



INSTRUCTIONAL PACKAGE

RAD 220

Selected Imaging Topics

201720

Spring 2018

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 201720

COURSE PREFIX: RAD 220

COURSE TITLE: Selected Imaging Topics

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This course was developed to help round out the students educational content by briefly covering specific areas not learned in the other RAD classes. It is also a preparatory course for their national certification exam, The American Registry of Radiologic Technology.

COURSE DESCRIPTION:

This course is a study of advanced topics unique to the radiological sciences.

The content specific areas of Patient Care, Radiographic Procedures and Positioning, Radiation Protection Principles, Radiographic Exposure Principles and Radiographic Imaging and Equipment will be covered for preparation for the registry

PREREQUISITES/CO-REQUISITES: All previous RAD classes.

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

Required Textbooks:

D.A.SAIA	LANGE Q+A RADIOGRAPHY EXAM.-W/CD	ISBN: 978-
125986359-2	11TH Edition McGraw Hill publisher	

D.A.SAIA	RADIOGRAPHY PREPARATION	ISBN: 978-
125986357-8	9TH Edition McGraw Hill publisher	

Recommended Material:

Textbook:

William Callaway	Mosby's Comprehensive Review of Radiography
ISBN: 978-0-323-08078-1	7 th Edition, Elsevier

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE.](#)

Enter the semester, course prefix, number and section and it will take you to the correct textbook.

ADDITIONAL REQUIREMENTS:

Calculators for math problems. Students need to set up an Elsevier Evolve account to access testing and studying materials.

Students are expected to utilize the radiography modules on the classroom computers for practice. The computer modules can be used during and after class as available.

TECHNICAL REQUIREMENTS:

Computer literacy. Student should have access to a computer to access their Elsevier Evolve accounts for testing and remediation.

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

WaveNet and D2L email access.

CLASSROOM ETIQUETTE:

As a group we are with each other for a long time and sometimes with familiarity we can become too comfortable with one another and we can display inappropriate behavior. Occasionally, we do not realize it is not appropriate for the classroom setting. Although we have a lot of policy and procedures already to follow, here is a review of proper classroom etiquette as adopted from Dr. Nardo of Ogelthorpe University. Demonstrating the following qualities shows **respect for your professor and fellow students**. It also upholds the integrity of the classroom.

1. Arrive on time to class.
2. Bring the materials needed for class.
3. **Turn off cell phones and texting devices in class.**
4. Use laptops/computers as it relates to classroom activities.
5. Create appropriate emails from your wavenet account. When emailing Dr. Gleasman please use **douglas.gleasman@hgtc.edu**
6. Be attentive in class.
7. Dress appropriately.
8. Do not criticize or complain about another professor/instructor in front of or to another professor.
9. Stay the entire class.
10. **Do the work and avoid excuses/complaints.**
11. Use professional language and **avoid sarcastic and inappropriate comments.**
12. Take your own notes and do your own work.
13. Avoid asking **inappropriate** or **thoughtless** questions.

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

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Students should be able to:

1. Summarize routine and special radiographic procedures most often performed in medical facilities.
2. Recognize and know how to respond to diverse situations involving all types of patients.
3. Explain why varied body compositions or artifacts affects the radiographic image.
4. Utilize the principles behind proper radiation protection and know specifically where and when to apply these principles.
5. Critique radiographic images for positioning, proper visibility and geometrical qualities.
6. Describe the principles of image production and exposure and acquisition principles

7. Demonstrate knowledge of proper patient care methods
8. Interpret the basic principles behind radiographic equipment operation and maintenance.
9. Prepare for the ARRT exam.

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

General Education Outcomes

This course fulfills the following General Education Outcomes through the (list the appropriate assessment).

Upon completion of this course, students will be able to:

(Check all that apply.)

- Communicate effectively;
- Think critically;
- Self and professional development.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Methods of Instruction: Lecture, discussion, note taking, AV materials, problem solving and class handouts. Students will be required to prepare a Resume and perform a mock interview at the conclusion of the course.

Types of Questions: Questions will be based on knowledge, comprehension, application, analysis and evaluation skills. Most questions will be in a multiple-choice format, although short answer, true and false, matching and diagramming may be incorporated.

Unit Exams, Final Exam, Quizzes and Assignments, and the Mock interview comprise your assigned grade. All grades will be posted on D2L a minimum of 24 Hrs- 48 Hrs. after everyone in the class has taken the test or turned in the assignment. The time frame will vary depending on the type of assignment or examination. Homework assignments not handed in on the due date will **lose 5 points for every day the assignment is submitted beyond the due date.**

Final grades will be weighted/calculated based on the following:

Unit Tests	50%
Quizzes	20%
Mock Interview	10%
Homework	5%
Final Exam –	15%

<u>Grading scale:</u>	92 – 100	A
	83 - 91	B
	74 – 82	C
	65 -73	D
	64 and below	F

****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 ([ACADEMIC CALENDAR](#)). 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 eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

Students in the HGTC Radiologic Technology Program are responsible for all course work and assignments. Attendance is a must. In this course a student may not exceed more than 2 absences as the Radiography Program requires a 90% attendance. A written warning results after your second absence. A third absence results in a final written warning. Any further absences are grounds for dismissal. If a student is absent on the day of a test or quiz, the student must notify the instructor within 24 hours to schedule a makeup exam. The student and instructor will schedule a time and place to make up the test. A student who calls in absent a second time on a test day must present a valid written dated excuse for the absence in order to make up the test/quiz. **It is very important you are present on test days as the examinations are scheduled with HESI and can only be accessed for a limited amount of time.**

Tardies- (3) tardies = (1) absence with a verbal warning, (4) = written warning, (5th) final written warning. A (6th) offense will result in dismissal from the program.

Academic Integrity: Students are expected to be forthright and honest in their academic endeavors. Any form of academic dishonesty will be dealt with according to the HGTC's policy on academic dishonesty.

Part V: Student Resources



The Student Success and Tutoring Center (SSTC)

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

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
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.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

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 Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals 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, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*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 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 Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu