

HGTC

Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

RAD 175
Applied Radiography III

202620
Spring 2027

Part I: Course Information

Effective Term: Spring 2027

COURSE PREFIX: RAD 175

COURSE TITLE: Applied Radiography III

CONTACT HOURS: 15

CREDIT HOURS: 5

RATIONALE FOR THE COURSE:

This is a required course. This is the 3rd in a series of 6 courses that provides hands-on experience in the hospital/outpatient setting. RAD 175 takes place in the clinical education centers. This course is composed of rotations through the entire Medical Imaging department with an emphasis on practicing Procedures and Positioning of the Bony Thorax, Fluoroscopic studies, urography studies and headwork. This practicum will correlate with RAD 136- Procedures and Positioning class. Additionally, continued performance of previously learned studies will occur.

The students' clinical education is conducted under the direct supervision of the clinical instructor, as well as all staff technologists. Also, scheduled visits from college staff will occur.

COURSE DESCRIPTION:

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

PREREQUISITES/CO-REQUISITES:

RAD 165

REQUIRED MATERIALS:

Please visit the BOOKSTORE online site for most current textbook information.

1. Merrill's Pocket Guide to Radiography

By Jeannean Hall Rollins, Bruce W. Long, and Tammy Curtis

Edition: 15th

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.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all 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

IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor's Course Information Sheet for information regarding this requirement.

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

The Radiologic Technology Program is committed to maintaining a professional, respectful, and productive learning environment that reflects the expectations of

the healthcare profession. Students are expected to demonstrate behaviors consistent with professional practice, personal accountability, and academic integrity always.

Students are expected to comply with the requirements of **Student Policy 14: Use of Electronic Devices in the Didactic Setting**. The policy was revised for 2026 to establish stricter expectations regarding electronic device use during instructional activities.

Key Requirements:

- All personal electronic devices, including cell phones, smart watches, tablets, earbuds, and similar devices, must be turned off or silenced and stored out of sight during class.
- Electronic devices may only be used when specifically authorized by the instructor/Clinical Preceptor for academic purposes.
- Texting, messaging, social media, internet browsing, email, and any other non-academic use of electronic devices during class are prohibited.
- Students expecting an emergency communication must notify the instructor/Clinical Preceptor before class begins.
- Audio recording, video recording, photography, screenshots, or reproduction of lectures, laboratory activities, examinations, classroom discussions, or instructional materials is prohibited unless expressly authorized by the instructor.

Disciplinary Consequences:

- **First violation:** Removal from class, assignment of an absence, and issuance of a written warning.
- **Second violation:** Dismissal from the Radiologic Technology Program.

Students are responsible for reviewing and complying with the complete Electronic Device Policy contained in the current Radiologic Technology Student Handbook.

Clinic Expectations:

Students are guests within the clinical education environment and are expected to always conduct themselves in a professional manner. Clinical education is intended to simulate the expectations and responsibilities of entry-level

radiographers, requiring students to prioritize patient care, safety, learning, and professional conduct.

Supervision Requirements (JRCERT Standard 5.4):

The Radiologic Technology Program complies with **JRCERT Standard 5.4**, which requires all medical imaging procedures to be performed under the appropriate supervision of a qualified radiographer.

Direct Supervision requires a qualified radiographer to:

- Review the requested procedure in relation to the student's level of achievement.
- Evaluate the patient's condition in relation to the student's knowledge and experience.
- Be physically present during the performance of the procedure.
- Review and approve the procedure and resulting images.

Students must remain under **direct supervision until competency has been documented** for a specific examination.

Once competency has been achieved, students may perform that examination under **indirect supervision**, which means a qualified radiographer is immediately available to assist and provide directions when needed.

Repeat Radiography Requirements:

In accordance with program policy and JRCERT requirements, **all repeat radiographs must be performed under direct supervision**, regardless of the student's competency level. Direct supervision during repeat imaging helps ensure patient safety, appropriate radiation protection practices, and proper educational guidance.

Additionally, students must be under **direct supervision at all times during:**

- Surgical procedures
- Mobile radiography procedures
- Mobile fluoroscopy procedures

This requirement applies regardless of the student's documented competency status.

Policy Violations:

Failure to comply with supervision requirements, repeat radiography requirements, or any provision of JRCERT Standard 5.4 constitutes a serious violation of program policy and may result in progressive disciplinary action as outlined in the Clinical Handbook, up to and including dismissal from the Radiologic Technology Program. Students are responsible for understanding and adhering to all supervision requirements prior to performing any clinical procedure.

Patient safety, radiation protection, and compliance with accreditation standards must never be compromised.

Students must comply with all provisions of the **HGTC Student Code of Conduct, Honor Code**, and all policies contained within the Radiologic Technology Student and Clinical Handbooks.

