



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Advanced Radiographic Procedures

RADR 2331.80

MEREDITH R. BROWN BSHS, MS, RT (R)

NOTE: This is an 8-week course.

NOTE: This is a Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

ADVANCED RADIOGRAPHIC PROCEDURES

RADR 2331

Course Description:

Positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology, and an exploration of specialized imaging modalities. Semester Hours 3 (3 lec/1 lab)

Prerequisites and/or Corequisites:

Prerequisites: Successful completion of previous RADR courses with a minimum grade of C or better.

Course Notes and Instructor Recommendations:

This course is taught via face-to-face. We will use the textbook and online *open educational resources (OERs)*. The schedule will indicate readings and assignments for each unit. Additional reading assignments will be provided on Brightspace or via internet readings.

Covid alterations: Due to the Covid-19 pandemic, this course most likely will be converted to hybrid using online options of delivery such as asynchronous recorded lectures and two-way synchronous teaching as determined by the instructor. Students remain available for all scheduled course times to complete course work as assigned and be present when requested for synchronous lectures, in-person class, or lab.

Instructor Information:

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

MCC E-mail: mbrown@mclennan.edu

Office Phone Number: 254-299-8342

Office Location: CSC C202

Office/Teacher Conference Hours: As posted on office door

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: Radiologic Science for Technologists

Author: Bushong, S.

Edition: 11th Edition

Publisher: Mosby Elsevier

ISBN: 978-0-323-35377-9

Title: Textbook of Radiographic Positioning and Related Anatomy

Author: Kenneth L. Bontrager/ John P. Lampignano

Edition: 9th

Publisher: Mosby

ISBN-13: 978-0-323-39966-1

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Title: Patient Care in Radiography

Author: Ehrlich, Ruth Ann

Publisher: Mosby Elsevier

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

Methods of Teaching and Learning:

Lecture (including the possibility of 2-way communication, recorded lecture and/or face-to-face), quizzes, exams, reading assignments, practice worksheets, online open educational resources, projects, lab practicums, and group activities.

Course Objectives and/or Competencies:

The student describe the various specialized imaging modalities; and differentiate between images produced by different modalities and identify the anatomy demonstrated.

SCANS

Secretary's Commission on Achieving Necessary Skills

SCANS is an attempt to help make courses more relevant to the needs of a modern work force. SCANS is divided into two types of skills: competencies and foundations. Foundation skills are organized into the basic literacy and computational skills, the thinking skills necessary to put knowledge to work, and the personal qualities that make workers dedicated and trustworthy. The competencies are the abilities to manage resources, to work amicably and productively with others, to acquire and use information, to master complex systems, and to work with a variety of technologies. Both are required for successful performance in most jobs, and are definitely required for professions in the radiologic technology field.

SCANS COMPETENCIES

Resources--

identifies, organizes, plans and allocates resources including time, money, material, facilities, and human resources.

Interpersonal-

works with others by participating as a member of teams, teaching new skills to others, serving customers and clients in ways that satisfy them, exercising leadership, negotiation, and working well with people from diverse backgrounds.

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<u>Information--</u>	manages information by acquiring and evaluation information, organizing and maintaining information, interpreting and communicating information, and using computers to process information.
<u>Systems--</u>	understands complex interrelationships, including understanding how social, organizational, and technological systems work and how to operate effectively with them, how to monitor and correct performance, and improve or design systems.
<u>Technology--</u>	works with a variety of technologies by selecting technology, applying technology to tasks, and maintaining and troubleshooting technologies.

SCANS FOUNDATIONS

<u>Basic Skills--</u>	reading, writing, performing arithmetical and mathematical operations, listening, and speaking.
<u>Thinking Skills-</u>	thinking creatively, making decisions, solving problems, seeing things in the mind's eye, knowing how to learn, and reasoning to discover rules or principles underlying relationships and applying that knowledge to solving problems.
<u>Personal Qualities-</u>	displays responsibility, self-esteem, sociability, self-management, and integrity and honesty.

This course, RADR 2233, is primarily concerned with developing the Resources, Information, Systems, and Technology Competencies as well as the Thinking Skills Foundation. It is assumed that your Basic Skills and Personal Qualities foundations are adequate at this point in your career training.

UNIT OBJECTIVES

CONTRAST MEDIA AND POWER INJECTORS

1. Define the need for contrast media. (CO3, FO1)**
2. Define the term: contrast media. (CO3, FO1)
3. List the characteristics of negative and positive contrast media. (CO3, FO1)

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4. List the general types of material used as contrast media. (CO3, FO1)
5. List the four desirable characteristics of iodine compounds. (CO3, FO1)
6. Describe the characteristics of barium sulfate. (CO3, FO1, F02)
7. Describe the characteristics of water-soluble contrast media. (CO3, FO1, F02)
8. Discuss the advantages and disadvantages of the sodium and meglumine salts of triodobenzoic acid as contrast media. (CO3, FO1, F02)
9. Understand the various methods of describing the concentration or iodine content of contrast media. (CO3, FO1, F03)
10. List and discuss the three classes of contrast media based on their route of administration. (CO3, FO1)
11. List the two common classes of oral/rectal contrast media. (CO3, FO1)
12. Identify the indications for using oral water-soluble organic iodides. (CO3, FO1, F02)
13. Compare the advantages/disadvantages of barium sulfate vs oral organic iodides. (CO3, FO1, F02)
14. Compare the sodium and meglumine salts of ionic organic iodides with respect to iodine content, viscosity, solubility, and toxicity. (CO3, FO1, F02)
15. Distinguish between ionic and non-ionic contrast media. (CO3, FO1, F02)
16. List the chemical and trade names of the common non-ionic organic iodides. (CO3, FO1)
17. Compare ionic vs non-ionic organic iodides with respect to cost, patient discomfort, chemotoxicity, nephrotoxicity, and osmolality. (CO3, FO1, F02)
18. List and define the important physical characteristics of contrast media. (CO3, FO1, F02)
19. Classify reactions according to severity. (CO3, FO1, F02)
20. Name two (2) major theories devised to explain systemic reactions to contrast media. (CO3, FO1)
21. List several minor reactions to contrast media. (CO3, FO1)
22. List several moderate reactions to contrast media. (CO3, FO1)
23. List several severe reactions to contrast media. (CO3, FO1)
24. Give the technologist's role in the management of reactions to contrast media. (CO3, FO1)
25. List four (4) precautionary measures to observe before injection of contrast media (CO3, FO1).
26. List seven (7) questions which should be answered by the patient in order to obtain an adequate medical history. (CO3, FO1)
27. Describe the "test dose" and discuss its predictive value. (CO3, FO1)

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28. List the basic equipment which should be on the emergency cart. (CO3, C04, FO1, F02)
29. Describe the technologist's role in moderate and severe reactions to contrast media. (CO3, FO1)
30. List the conditions responsible for moderate and severe breathing restrictions. (CO3, FO1, F02)
31. Describe the shock position. (CO3, FO1)
32. List the nine basic drugs found on an emergency cart and give the primary use of each. (CO3, FO1)
33. Explain the purpose of automatic injection devices. (F01,F02)
34. List and explain the basic components of all automatic injectors. (F01,F02)
35. List and explain the two safety devices; acceleration regulators and pressure-limiting devices. (F01,F02)
36. Explain how the catheter length, diameter, number of side holes, and viscosity of contrast media affect the flow rate. (F01,F02)

MAMMOGRAPHY AND BONE DENSITOMETRY

After completion of this unit, the student will be able to:

1. Identify the basic structures of the breast. (F01,F02)
2. Differentiate among key types of pathologic conditions of the breast. (F01,F02)
4. Determine which projections or positions will best demonstrate the structures of the breast. (F01,F02)
5. Identify osteopenia and osteoporosis classifications and treatment options. (F01,F02)
6. Compare the functionality of various scanners used for bone densitometry. (F01,F02)
7. Describe procedural considerations for DXA such as positioning, accuracy, and precision. (F01,F02)

TRAUMA, MOBILE, AND SURGICAL RADIOGRAPHY

After completion of this unit, the student will be able to:

1. Differentiate among key types of traumatic injuries. (F01,F02)

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2. Demonstrate familiarity with the manipulation and operation of equipment used for trauma, mobile, and surgical radiography. (F01,F02)
3. Appropriately modify projections and positions to accommodate compromised patient mobility. (F01,F02)
4. Follow the principles of surgical asepsis and radiation protection. (F01,F02)

PEDIATRIC RADIOGRAPHY

After completion of this unit, the student will be able to:

1. Identify the basic radiographic principles related to pediatric radiography. (F01,F02)
2. Differentiate among key types of pathology. (F01,F02)
3. Describe typical patient, contrast media, and procedural preparation protocols for pediatric radiography. (F01,F02)
4. Identify techniques to maintain physical and radiation safety of the patient. (F01,F02)

