



INSTRUCTIONAL PACKAGE

RAD 101
Introduction to radiography

Effective Term
Fall 2023/Spring 2024/Summer 2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Summer 2024

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. To include anatomy and positioning of Chest, Abdomen, and Upper Extremity to Forearm.

PREREQUISITES/CO-REQUISITES:

Acceptance to the Radiologic Technology program.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

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

1. Merrill's Atlas of Radiographic Positioning and Procedures, Volume 1, 2 and 3-Package
By Jeannean Hall Rollins, Bruce W. Long, and Tammy Curtis
Edition: 15th
ISBN 13: 9780323832793
2. Merrill's Atlas of Radiographic Positioning and Procedures- Workbook
By Jeannean Hall Rollins, Bruce W. Long, and Tammy Curtis
Edition: 15th
ISBN 13: 9780323832847

ADDITIONAL REQUIREMENTS:

Dosimeters and Markers when in the Lab.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

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. Use of electronic devices other than for academic participation will result in the student being asked to leave the classroom and count as one absence. **Audio and/or Video recording is prohibited unless authorized by the instructor.**

Demonstrating the following qualities will uphold the integrity of the learning environment:

1. Arrive on time to class.
2. Bring the materials needed for class.
3. **Turn off cell phones and texting devices in class.** First incident you will be asked to leave the classroom and be charged an absence and a written warning for insubordination. A second incident will result in a final written warning. A third incident is grounds for dismissal.
4. Use laptops/computers as it relates to classroom activities only.
5. Create appropriate emails from your HGTC email account. Contact Ms. MocarSKI at the following email address; casey.mocarSKI@hgtc.edu
6. Be attentive in class. Be respectful of your fellow classmates, Professors and Clinical instructors. You are entering **Professional Career path**. **We are all here for the same reason: For you to be successful in this program.**
7. Dress appropriately.
8. Stay the entire class.
9. **Do the work and avoid excuses/complaints.**
10. Use professional language and **avoid sarcastic and inappropriate comments.**
11. Take your own notes and do your own work.
12. **Avoid asking inappropriate or thoughtless questions.** (Example: "What's on the test?" "Are we getting out early?").

Abide by the honor and conduct code of HGTC as outlined in the College

Class Preparation: This Instructional Pkg. is subject to change; however, every effort will be made to adhere to it. This is an intense course with many new concepts. Some concepts will be easy while others will take more thought. Reading the chapters prior to class is a must. I will try to present the material as simply as possible. Everyone learns differently and at a different pace. If you see a classmate struggling

with a concept, offer to help them better understand after class and vice-versa. **You must take the responsibility for your own learning!**

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 2- General Anatomy and Radiographic Positioning Terminology

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

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 4 & 5

Materials Covered: Merrills Atlas- Volume 1- Chapter 3 – Thoracic Viscera: Chest and Upper Airway

***Assessment(s):** Complete class review activity, Lab Sessions, Worksheet, and a Unit 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 (Chest Radiography) 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 (Chest/Thorax) pathology.

Module #3- Week 6- Abdomen

Materials Covered: Merrills Atlas- Volume 1-Chapter 4

***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 of the abdomen.

Module #4- Week 7-11- The Upper Limb

Materials Covered: Merrills Atlas- Volume 1- Chapter 5- The Upper Extremity up to Forearm

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

Learning Outcomes:

1. Demonstrate positioning techniques of the upper limb/extremities-
Thumb/Digit/Hand/Wrist/Forearm
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 of Thumb/Digit/Hand/Wrist/Forearm.

****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 | 55% |
| Assignments/Lab Proficiencies | 5% |
| Quizzes | 10% |
| Lab | 10% |
| Final Exam | 20% |
| | 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.

Due to the nature of this program the grading scale is as follows: A= 100 – 92, B= 91 – 83, C= 82 – 74, D= 73 –65, and F= 64 and below. Achievement of total points equaling a "C" or higher is required to pass each course and progress within the program. Scores on individual weighted components are not rounded but calculated to the 100th place. Calculation of the final score is NOT rounded. As an example, a final calculation of 73.99 will NOT be rounded to a 74.

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.**

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, contact

the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@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.



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, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **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), Option #1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, 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 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, Title VII, 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, Section 504, and Title II Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

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

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu