



# **INSTRUCTIONAL PACKAGE**

RAD 153  
Applied Radiography 1

Effective Term

Fall 2023/Spring 2024/Summer 2024

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Summer 2024

COURSE PREFIX: RAD 153

COURSE TITLE: Applied Radiography 1

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/outpatient setting.

### **COURSE DESCRIPTION:**

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

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

Must be a student in the Radiographic 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 Pocket Guide to Radiography  
By Jeannean Hall Rollins, Bruce W. Long, and Tammy Curtis  
Edition: 15<sup>th</sup>  
ISBN 13: 9780323832830

### **ADDITIONAL REQUIREMENTS:**

Navy blue scrub top and pants; Navy blue scrub jacket/lab coat; Shoes as listed in the student handbook; Student ID; Dosimeter; Markers.

### **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.

## **CLASSROOM ETIQUETTE:**

In the clinic environment, students are guests, and will be treated as such. Students are not permitted to be on their phones, smart watches, or any other electronic devices which do not pertain to imaging a patient. If a student is monitoring for an emergency, please notify and obtain permission from the Clinical Preceptor prior to clinic and switch cell phone ringers to vibrate.

### **5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.**

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved. Once students have achieved competency, they may work under indirect supervision. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

Failure to comply with JRCERT Standard 5.4 will result in a Final written warning for the first offense, second offense will result in a Second Final written warning, and dismissal from the program.

## **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, abdomen, 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.

#### **EVALUATION\***

Clinical competency Exams	65%
Site Check offs	5%
Professional Development Evals	25%
Practical Image Evaluations	5%
	<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.

Due to the nature of this program the grading scale is as follows: A= 100 – 96, B= 95 – 90, C= 89 – 84, D= 83 –80, and F= 79 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 83.99 will NOT be rounded to a 84.

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.

**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.

### **CLINICAL PROGRESSION POLICY**

Students must be able to progress in clinical rotations 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 competency exams and 5 professional Development Evaluations only completes successfully 3 competencies will receive O's for the missed competencies. All of the competency grades are averaged. If the student has not completed enough competencies to receive 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 class, the student will be given the earned grade, but will be placed on Clinical Probation and will receive a written warning stating that all of the previously missed competencies must be completed by the conclusion of the next semester.

**\*\* Students may NOT receive more than 1 Clinical Probation letter. A 2<sup>nd</sup> probation will result in dismissal from the program for lack of clinical progression.**

Students who do not complete the required work during the 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 a student does not finish the required work within 2 weeks, they will fail the last clinical semester.

## **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.

Students should make every effort to attend every clinical session. The student may not exceed 2 absences. Any absence more than 1 must be made-up. 1 absence will result in a 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. During the summer absenteeism is stricter because we have a limited time to achieve the learning outcomes of the semester. Make-up time is limited to school breaks and must be pre-approved by the clinical coordinator and the clinical preceptor.

Excessive tardiness will NOT be tolerated. Tardy Policy: 2 tardies result in a verbal warning and will count as one absence. A 3<sup>rd</sup> tardy will result in a written warning. A 4<sup>th</sup> tardy will

result in a final written warning, charged with a second absence, and a makeup day. Finally, a 5<sup>th</sup> tardy will result in a second final written warning with dismissal from the program.

**Students are not permitted to clock in on their personal device for any reason. This is considered falsifying records and a breach of the HGTC student code of conduct. Doing so may result in disciplinary action left up to and including dismissal from the program.**

## 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 [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). 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.



### 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](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**

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