

# **INSTRUCTIONAL PACKAGE**

## **RAD 230** **Radiographic Procedures III**

**Effective Term**  
**Fall 2025/Spring 2026/Summer 2026**

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2025/Spring 2026Summer 2026

Meeting Times: Tues/Thurs 8:30am-10:20am

COURSE PREFIX: RAD 230

COURSE TITLE: Radiographic Procedures III

CONTACT HOURS: 3

CREDIT HOURS: 3

### **RATIONALE FOR THE COURSE:**

This course is the final in a series of three positioning and procedure classes the student must take. It entails the remaining course content that has been outlined for our curriculum.

### **COURSE DESCRIPTION:**

This course is a study of special radiographic procedures. It includes an in-depth study of Pediatric Imaging, Geriatric Radiography, Trauma Radiography, Mobile and Surgical Radiography, Specialty areas of arthrography, myelography, venography, reproductive system, and bone age measurement.

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

Successful completion of RAD 130 and 136 with a grade of C or higher.

### **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.

Text: Merrill's Atlas of Radiographic Positioning and Procedures, 14th Edition Eugene Frank; Bruce Long; Barbara Smith. Vol I, II and III, Mosby publishers. Merrill's Atlas of Radiographic Positioning and Procedures Workbook, 14<sup>th</sup> ed Frank, Long, Smith, Mosby publishers.

### **ADDITIONAL REQUIREMENTS:**

A willingness to participate, learn and interact with instructor, classmates and guest speakers

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

2025-2026

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.

**Audio and/or Video recording is prohibited unless authorized by the instructor.** Students using cell phones without the professor’s permission will be asked to leave the classroom and will result in a recorded absence for the class.

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/online setting. Although we have a lot of policy and procedures already to follow, here is a review of proper classroom etiquette/Netiquette as adopted from Dr. Nardo of Ogelthorpe University. Demonstrating the following qualities shows respect for your professor and fellow students, and 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. \*Video and/or audio recording is prohibited unless specifically authorized by the instructor.**
4. Use laptops/computers as it relates to classroom activities.
5. Create appropriate emails from your HGTC.edu account.(Note: emails to Dr. Gleasman should go to **douglas.gleasman@hgtc.edu**)
6. Be attentive in class.
7. Dress appropriately.
8. Stay the entire class.
9. **Do the work and avoid excuses/complaints.**
10. **Use professional language and avoid sarcastic and in appropriate comments.**
11. Take your own notes and do your own work.
12. **Avoid asking inappropriate or thoughtless questions.** ie; “can we get out early today”
13. Abide by the honor and conduct code of HGTC as outlined in the College Catalog.

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 for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**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\*:

Course Student Learning Outcomes: At the end of the semester the student should be able to:

1. Adapt procedural and positioning techniques for the specialized areas of pediatrics, geriatrics, and trauma.
2. Summarize routine procedures and adaptations to produce diagnostically acceptable images.
3. Integrate knowledge acquired regarding positioning techniques, image critique and radiographic procedures to lab and clinic.
4. Increase awareness of professional responsibility and care given to patients during the administration of contrast media in special imaging exams.
5. Develop an awareness of the psychosocial, ethical, moral, and emotional turmoil relevant to specific patient groups and human being in general.
6. Recognize the role of proper radiation protection principles.

***\*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\*

Tests	50%
Quizzes	15%
Case Study	10%
Assignments	5%
Final Exam	20%
	100%

<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.

**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. **Questions are designed to promote critical thinking** and, in most cases, will require more than memorization to obtain the correct answer. Unit Exams, Final Exam, Quizzes and Homework/Projects assignments comprise your assigned final calculated grade. **If a student receives a grade below 75% on any Unit Test or 70% on a Quiz, it will be MANDATORY for the student contact the SSTC to schedule an appointment with the radiology peer tutor to review the material on the test or quiz.** If the radiology tutor is unavailable, the student will be required to make an appointment with the course instructor during his/her office hours. Every attempt will be made to post examination and quiz grades on D2L a minimum of 24-48 hrs. after everyone in the class has completed the exam or turned in the assignment. The time frame may vary depending on the type of assignment or examination.

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 at HGTC 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 first absence. A second 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 and schedule a makeup exam. The makeup exam will be taken in the testing center, and it is the student's responsibility to schedule that appointment. If a student is absent from a class prior to a scheduled examination on the same day, the student will not be allowed to take the examination that day. It is the student's responsibility to notify the professor of the scheduled make-up examination time at the testing center.

Tardies- 3 tardies = 1 absence and a written warning, 4th a final written warning, 5<sup>th</sup> final written warning.

## 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](#).