

# **INSTRUCTIONAL PACKAGE**

RAD 220

Selected Imaging Topics

Effective Term

Fall 2025/Spring 2026/Summer 2026

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2025/Spring 2026/Summer 2026

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 student's 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.

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

#### Required Textbooks:

D.A.SAIA	LANGE Q+A RADIOGRAPHY EXAM.
ISBN: 978-1260460445	12TH Edition McGraw Hill publisher
D.A.SAIA	RADIOGRAPHY PREPARATION
ISBN: 978-125986357-8	10TH Edition McGraw Hill publisher

#### Recommended Material:

##### Textbook:

William Callaway	Mosby's Comprehensive Review of Radiography
ISBN: 9780323354233	8 <sup>th</sup> Edition, Elsevier

### ADDITIONAL REQUIREMENTS:

Calculator

Students must establish and have access to an **Elsevier Evolve account** which will enable them to access the HESI registry review program with associated tests.

Students will need to establish an account with the ARRT.org to register an application for the ARRT National Registry Examination

### **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:**

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 an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate. 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 and comments. 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. When emailing Dr. Gleasman please use [douglas.gleasman@hgtc.edu](mailto: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.
14. Once you have completed an examination and have left the room, re-entry to the room will not be permitted.

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

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

## 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.***

## 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 should utilize the Clover Learning’s platform RadTechBootCamp to enhance the learning process. Elsevier’s Evolve will be utilized to access and administer unit tests and the final exam.

**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, 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 and faculty has had the opportunity to evaluate testing outcomes. The time frame will vary depending on the type of assignment or examination. Homework assignments not deposited in the dropbox on the due date will be recorded as a zero in the grade book. Failure to achieve a grade of 80% or greater on unit test or 70% or greater on a quiz will require a mandatory tutoring session with the Peer Tutor or course instructor.

**Student Policy Title: Makeup Test/Quiz and Coursework****Purpose:**

To eliminate any potential advantage that a student may gain by being absent from a lecture session, and thereby obtain a greater amount of student time preparation time for the scheduled activities of the class than those students in attendance. The program officials and instructors will abide by the following procedures for permitting students to make up coursework/test/quiz missed as a result of being absent from a scheduled lecture session.

**Policy:**

1. The student is solely responsible for the reading assignments and lecture material covered.
2. Students are expected to be present for all Tests/quizzes.
3. The student is expected to notify the course instructor of absence 30 minutes prior to scheduled start time of test/quiz. Failure to do so will result in a zero for the test/quiz.
  - . Make-up tests/quizzes will be provided only in those exceptional cases where the student is able to provide clear and convincing documentation of a severe illness or emergency. It is on the student to provide documentation to be considered an exceptional circumstance.
  - . Documentation must include for illness: Date of visit, when student can return to school, and physician signature. Documentation should be emailed directly from the healthcare providers office to the instructors HGTC email address.
  - . Other circumstances, but not limited to, are a death in the immediate family.
4. In the event of an absence on a test/quiz day, the student must schedule an appointment at the testing center before the next scheduled lecture of the course. If the student does not make up the test/quiz before the next lecture, they will receive a zero for that test/quiz.
5. All make-up test/quiz can be given in ANY format, i.e., multiple choice, essay, different number of questions, etc.
6. Students absent in a morning class or lab will not be permitted to sit for examinations conducted in didactic course in the afternoon. If student is absent in the morning and shows up to the afternoon test/quiz, student will be considered absent for the whole day and will receive a zero for that test/quiz.
7. Students will not be allowed to take tests early unless there is an extenuating circumstance, such as funeral or serious illness.
8. If the student is absent on a day where course work is due, it is the student's responsibility to turn in the assignment on the day it is due, whether it be via Dropbox or course instructor's email.
9. If course work is not turned in on the day it is due, whether it is for absence or student forgot, they will receive a ZERO for that assignment.

Students' performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

**EVALUATION\***

Unit Tests	55%
Quizzes	20%
Homework	5%
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.

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 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.**

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 3 absences** as the Radiography Program requires a 90% attendance. The first absence will result in a verbal warning. 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 prior to the next class. 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 have a valid written dated excuse for the absence emailed to the instructor directly from the Dr.'s office/institution responsible for the absence 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 by certain computer IP addresses for a limited amount of time.***

## 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 Academic Coaching for 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 or coaching, 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 SSTC [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. 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. 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 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 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.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

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.

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](mailto: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](mailto:counseling@hgtc.edu) or visit the website the [Counseling Services webpage](#).

## **STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

### **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 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).

**Student and prospective student** inquiries concerning Title IX and its 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 Title IX and its 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)

## **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](#).