ANGIOGRAPHY AND INTERVENTIONAL PROCEDURES

After completion of this unit, the student will be able to:

1. Identify basic vascular anatomy. (F01,F02)
2. Describe methods for accessing blood vessels. (F01,F02)
3. Identify indications, contraindication, risks, and complications. (F01,F02)
4. Identify equipment, supplies, positions, and imaging sequences. (F01,F02)

COMPUTED TOMOGRAPHY

After completion of this unit, the student will be able to:

1. Identify basic anatomic structures and pathology of the central nervous system. (F01,F02)
2. Identify indications for CT procedures. (F01,F02)

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3. Describe the CT system components and their functions. (F01,F02)
4. Define the terms associated with image reconstruction and archiving. (F01,F02)
5. Describe patient and procedure protocols for various CT procedures. (F01,F02)
6. Compare the principles and terminology of C.T. and MRI. (F01,F02)
7. Describe room design and amount of space needed for both computed tomography and MRI. (F01,F02)
8. Identify four generations of CT scanners. (F01,F02)
9. Summarize the six major advantages to performing CT examinations as opposed to plain film radiography/angiography. (F01,F02)

ADDITIONAL DIAGNOSTIC PROCEDURES

Includes:

- Arthrography.
- Myelography
- Orthoroentgenography
- Biliary Procedures
- Hysterosalpingography
- Sialography
- Conventional Tomography

After completion of this unit, the student will be able to:

1. State the purpose of additional diagnostic procedures. (F01,F02)
2. Identify indications and contraindications for diagnostic procedures. (F01,F02)
3. Identify necessary equipment and supplies. (F01,F02)
4. Describe patient preparation protocols. (F01,F02)
5. Describe fluoroscopic and radiographic positioning protocols. (F01,F02)

ADDITIONAL DIAGNOSTIC AND THERAPEUTIC MODALITIES

Includes:

- Nuclear Medicine
- Positron Emission Tomography
- Radiation Oncology
- Sonography

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- Magnetic Resonance Imaging

After completion of this unit, the student will be able to:

1. Define terms used in conjunction with the procedures. (F01,F02)
2. Identify clinical applications of and protocols for the procedures. (F01,F02)
3. Describe basic principles of Nuclear Medicine. (F01,F02)
4. Identify Nuclear imaging equipment and various clinical applications. (F01,F02)
5. Define basic Nuclear Medicine terminology. (F01,F02)
6. Describe basic principles of PET scanning technique. (F01,F02)
7. Understand and describe various Radiation Therapy applications. (F01,F02)
8. Recite the historical development of ultrasonography. (F01,F02)
9. Recall the theory and methodology of ultrasound imaging. (F01,F02)
10. Describe the clinical applications. (F01,F02)
11. List the patient preparations required for the common ultrasound procedures.
(F01,F02)
12. Describe basic principles of MRI. (F01,F02)
13. Compare the types of magnets commonly used in MRI. (F01,F02)
14. Identify indications and contraindications of MRI. (F01,F02)
15. Describe basic safety considerations for MRI. (F01,F02)

****Legend:**

- C01 Resources. Allocating:** 1.1 Time, 1.2 Money, 1.3 Materials and Facilities, 1.4 Human Resources.
- C02 Interpersonal Skills. Works with others:** 2.1 Working in teams, 2.2 Teaching others, 2.3 Serving customers, 2.4 Leading, 2.5 Negotiating, 2.6 Working with different cultures.
- C03 Information. Acquires and uses information:** 3.1 Acquiring and evaluating data, 3.2 Organizing and maintaining files, 3.3 Interpreting and communicating, 3.4 Processing information with computers.
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- C04 Systems. Understands complex interrelationships:** 4.1 Understands social, technological and organizational systems, 4.2 Monitoring and correcting performance, 4.3 Designing and/or improving systems.
- C05 Technology. Works with a variety of technologies:** 5.1 Selects equipment and tools, 5.2 Applies technology to tasks, 5.3 Maintains and troubleshoots technologies.
- F01 Basic Skills. Reads, writes, performs mathematical operations, listens, and speaks:** 1.1 Reading, 1.2 Writing, 1.3 Arithmetic/mathematics, 1.4 Speaking, 1.5 Listening
- F02 Thinking Skills. Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reason:** 2.1 Creative thinking, 2.2 Decision making, 2.3 Problem solving, 2.4 Seeing with the mind's eye, 2.5 Knowing how to learn, 2.6 Reasoning
- F03 Personal Qualities. Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty:** 3.1 Responsibility, 3.2 Self-esteem, 3.3 Sociability, 3.4 Self-management, 3.5 Integrity/honesty.

