

Updated 07/18/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Introduction to Radiography

RADR - 1201 - 001

Meredith R. Brown, MS, RT (R)

NOTE: This is a 16-week course.

NOTE: This is a Face-to-Face course.

Course Description:

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and the health care system. (Semester Hours 2)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

Each week, students are expected to read assigned chapters, complete homework, participate in classroom discussion and other assessments.

This course is taught with face-to-face instruction. The course the textbook and other *open educational resources (OERs)* supplemental material will be utilized. The schedule will indicate readings and assignments for each unit. Additional reading and video assignments will be provided on Brightspace or via internet readings. Online assessments via Brightspace may be incorporated.

Instructor Information:

Instructor Name: Meredith R. Brown BSHS, MS, RT (R)

MCC E-mail: mbrown@mclennan.edu

Office Phone: 254-299-8342

Office Location: CSC C202 Office Conference

Hours: Flexible – Email for Appt

Other Instruction Information: Email is preferred method of contact. Please include your name, student ID, and telephone number in the email's content.

Required Text & Materials:

Title: Introduction to Radiologic Technology

Author" William Callaway

Edition: 8th

Publisher: Elsevier

ISBN: 978-0-323-64339-9

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Lecture, quizzes, exams, reading assignments, practice worksheets, online open educational resources, projects, video lectures, discussion boards and group activities.

Brightspace Use and Activity

The instructor of this course intends to utilize Brightspace as both a communication tool as well as its features for announcements, assignments, and assessments. It is the student's responsibility to understand procedures and the importance of accessing Brightspace often, most likely daily, (as well as the MCC issued email), in order to stay on-track with the activities and requirements to complete this course.

E-mail correspondence

The instructor of this course intends to communicate with students using McLennan Community College email. Use of other email addresses could cause a breakdown in communication and important information missed. Email messages are to be formulated in a professional fashion with no use of text speaking or symbols. Email correspondence should open with an appropriate salutation/greeting to the person intended and close with an appropriate closing/sign off.

Course Objectives and/or Competencies:

This course is taught using discussions, videos, assignments, and exams to meet course objectives. Students will extend critical thinking through writing and engaging in peer discussion.

Upon completion of this course students will:

Unit 01

- Understand radiography education to include the classroom and clinic learning
- Contrast cognitive, psychomotor and affective learning
- Understand and demonstrate quality customer service

- Recognize requirements of becoming an outstanding student
- Evaluate listening and reading skills
- Apply critical thinking skills, be aware of values and explain consequences of actions taken
- Understand the history of medicine and analyze the evolution of healthcare delivery
- Discuss ethical issues in healthcare
- Recall pioneers of radiology and differentiate among radiologic advances

Unit 02

- Recall characteristics of different age groups
- Understand diverse conditions and populations
- Recall patient identification and procedures requested
- Understand how to provide patient and transporter safety as a component of patient care and management
- Recall the purpose of isolation & aseptic techniques
- Demonstrate how to provide quality patient service
- Identify medical terminology and abbreviations

Unit 03

- Recognize various components of imaging equipment
- Recall factors affecting the radiographic image
- Evaluate radiographic image characteristics
- Differentiate and discuss other imaging technology
- Explain patient preparation for radiographic exams and differentiate among imaging examinations
- Recognize different radiographic studies and fluoroscopic examinations
- Recall the importance of radiation safety and understand radiation protective measures
- Recognize biologic effects of ionizing radiation
- Recognize radiation interactions with matter

Unit 04

- Evaluate ethics, professionalism, and law in radiologic technology
- Understand effective communication
- Recall legal terms in medicolegal considerations
- Recognize responsibilities of administration and staff
- Comprehend safety in radiologic technology
- Understand the procedures and policy items)
- Identify and understand factors which influence the economics of radiology
- Recall quality assurance and understand various factors which influence an optimal rating of radiographic service
- Recall the roles of health professionals of allied health

Unit 05

- Recall the purpose of the ARRT and understand general requirements of a radiographer candidate
- Discuss educational requirements and content specifications for the radiography examination
- Understand differences between ARRT Rules of Ethics and Code of Ethics
- Recall the details of continuing education
- Understand the importance and purpose of professional associations
- Recognize areas of clinical specialization and the opportunity for career advancement
- Discuss radiographer responsibilities
- Recall practice standards and scope of practice of specialized area

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be

re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Tardiness/Absence Policy

Tardiness is defined by the instructor of this class as any time past the originally scheduled time class is to begin.

At 1:00 pm, class has officially begun and a student is considered late if arrival is any time after that. Habitual tardiness indicates a lack of discipline and will be dealt with on an individual basis. **The doors to the classroom will be locked at 1:00pm and the student will be denied access to the classroom once the instructor has begun class.**

Leaving while class is in session can be disruptive to others. Students may leave but need to understand that the classroom doors are locked and will remain locked and no re-entry will be allowed until the teacher pauses lecture, stops for group work, or class has officially ended.

Should you have an emergent situation and need to leave during class, please gather your belongings quietly and leave since you may or may not be allowed back into the classroom. Special considerations need to be discussed with the instructor.

Missing any portion of class at any time is considered an absence for the entire class period.

***Only extreme circumstances will be considered for an excused absence and is at the discretion of the course instructor.**

Regular and punctual attendance is expected of all students, and a complete record of attendance will be kept by each instructor for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes.

Absence of **15%** of classes may be taken as evidence in course activities to indicate a low probability of success. If a student is absent for a total of 5 days in the first 11 weeks, it will indicate the student does not intend to be successful in the course. The instructor may drop the student at this point. If the student is in weeks 12-16 and reaches their 5th absence, the student may not be withdrawn but will instead be given the grade earned in the course. This grade will include zeros for all missed assignments (quizzes, etc.) and most likely will result in a D or F.

Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Student Behavioral Expectations or Conduct Policy:

Academic honesty and professional conduct is expected and will be enforced by the instructor. Individuals who cannot conduct themselves in a respectful manner will be asked to leave the

classroom on the first occurrence. If continued behavioral incidents occur, the student will be removed from the classroom and referred to the Disciplinary Officer in the Career Development Office. If this occurs, the student may be expelled from the program and possibly the college. Likewise, if a student copies someone else's work,(plagiarism), cheats , or lies about assignments , the student will be required to attend a conference with the instructor, and will receive a grade of zero for the assignment in question. If a student is caught cheating in any form, the student will receive a grade of "F" for the course and may risk being expelled from the college.

Examinations

Random pop quizzes, unit exams and a comprehensive final will be given. Make up tests are not given in this course. If a unit exam is missed, the comprehensive final grade will be used for the missing exam grade. This will be done only once per semester. (Exception: See 'Online Quizzes and Testing Policy' below). Subsequent missed exams will receive a grade of zero. If an in-class pop quiz is missed for an unexcused absence, the student will receive a grade of zero.

Online Quizzes and Testing Policy

Some chapter tests and/or quizzes may be posted on Brightspace and will be timed according to length and content. Adequate time will be provided to complete the test provided the student has studied the material prior to taking the test. There will not be sufficient time to "look up" each test question searching for the answer. 5 points will be deducted for every minute that a student goes over the allotted testing time.

If a student fails to take the Brightspace test or quiz during the allotted time frame, a zero will be given with no opportunity to re-take the test. This only applies to tests or quizzes that are not begun and completed during the time frame. If a technology glitch occurs, the student is to contact the instructor immediately to report the issue. The instructor will investigate the issue and has the option to re-set the test or quiz. If "glitches" continue to be a recurring problem, the student will be required to test at the Testing Center.

Smoking Cessation – Electronic Vapor Products

Use of electronic smoking cessation devices are prohibited in the classroom or the building. E-Cig/Vapor devices can only be used outside the building. Likewise, these products cannot be used inside any clinical site building.

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Electronic Devices

All cell phones, pagers, or other electronic devices must be turned off during class. You may check your messages during breaks or between classes. Laptop computers may be used to facilitate note taking or to view classroom visuals that are posted on Brightspace, but must be turned off or put in sleep mode during tests. No other use of the laptop will be tolerated during class. If at any time during class you create a distraction to the Instructor or your classmates, you will be asked to leave the class.

Course Outline or Schedule:

Week		Mon		Wed		Homework
1	Intro/Unit 1	8/21	Intro/Syllabus	8/23	<u>Start Unit 1</u> <u>Chap 1-4</u>	
2		8/28	Chap 2	8/30	Chap 2- 3	
3		9/4	LABOR DAY HOLIDAY	9/6	Chap 3-4	
4	Unit 1 Exam Week	9/11	Chap 4/ Wrap-up Unit	9/13	Unit 1 Exam Location TBD	Unit 1 Assignment Quiz due Wednesday, 9/13
5	Unit 2	9/18	<u>Start Unit 2</u> <u>Ch 5-7</u>	9/20	Chap 5/Chap 6	
6		9/25	Chap 7	9/27	Chap 7	
7	Unit 2 Exam Week	10/2	Chap 7	10/4	Unit 2 Exam Location TBD	Unit 2 Assignment Quiz due Wednesday, 10/4
8	Unit 3	10/9	<u>Start Unit 3</u> <u>Ch 8-10</u>	10/11	Chap 8-9	
9		10/16	Chap 9	10/18	Ch 9-10	
10	Unit 3 Exam Week	10/23	Ch 10	10/25	Unit 3 Exam Location TBD	Unit 3 Assignment Quiz due Wednesday, 10/25
11	Unit 4	10/30	<u>Start Unit 4</u> <u>Ch 11-13</u>	11/1	Ch 11	

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12		11/6	Ch 12	11/8	Ch 12-13	
13	Unit 4 Exam Week	11/13	Ch 13/Wrap-up Unit	11/15	Unit 4 Exam Location TBD	Unit 04 Assignment Quiz, due Wednesday, 11/15
14	Unit 5	11/20	Early Bird Opening to Unit 05	11/22	Thanksgiving Holiday	
15		11/27	<u>Unit 5</u> <u>Ch 14-16</u>	11/29	Unit 5 cont.	Unit 5 Assignment Quiz, due Monday, 12/3
16	Unit 5 Exam Week	12/3	Unit 5 Exam ONLINE	12/6	Final Exam 1pm-3pm Location TBD	

Course Grading Information:

Your grade in this course will be based upon your performance in the following areas:

TASK PERCENTAGE OF COURSE GRADE

Assignments, quizzes, etc..... 30% Chapter/Unit Tests 30%
Final Exam.....40%

TOTAL 100% = COURSE GRADE

The course grade will be applied to the following scale:

90% - 100% A

80% - 89% B

75% - 79% C

60% - 74% D

59% or less F grade.

All final course grades will be applied to the following scale and will be rounded up to the nearest whole number when greater than or equal to .5 or above.

Examples: 93.4 = 93, 93.5 = 94, or 93.6 = 94 and so on.

Should you have any questions regarding the rounding of grades please contact your instructor.

Late Work and Make Up Work Policies:

Make Up Work

Student will be permitted to make up assignments with no penalty due to absence, caused by:

- 1. Personal illness WITH VERIFICATION FROM YOUR DOCTOR*
- 2. Death in the immediate family (mother, father, brother, sister, or a child of oneself).*

All other late assignments will receive 10 point deduction on the first day missed and five points everyday thereafter. This is only accountable on business days.

Grading

Grades for each exam are posted on Brightspace for students to view. Students are required to report to the instructor any incorrect posting within two days of taking an exam. Failure of students to check their grades in order to report any incorrect posting and failure to report this to the instructor will result in grades remaining as posted on Brightspace.

Performance Goal, Expectation, and Requirements

The Radiologic Technology program coursework is designed to provide students with a structured comprehensive curriculum that prepares them for a career as a professional health care provider. It is imperative that students develop and maintain a strong knowledge base of all course material and competencies to be successful. Therefore, the program has established a performance goal for all coursework and assessments in all RADR courses of an 80% or higher. Students that do not achieve the minimum grade of 80% will be required to complete an activity of remediation assigned by the instructor of the course immediately following. The activity requirements will vary as they will be customized according to factors such as the students' needs, the purpose of the assignment, its content, etc., and the instructor will maintain all records of completion. Students that fail to complete the required remediation activities will

receive an “Incomplete” (“I”) grade for the course, regardless of overall passing grade point average, until all work is submitted. An “Incomplete” (“I”) in any course must be resolved prior to the start of the following semester or the resulting grade will convert to an “F” and the student will not pass the course.

****Remediation assignments MUST BE submitted prior to the next Unit exam or a 5 point penalty will be assessed to the Unit exam grade requiring the remediation.**

Student Behavioral Expectations or Conduct Policy:

Academic honesty and professional conduct are expected and will be enforced by the instructor. Individuals who cannot conduct themselves in a respectful manner will be asked to leave the classroom on the first occurrence. If continued behavioral incidents occur, the student will be removed from the classroom and referred to the Disciplinary Officer in the Career Development Office. If this occurs, the student may be expelled from the program and possibly the college. Likewise, if a student copies someone else’s work,(plagiarism), cheats , or lies about assignments , the student will be required to attend a conference with the instructor and will receive a grade of zero for the assignment in question. If a student is caught cheating in any form, the student will receive a grade of “F” for the course and may risk being expelled from the college.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 2542998122 Room
319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.