



# **INSTRUCTIONAL PACKAGE**

RAD 101  
Introduction to Radiography

Effective Term  
2020-2021

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## Part I: Course Information

Effective Term: 2020-2021

COURSE PREFIX: RAD 101

COURSE TITLE: Introduction to Radiography

CONTACT HOURS: 3

CREDIT HOURS: 2

### **RATIONALE FOR THE COURSE:**

This course will prepare students for clinical rotations required of full-time students. Orientation to the hospital and department will be covered.

### **COURSE DESCRIPTION:**

This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

### **PREREQUISITES/CO-REQUISITES:**

Acceptance to Radiologic Technology program.

\***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

### **REQUIRED MATERIALS:**

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

1. *Merrills Atlas of Radiographic Positioning & Procedures- 14<sup>th</sup> Edition*

*By Bruce W. Long, Jeannean Hall Rollins and Barbara J. Smith.*

*ISBN- 978-0-323-56667-4- Text and Workbook*

2. Workbook for Merril's Atlas of Radiographic Positioning and Procedures-17<sup>th</sup> Ed.

*By Bruce W. Long, Tammy Curtis, Barbara J. Smith*

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L email access.

## **STUDENT IDENTIFICATION VERIFICATION:**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

## **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

## **Part II: Student Learning Outcomes**

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

#### **Module #1- Weeks 1 and 2**

**Materials Covered:** Merrills Atlas- Volume 1 -Chapter 1-Preliminary Steps in Radiography and Chapter 3- General Anatomy and Radiographic Positioning Terminology

**\*Assessment(s):** Complete class review activity, Lab Sessions and Worksheet

#### **Learning Outcomes:**

1. Identify beginning radiologic technology terminology.
2. Recognize components of the radiology department
3. Establish the importance of care of the patient and ethics.
4. Assess patient factors
5. Establish the ability to demonstrate radiographic positioning principles, the relationship of adjacent body structures needed for proper positioning and the need for multiple positions.
6. Increase awareness of the importance of radiation protection and aide the student in protecting themselves as well as the patient.

#### **Module #2- Weeks 3- 5**

**Materials Covered:** Merrills Atlas- Volume 1- Chapter 10 – Thoracic Viscera

**\*Assessment(s):** Complete class review activity, Lab Sessions and Worksheet  
Unit Test and Film Review/critique Test

#### **Learning Outcomes:**

1. Demonstrate positioning techniques of the thoracic Viscera.
2. Identify and relate anatomy to proper radiographic positioning and film critique
3. Assess radiographs for proper positioning by incorporating learned evaluation for each position.

4. Apply professional responsibility and care given to patients during thoracic viscera procedures.
5. Integrate knowledge acquired about positioning techniques, film critique and radiographic procedures to lab and clinic.
6. Performance of routine procedures and adaptations in order to produce diagnostically acceptable radiographs
7. Be acquainted with Thoracic viscera pathology

### **Module #3- Week 6- Abdomen**

**Materials Covered:** Merrills Atlas- Volume 2-Chapter 16

**\*Assessment(s):** Complete class review activity, Lab Sessions and Worksheet

#### **Learning Outcomes:**

1. Demonstrate positioning techniques of the abdomen
2. Identify and relate anatomy to proper radiographic positioning and film critique
3. Assess radiographs for proper positioning by incorporating learned evaluation for each position.
4. Apply professional responsibility and care given to patients during the performance of abdominal radiography
5. Integrate knowledge acquired about positioning techniques, film critique and radiographic procedures to lab and clinic.
6. Performance of routine procedures and adaptations in order to produce diagnostically acceptable radiographs

### **Module #4- Week 7-10- The Upper Limb**

**Materials Covered:** Merrills Atlas- Volume 1- Chapter 4- The Upper Limb

**\*Assessment(s):** Complete class review activity, Lab Sessions and Worksheet  
Unit Test, Film Test

#### **Learning Outcomes:**

1. Demonstrate positioning techniques of the upper limb/extremities
2. Identify and relate anatomy to proper radiographic positioning and film critique
3. Assess radiographs for proper positioning by incorporating learned evaluation for each position.
4. Integrate knowledge acquired about positioning techniques, film critique and radiographic procedures to lab and clinic.
5. Performance of routine procedures and adaptations in order to produce diagnostically acceptable radiographs

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## Part III: Grading and Assessment

### EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*:

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### EVALUATION\*

Tests	65%
Assignments	15%
Final Exam	20%
	<hr/>
	100%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

#### GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

In this class a student must not exceed 3 absences, regardless of reason. A 2nd absence results in a verbal, written warning and a 3rd absence results in a final, written warning. After the allowed number of misses, the student will be dropped from the course with a W or a WF.

If a student must be absent on the day of an assigned test or quiz the student must call the instructor within 24 hours to schedule a make-up test.

#### Tardy Policy:

Students should be on time. It will be the policy that after the third tardy, the student will receive a verbal, written warning and be charged one day absent. After the 6th tardy, the student will be charged with an additional absence. A 7th tardy will result in termination from the radiology program. If a student arrives 10 minutes after scheduled start time, they will be charged with an absence.

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



### CENTRAL STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

## **STUDENT TESTING:**

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## **DISABILITY SERVICES:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## **STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

## **TITLE IX REQUIREMENTS:**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

## **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**Student and prospective student** inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX Coordinator*

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*EEO and Title IX Coordinator*

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)