



INSTRUCTIONAL PACKAGE

RAD 153
Applied Radiography 1

202010
Fall 2020

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 202010

COURSE PREFIX: RAD 153

COURSE TITLE: APPLIED RADIOLOGY I

CONTACT HOURS: 13.5

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This is a required course. This course provides hands-on experience in the hospital setting.

COURSE DESCRIPTION:

This course introduces the clinical environment of the hospital by providing basic use of radiographic and routine radiographic procedures.

PREREQUISITES/CO-REQUISITES:

Must be a student in the Radiographic 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.

TECHNICAL REQUIREMENTS:

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

WaveNet and D2L email access. Trajecsyst access

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.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

LISTED BELOW ARE THE STUDENT LEARNING OUTCOMES FOR THIS COURSE. THESE LEARNING OUTCOMES DEFINE WHAT KNOWLEDGE AND SKILLS A STUDENT WILL POSSESS AFTER SUCCESSFUL COMPLETION OF THIS COURSE.

1. Development of professional etiquette with staff and patients.
2. Demonstration of proficient directly supervised performance of chest and upper limb examinations.
3. Illustrate competence of radiation protection for self, patient and others involved.
4. Practice in choosing proper exposure factors.
5. Identify specific image evaluation criteria and anatomy of completed radiographs specific to learned procedures.

****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.

5% - PRACTICAL IMAGE EVALUATION , CHECK-OFFS- PERFORMED DURING LAB

25% Professional Development Evaluation form from clinical instructors-
3 total, submitted when due (due dates to be discussed)

70% Clinical competency evaluations average:
4 TOTAL (MINIMUM)- FEMALE CXR, MALE CXR, KUB-MALE, KUB-FEMALE

Each student must successfully complete 3 room competencies and a site orientation checklist for final grade to be submitted.

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

GRADING SYSTEM:

GRADING SCALE FOR THE MEDICAL IMAGING SCIENCES- RADIOLOGY PROGRAM
CLINICAL COMPONENT IS AS FOLLOWS:

96-100 = A

90- 95 = B

89- 84 = C

83- 80 = D

79-0 = F

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.

ACADEMIC STANDARDS

CLINICAL EDUCATIONS COURSES: Students are required to achieve a minimum grade of C in all Medical Imaging Science courses. Failure to achieve a minimum grade of a C in a clinical education course requires a mandatory dismissal of the student, as a clinical education course cannot be repeated due to conflict in course schedules. Clinical grading is explained in the clinical handbook.

Students must maintain a cumulative 2.5 GPA to continue in the program. This includes clinical and didactic courses.

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.**

Students should make every effort to attend every clinical session. The student may not exceed

2 absences. Any absence in excess of 1 must be made-up. 1 absence will result in a verbal, written warning. The second absence will result in a final written warning and the third absence will result in dismissal from the radiologic technology program.

Make-up time is limited to school breaks and must be pre-approved by the clinical coordinator and the clinical instructor.

- If a student fails to sign into Trajecsys; on the 1st offense, be given a verbal, written warning; any subsequent offense- 1 hour mandatory make-up time.
- If a student falsifies the attendance sheet in any way, they are subject to immediate expulsion.
- A lost attendance sheet will result in 3 points being deducted from the total points on the current PD.

Policy for missed clinical days:

If a student expects to be absent, they must call:

1. Ms. Stenger- office (477-2180) – may Use Remind app or HGTC e-mail.
2. the CI at assigned site- if the CI is not available at time of call, you must leave a message with another RT in the department and call later to speak with CI
- 3.

* If you fail to adhere to this policy, you WILL be assigned a mandatory make-up day.

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.

*** 1 minute late= tardy. 30 minutes past start time= 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.

Lunch/Break times - 30 minutes is allowed for lunch. A 15 minute break may be taken one time during the day. The CI/charge tech will assign appropriate times for students to use this time.

Clinical Progression Policy – August 09:

Students must be able to progress in clinical rotation by completing the expected minimum requirements. Students who have not completed the requirements for the semester will be graded accordingly. For example, a student needing 5 competencies and 5 professional developments, and has completed only 3 competencies will receive 0's for the 2 not completed and all grades are averaged. If the student has not completed enough competencies to attain a grade of "C" or above, they will fail the clinical requirement for that semester.

If the student has not completed all required competencies, but has high enough grades from the other competencies to pass, the student will be given that grade, but will be placed on

clinical probation and will receive a written warning stating that all of the previous missed competencies must be completed by the conclusion of the next semester. Students may not receive more than 1 clinical probation letter. A 2nd letter will result in dismissal from the program.

Students who have not completed the required work during their last semester, will follow the same policy. If a student's final grade is "C" or above, they must complete all unfinished competencies within 2 weeks of graduation. If the student does not finish the required work within 2 weeks, they will fail the last clinical semester.

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 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.



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).

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

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