Class Preparation and Student Responsibility:

This Instructional Package is subject to revision; however, every effort will be made to follow the schedule as outlined.

Radiologic Technology courses are rigorous and require preparation outside the classroom. Students are expected to read assigned materials before class, review course content regularly, and actively participate in learning activities.

Faculty are committed to supporting student success; however, each student is ultimately responsible for their own learning, preparation, attendance, and academic performance.

Success in this program requires professionalism, preparation, accountability, and a commitment to continuous learning.

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. Continued development of professional etiquette with staff and patients.
2. Improvement in performance of radiographic procedures and positioning by observation/assistance of the staff radiographer as well as performing exams.
3. Performance of radiation protection for self, patient and all involved.
4. Demonstration of competency of learned procedures.
5. Practice special positioning for non-routine exams on special needs patients.
6. Improvement of choosing proper exposure factors.
7. Consistency in Image evaluation of completed radiographs.
8. Adapt to trauma situations.

****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	60%
Professional Development Evals	30%
<u>Practical Image Evaluations</u>	<u>10%</u>
	100%

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

GRADING SYSTEM:

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.

Clinical education is a required and graded component of the Radiologic Technology Program. Clinical grades are based on successful completion of clinical competencies, re-competencies, professional development requirements, documentation compliance, and adherence to all clinical policies and procedures. In accordance with **Clinical Policy 22: Clinical Grading Process**, the grading scale for all RAD clinical courses is as follows:

Grade Percentage

A	94–100
B	87–93
C	80–86
D	73–79
F	0–72

A minimum final course grade of **80% (C)** is required to successfully complete a RAD clinical course and progress within the Radiologic Technology Program. Students earning a final course grade below 79% will not be permitted to continue in the program sequence.

Final course grades are calculated using weighted course components as outlined by the instructor. Scores on individual assignments, examinations, quizzes, and other graded activities are calculated to the hundredth decimal place (two decimal places). Final course grades are also calculated to the hundredth decimal place and **will not be rounded under any circumstances**.

Example: A final course average of **79.99%** will remain **79.99%** and will be recorded as a failing grade. It will not be rounded to **80%**.

Clinical Competency Requirements:

Each required clinical competency is evaluated using the approved competency evaluation form and is based on the student's performance during the examination or procedure. A minimum score of **80%** is required to successfully pass any clinical competency.

A competency score below 80% is considered unsuccessful. Students are permitted **one (1) repeat attempt** for a failed competency within the same grading period. If the repeat attempt is successful, the original and repeat scores will be averaged to determine the final competency grade. If the repeat attempt is unsuccessful, the scores will still be averaged; however, the competency will be considered failed and carried forward to the next semester.

Any competency carried forward must be successfully completed during the subsequent semester in addition to all required competencies for that semester. Failure to complete a carried-over competency or failure of the same competency a third time may result in dismissal from the program.

Documentation Requirements:

Students are solely responsible for ensuring that all completed competencies are accurately documented in Trajecsys. All competencies must be entered no later than **one (1) calendar day before final grade submission**. Failure to document completed competencies by the deadline will result in a grade of zero (0) for each missing competency and the competency must be repeated during the following semester.

Incomplete competencies will receive a grade of zero (0) and may be carried into the next semester in accordance with Clinical Policy 22.

Grade Validation:

All clinical grades remain preliminary until validated by program faculty through Trajecsys. The Clinical Coordinator, Course Instructor, and Program Director retain final authority regarding clinical competency evaluation, grade validation, and final clinical course grades.

Students are expected to monitor their clinical progress throughout the semester and ensure all competency, re-competency, professional development, and documentation requirements are completed by established deadlines. Failure to meet clinical course requirements may result in clinical probation, course failure, or dismissal from the program.

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, and Is also negatively impact academic progression and financial aid status.

Clinical Probation:

Students who do not complete all required clinical competencies or course requirements for the semester, while maintaining a passing clinical grade, will be placed on **Clinical Probation**.

Students on Clinical Probation:

- Must complete all outstanding requirements by the end of the following semester.
- Must also complete all requirements assigned for the current semester.
- Will receive written notification outlining the deficiencies, required deadlines, and consequences of non-compliance.

Failure to complete all probation requirements by the established deadline will result in the student being ineligible for clinical progression and may result in dismissal from the Radiologic Technology Program.

Students are responsible for monitoring their clinical progress and communicating with the Clinical Coordinator regarding any concerns related to competency completion.

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 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 Clinical Policies 6 and 7 found in the Clinical Handbook.**

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

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

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, 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 SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:



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

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. 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. You may also call (843) 349-5199.

**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 have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

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. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a

term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence,

sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

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PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).