



# **INSTRUCTIONAL PACKAGE**

RAD 278  
Advanced Radiography III

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 278      COURSE TITLE: Advanced Radiography III

CONTACT HOURS: 24 hours      CREDIT HOURS: 8

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

This is the 6<sup>th</sup> in a series of 6 courses that offers the student hands-on experience in Applied Radiography. RAD 278-090 takes place in the Clinical Education Centers. This course is composed of rotations through the entire Radiology department with an emphasis on practicing Procedures and Positioning of all previously learned exams and procedures. This semester will also provide students with a 2 week rotation through the CT department. The student's clinical education is conducted under Direct Supervision of the Clinical Site Instructor.

### **COURSE DESCRIPTION:**

This course includes routine and advanced radiographic procedures in the clinical environment.

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

RAD 268

### **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.

## **STUDENT IDENTIFICATION VERIFICATION**

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

## **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 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. Illustrate competent performance of radiographic procedures and positioning by observation 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. Apply special positioning for non-routine exams on special needs patients.
6. Choosing proper exposure factors.
7. Identify specific image evaluation criteria and anatomy of completed radiographs.
8. Adapt to trauma situations.
9. Continuation of skill development in the computerized tomography department

***\*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	70%
Professional Development Evals	25%
Practical Image Evaluation	5%
	100%

- Clinical Competencies- required by HGTC and Mandatory as per ARRT
- Professional Development Evaluations
- Practical Image Evaluation – (3)-each student must keep a log of CC exams performed

5%- PRACTICAL IMAGE EVALUATION

25% Professional Development Evaluation form from clinical instructors-  
-5 total, submitted when due (due dates to be discussed)

70% Clinical competency evaluations average:

- 14 Specific Clinical competency exams- Stretcher CXR, trauma elbow, Y-view shoulder exam, 4 view knee with a Cross-table lateral view, rib series, head study (3 views), abdomen series, Cervical spine -5 view series, 5 view L-Spine series, Fluoro Study, Thoracic spine series with a swimmers view, a pelvis / hip study with a cross-table lateral hip projection, C-arm Case, and Mobile Study (non CXR)  
(+)

- all Mandatory competency exams NOT previously comped on +
- the number of elective studies to complete the required 15 +

- 1 Terminal Competency Exam plus:

\*\* - The site CI may require a Re-comp exam be performed on any previously comped exam.

\*\*\* CC's may not be simulated without prior approval of Mrs. Mocarski.

The site CI will be asked to provide proof that the student was unable to perform competencies on actual patient.

Note: changes to CT exams, 2 CT exam are required, CT Head and CT A/P without CM.

***\*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.

## **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.**

Please refer to the Clinic handbook for attendance and tardy policies.

## 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](#).