1-4	1-6
13 April 3	Chapter 20 Chapter 21 Complete weekly Discussion Board		1-4	1-6
14 April 10	Chapter 22 Chapter 23	Exam 9 (Ch. 20-23)	1-4	1-6
15 April 17	Final Exam Complete weekly Discussion Board *The lesson plan is subject to change at the discretion of the instructor.	Final Exam (Ch. 1-23)	1-4	1-6

\*Mammography Competency Areas:  
 1. Patient Communication  
 2. Patient Assessment  
 3. Treatment Options  
 4. Design Characteristics of Mammography Units  
 5. Acquisition and Display

GENERAL EDUCATION CORE COMPETENCIES:  
 1. The ability to utilize standard written English  
 2. The ability to solve practical mathematical problems.  
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**Southeastern Technical College  
Mammography TCC**

I \_\_\_\_\_ have read and understand the syllabus for RADT 2520. 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