



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Radiologic Technology Seminar (Capstone)

RADR 2235 001

Meredith R. Brown, MS, RT (R)

Michelle Morphis, MBA, RT (R)

NOTE: This is a 16-week course.

Course Description:

Provides a specialized program recognized by the American Registry for Radiologic Technologists (ARRT) designed to assess a student's current didactic knowledge of the subject matter in radiography. Specific detailed learning objectives are developed for each course by the faculty (program director) for each student enrolled.

Prerequisites and Corequisites:

Must have all prior RADR courses completed.

Course Notes and Instructor Recommendations:

Learners should be prepared for extensive practice assessments and major exams in each content area typically covered in MCC Radiologic Technology's 2-year Associate degree program. The Capstone course assignments and activities will review major topics/concepts of radiography to prepare for the ARRT certification exam. Learners are encouraged to have all of their RADR program resources available to reference as requested by faculty.

Instructor Information:

Instructor Name: Meredith R. Brown MS, RT (R)
MCC E-mail: mbrown@mclennan.edu
Office Phone Number: 254-299-8342
Office Location: CSC C202
Office/Teacher Conference Hours: Posted
Other Instruction Information: available by appointment

Instructor Name: Michelle Morphis, MBA, RT(R)
MCC E-mail: mmorphis@mclennan.edu
Office Phone Number: 254-299-8584
Office Location: Health Professions CSC C-117
Office/Teacher Conference Hours: Posted
Other Instruction Information: available by appointment

Required Text & Materials:

All materials included in the Radiology Program Textbook Package/Bundle

Title: Radiography Prep.

Author: D.A. Saia Edition: 9th.

Publisher: McGraw Hill.

ISBN: 978-1-25986357-8

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

Methods of Teaching and Learning:

Instructors will use a variety of reviews and assessments via Brightspace and online subscription services the student either already has access to or will be provided access to. This will include practice tests and significant exams constructed by faculty. Students must study independently from textbooks, notes, and other resources. The instructor will provide other reading assignments, videos, and practice before exams and after as warranted by outcomes and/or based on the student's needs.

Course Objectives and/or Competencies:

During this course, the student will be required to:

1. Evaluate the prior completed program content to identify areas of strength and weakness.
2. Complete weekly self-progress evaluation and request additional review needs.
3. Complete class and homework reviews and other activities by due dates as assigned.
4. Request individual review time in areas of significant weakness, if necessary.
5. Answer detailed questions and demonstrate proficiency in the following subject areas:

Patient Care: Patient Interactions and Management

Safety: Radiation Physics and Radiobiology, and Radiation Protection

Image Production: Image Acquisition and Technical Evaluation, and Equipment Operation and Quality Assurance

Procedures: Head, Spine and Pelvis, Thorax and Abdomen Procedures, and Extremity Procedures

Course Attendance/Participation Guidelines:

Suppose a student is absent by the policies/guidelines of the class as outlined in the course syllabus as of the course census date. In that case, faculty must drop students from their class roster before 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.

This course is primarily an online student/instructor interaction. The student is expected to communicate with the instructor via email or telephone and continually work on completing all assignments promptly. The student is responsible for all material presented or assigned for a course and will be held accountable for such materials in determining course grades. **The student should communicate back to the instructor within two days of any announcement or email to confirm receipt of the message**, understanding the assignment, and communicate any questions or concerns. Failure to do so may result in the instructor excusing the student from the course. Special considerations need to be discussed with the instructor.

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

For this course, **two missed due dates/deadlines on assignments, practice quizzes, major assessments, or other online resource-assigned activities will indicate that the student needs to make the best of this opportunity and will not be allowed to continue. This will result in the student being withdrawn from the course or receiving a letter grade of "F."**

Course Outline or Schedule:

Capstone	Fall 2023
Course Subject Matter	Notes
*Note: This tentative plan could be changed at the instructor's discretion. Notification of any updates will be provided via email or Brightspace announcement.	
Week 1	Patient Care
Week 2	Patient Care
Week 3	Procedures
Week 4	Procedures
Week 5	Procedures
Week 6	Imaging Equipment
Week 7	Imaging Equipment
Week 8	Imaging Equipment
Week 9	Radiation Biology/Prot (Safety)
Week 10	Radiation Biology/Prot (Safety)
Week 11	Radiation Biology/Prot (Safety)
Week 12	Image Production
Week 13	Image Production
Week 14	Image Production
Week 15	Comprehensive Practice Exams
Week 16	HESI and Final Exam

Course Grading Information:

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

<u>TASK</u>	<u>PERCENTAGE OF COURSE GRADE</u>
1. Practice tests and assignments	20%
2. Major tests	40%
3. Final exam(s)	40%
	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

**REMEMBER: This is an RT course --
C is the minimum acceptable grade.**

Late Work and Make-Up Work Policies:

Examinations

Make-up tests are not given in this course.

Online Quizzes and Testing Policy

Quizzes will be posted on Brightspace and timed according to length and content. Adequate time will be provided to complete the test, provided the student has studied the material before taking the test. There will not be sufficient time to “look up” each test question searching for the answer. Five points will be deducted every minute a student exceeds 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 retake the test. This only applies to tests or quizzes that have yet to be begun and completed during the time frame. If a technology glitch occurs, the student must immediately contact the instructor to report the issue. The instructor will investigate the matter and can re-set the test or quiz. If “glitches” continue recurring, the student must test at the Testing Center.

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

Minimum Grade Expectations 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 healthcare provider. Students must develop and maintain a solid knowledge base of course material and competencies to be successful.

Therefore, the minimum grade expectation of all coursework and assessments in this course is to achieve an 80% or higher. Students that do not reach the minimum grade of 80% will be required to complete an activity of remediation assigned by the instructor immediately following. The activity requirements will vary as they will be customized according to factors such as the student's needs, the purpose of the assignment, its content, etc., and the instructor will maintain all completion records. 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 system must be resolved before the start of the following semester, or the resulting grade will convert to an "F," and the student will not pass the course.

Student Behavioral Expectations or Conduct Policy:

Brightspace Use and Activity

The instructor of this course intends to utilize Brightspace as a communication tool and its features for announcements, assignments, and assessments. The student must understand procedures and the importance of accessing Brightspace often, most likely daily (as well as the MCC-issued email), 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. The use of other email addresses could cause a breakdown in

communication and essential information to be missed. Email messages are to be formulated professionally with no use of text speaking or symbols. Email correspondence should open with an appropriate salutation/greeting to the person intended and close with a proper closing/sign-off.

[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.

Updated 07/18/2023



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.