Course Outline or Schedule:

The following is a guide for this course. The instructor may adjust the schedule but will do so in a timely manner. An announcement will be made on Brightspace should a change occur.

RADR 2331 Advanced Radiographic Procedures							
Spring 2021 Schedule							
The Instructor reserves the right to deviate from this schedule will make every effort to provide advanced notification to the student.							
Date		Topic			Reading Assignment		
Week 1					Contrast Journal Articles,		
12-Jan-21		Syllabus, Course schedule			Online Quiz and Db		
14-Jan-21		Contrast Media and Power Injectors (PP)			Ch 14 Bontrager & Ch 19 Pat. Care		
Week 2							

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19-Jan-21	Angiography and Interventional			Ch 17 Bontrager & Ch 27 Bushong
21-Jan-21				Online Quiz (Ch 17)
Week 3				
26-Jan-21	Mammo/Bone Densitometry			Articles & Discussion Forum
28-Jan-21				Online Exam - (Ch 20- Mammo and BD only)
Week 4				
2-Feb-21	Additional Diagnostic/Therapeutic Modalities			Ch 20 Bontrager
4-Feb-21	(Nuc Med, PET, Rad Oncology, Ultrasound, and MRI)			Online Exam Ch 20 (Except Mammo & BD)
Week 5				
9-Feb-21	Special Radiographic Procedures			Ch 19 - Bontrager
	(Arthrograms, Biliary Duct, HSGs, Myelography, Sialography, Tomography)			
11-Feb-21	Special Radiographic Procedures			
	(Arthrograms, Biliary Duct, HSGs, Myelography, etc)			Online Exam - (Ch 19)
Week 6				
16-Feb-21	Trauma, Mobile, and Surgical			
18-Feb-21	IN THE LAB - CSC C203			Groups will be assigned
Week 7				
13-Feb-21	Pediatric			Ch 15 & 16 Bontrager
25-Feb-21	IN THE LAB - CSC C203			Online Exam (Ch 15 & 16)
Week 8				

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2-Mar-21	Group Project Presentations				Ch 18 - Bontrager
4-Mar-21					Final Exam
	Spring Break				Be safe & have fun!

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.	Homework, quizzes, Discussion Boards	30%
2.	Major tests	40%
3.	Grp Project Presentations (Final Exam)	30%
		100% COURSE GRADE

The course grade will be applied to the following scale:

90% - 100%	A	
80% - 89%	B	
75% - 79%	C	REMEMBER: This is an RT course --
60% - 74%	D	C is the minimum acceptable grade.
59% or less	F	

All 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, Attendance, 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.

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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 quiz or exam grade requiring the remediation.**

Exemption from the Final Exam:

Upon the completion of the last chapter exam and assignments, any student that meets the following THREE requirements will be EXEMPT from the comprehensive final exam. There will be no exceptions to this policy; all 3 items listed below must be met. However, any qualifying student can opt to take the final exam as a personal assessment of their knowledge level and not have it count in their final average. Student must notify the instructor of their intentions prior to the test date.

1) An "A" (90-100) average

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2) *No more than ONE unexcused absence*

3) *No previously missed major unit/chapter quizzes or tests*

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 **8:30am**, 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 **8:30am** and the student will be denied access until the first break of the class which is usually at 50 minutes after the beginning of class. Students will be allowed to take a brief break at approximately 50 minute intervals. A break is designed to allow the student restroom facility time as well as technology breaks to check cell phones/messages, etc. 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 next break 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 will not be allowed class access until the next break or until class is over. 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. 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.

Brightspace Use and Activity

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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.

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

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Electronic Vapor Products Use of electronic smoking cessation devices are prohibited in the classroom or the building. ECig/Vapor devices can only be used outside the building. Likewise, these products cannot be used inside any clinical site building. 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 lap top 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.

MCC Academic Integrity Statement:

The Center for Academic Integrity, of which McLennan Community College is a member, defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide.

*** [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**
(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

MCC Attendance Policy:

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

*** [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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** You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

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/>

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 a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and 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.

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 contacted/notified through 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.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

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 her/his 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.

Forwarding Emails:

You may forward the 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 become lost or placed in junk or spam filters.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

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

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)
(www.mclennan.edu/titleix)

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 Title IX Coordinator at

titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

** You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*