

Updated 08/03/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Introduction to Radiography**

**RADR 1201\_88**

**Michelle Morphis MBA, R.T. (R) (ARRT)**

**NOTE: This is a 16-week 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 discussion posts and/or other assessments. Since the course is totally constructed around online participation, the student should have knowledge of using a Web browser, computer, and e-mail: the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

Students are expected to maintain regular and reliable access to a computer with a stable broadband Internet connection. If your computer is older than 4 years old, it may not have the processing power to work with Brightspace or current versions of the required software.

All MCC campus computers are configured to use Brightspace and will have most of the software needed to complete your online coursework. If additional software is needed on an MCC lab computer, please contact the administrator of the lab for assistance.

If your computer is publicly accessed off campus or is loaned to you, you may be prohibited from downloading files or software.

If a student is having difficulty accessing Brightspace or experiences technical issues, the Technology Help Desk should be contacted. <http://www.mclennan.edu/tech-support/>

Campus computers are available on campus if a student should need one to complete online work. If Brightspace is down, please email the instructor to bring awareness to the problem. If Brightspace is down for more than 24 hours, the instructor will notify students via email with further instructions.

**Instructor Information:**

Instructor Name: Michelle Morphis  
MCC E-mail: mmorphis@mclennan.edu  
Office Phone Number: (254) 299-8584  
Office Location: CSC, C 117  
Office/Teacher Conference Hours: Regular office hours are as posted on office door.  
Please schedule appointments by phone or email to meet via Zoom or in person

**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:**

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

**Course Objectives and/or Competencies:**

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
- Recognize areas of clinical specialization and the opportunity for career advancement
- Discuss radiographer responsibilities
- Recall practice standards and scope of practice of specialized areas

### **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.

## Intro to Radiography

RADR 1201\_88

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### **Course Outline or Schedule:**

<b>Week</b>	<b>Content</b>	<b>Due</b>
Week 1	<ul style="list-style-type: none"><li>• Visit each task (1-8) in Getting Started</li><li>• Getting Started Quiz</li><li>• Welcome Discussion</li></ul>	1/14
Week 2	<ul style="list-style-type: none"><li>• Read Chapters 1 &amp; 2</li><li>• Discussion Post: Chapter 1-Learning</li><li>• Discussion Post: Chapter 2- Listening &amp; Critical thinking</li></ul>	1/21
Week 3	<ul style="list-style-type: none"><li>• Read Chapters 3 &amp; 4</li><li>• Assignment Unit 01 (Chapters 1-4)</li></ul>	1/28
Week 4	UNIT 01 EXAM (Chapters 1-4)	2/4
Week 5	<ul style="list-style-type: none"><li>• Read Chapters 5 &amp; 6</li><li>• Discussion Post: Chapters 5 &amp; 6- Diversity &amp; Empathy</li><li>• Read Chapter 7</li></ul>	2/11
Week 6	<ul style="list-style-type: none"><li>• Language of Medicine Assignment</li><li>• Discussion Post: Medical Terminology</li><li>• Assignment Unit 02 (Chapters 5-7)</li></ul>	2/18
Week 7	UNIT 02 EXAM (Chapters 5-7)	2/25
Week 8	<ul style="list-style-type: none"><li>• Read Chapters 8 &amp; 9</li><li>• Discussion Post: Image Characteristics &amp; Imaging Technology</li></ul>	3/3
Week 9	<ul style="list-style-type: none"><li>• Read Chapter 10</li><li>• Discussion Post: Radiation Safety</li><li>• Assignment Unit 03 (Chapters 8-10)</li></ul>	3/17
Week 10	UNIT 03 EXAM (Chapters 8-10)	3/24
Week 11	<ul style="list-style-type: none"><li>• Read Chapters 11 &amp; 12</li><li>• Discussion Post: Obligations, Torts, &amp; Safety Practices</li></ul>	3/31
Week 12	<ul style="list-style-type: none"><li>• Read Chapter 13</li><li>• Health Professions Assignment</li><li>• Assignment Unit 04 (Chapters 11-13)</li></ul>	4/7
Week 13	UNIT 04 EXAM (Chapters 11-13)	4/14
Week 14	<ul style="list-style-type: none"><li>• Read Chapters 14-16</li><li>• Discussion Post: ARRT-Chapter 14 / Responsibilities Chapter 16</li><li>• Assignment 05 (Chapters 14-16)</li></ul>	4/21
Week 15	UNIT 03 EXAM (Chapters 14-16)	4/28
Week 16	FINAL EXAM	4/30

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Unit	Chapters	Content
1	1-4	<ul style="list-style-type: none"><li>• Radiography Education: From Classroom to Clinic</li><li>• Becoming an Outstanding Student</li><li>• Evolution of Health Care Delivery</li><li>• Radiology: A Historic Perspective</li></ul>
2	5-7	<ul style="list-style-type: none"><li>• Orientation to Patient Care</li><li>• Providing Quality Patient Service</li><li>• The Language of Medicine</li></ul>
3	8-10	<ul style="list-style-type: none"><li>• The Technology of Medical Imaging</li><li>• Radiographic Examinations: Diagnosing Disease and Injury</li><li>• Radiation Safety and Protective Measures</li></ul>
4	11-13	<ul style="list-style-type: none"><li>• Ethics, Professionalism, and Law in Radiologic Technology</li><li>• Radiology Department: Organization and Operation</li><li>• Health Professions</li></ul>
5	14-16	<ul style="list-style-type: none"><li>• The American Registry of Radiologic Technologists</li><li>• Professional Associations</li><li>• Clinical Specialization and Career Advancement</li></ul>

**Course Grading Information:**

	Assessment	Percentage of Course Grade
1	Assignments	20%
3	Exams	30%
4	Discussion	25%
5	Final Exam	25%
Total	Course Grade	100%

**Discussion Posts**

Discussion responses and replies are an excellent method to be engaged in the course. It is important to meet the minimum word count and to engage with a peer in the replies. Add to the peer's discussion by stating something different. This can include content that has not been stated and examples. Further, a student may add personal or professional experience when it relates the discussion.

- A rubric will be used for grading unless a student did not post on time
- See rubric on Brightspace
- Any late posts will receive 0 points.
- The responses are worth 30 points and the replies are worth 20 points to total 50 points.

**Assignments**

Assignments have been created using the Brightspace quiz tool. Each assignment includes multiple choice questions.

**Exams**

All exams will be given online via Brightspace. It is necessary that you have a stable internet connection and working technology. The exams are timed according to the number and content of the questions. If an exam is not started and finished on time, it may result in a zero. It is the responsibility of the student to maintain updates on their personal computers.



**Grade Scale:**

90-100	A
80-89	B
75-79	C
<b>*60-74</b>	<b>D</b>
<b>*Below 60</b>	<b>F</b>

**\*This is an RT course—C is the minimum acceptable grade. Any grade below 75 is considered a failing grade for this program. In order to progress through the program, you must meet the minimum acceptable grade requirement.**

Throughout the course, grades in Brightspace will indicate grades without a decimal point. Brightspace has been setup to round up grades that are .5 up to .9. Grades that fall at .4 down to .1 will not round up. (Example: 89.5 will be posted as a 90, where 89.4 will remain an 89)

**Brightspace Use and Activity**

The instructor of this course intends to utilize Brightspace as a communication tool and for course features such as announcements, resources, grades, and assessments. It is the student's responsibility to check Brightspace daily to ensure successful completion of each assignment and to receive important announcements about the 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.

### **Late Work and Make Up Work Policies:**

Absence from the online class will result in the student having less information and will usually result in a lower grade. **Weekly attendance is recorded with a total of 16 weeks. A student will be dropped if a cumulative 15% of class is missed for unexcused reasons. The instructor may drop the student on the 3rd absence.** (See Recording Attendance below to learn how attendance is earned each week).

A student will not be withdrawn due to the aforementioned absenteeism after the 8<sup>th</sup> week. Rather, the student will be given the grade earned in the course. This grade will reflect missed assessments and most likely will result in a D or F. The attendance is typically recorded one week after submissions due for the week so it is possible to be dropped on the 10<sup>th</sup> week for absences accrued through the 8<sup>th</sup> week. All RADR courses require a 75% or higher to pass the course.

### **Recording Attendance:**

The student will be expected to access this course via Brightspace and **complete an assignment, discussion post or exam weekly** to prove absence for the week. Discussions are offered weekly except for exam weeks, and assignments/exams are given periodically. **Weekly** attendance is recorded to reflect an active online presence in the class starting on Monday and ending on Sunday. It is important to reference the calendar and complete assessments by the due date to earn attendance recorded for the respective week. **At least one graded assessment must be completed each week to serve as the student being present in the course for the week. The completed assessment will earn attendance based on when it was due, not when the student completed.** For example, if an assignment is completed early and submitted on August 19<sup>th</sup> but was due on September 1<sup>st</sup>, the attendance will be recorded for the week of September 1<sup>st</sup>.

It is the student's responsibility to keep up with attendance to be successful in this course.

**Late assignments** will be given a 10-point deduction. A student must submit the late assignment within 3 days of the due date. On the 4<sup>th</sup> day, the assignment will be given a zero. A student may complete the assignment and receive a score. However, a penalty or zero will replace the original score if taken after the due date. Late assignments are considered one day late beginning one minute after the due date.

In most situations, **late exams** will be given a zero. Make-up exams will only be allowed under certain circumstances and is up to the discretion of the instructor. Medical, military, or funeral reasons may be excused and can replace the missed exam with the final exam. If a student misses an exam and the instructor approves it for any reason outside of medical, military, or funeral reasons, there will be a 20-point deduction. Additionally, **students must email the professor prior to the exam due date** to be considered. Otherwise, unless a medical emergency has occurred, considerations to complete a missed exam will not be allowed. Medical, military, or funeral documentation may be necessary.

Any **late discussion** post will receive a zero. Students have a week to complete each discussion response and replies. Discussions are used to facilitate engagement with the class over a specific topic. Late posts will not allow other students to respond, resulting in zero engagement. Therefore, late discussion posts are not allowed and will receive a zero. In the situation of a medical emergency, military obligations, extenuating circumstance, or funeral attendance, the instructor may make an exception when acceptable supporting documentation is provided. **Documentation is required to qualify for this exception. It is expected of the student to submit documentation and the request no later than two days after the due date to be considered.**

#### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain online decorum that includes respect for other students and the instructor, checking assessment due dates regularly, and an attitude that seeks to take full advantage of the education opportunity. Each occurrence will be documented and may result in counseling from the instructor and/or other administrative persons. Online students are expected to access the course at least twice a week and interact in a respectful manner with peers and instructor.

#### **[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.

10/09/2023



## **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](http://www.mclennan.edu/disability)

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) (254)299-8122  
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 Title IX Coordinator at [titleix@mclennan.edu](mailto: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 may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://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](mailto: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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [success@mclennan.edu](mailto:success@mclennan.edu).

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

**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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf)

**MCC Academic Integrity Statement:**

Please view our [Academic integrity statement](#) for more 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-teaching-and-learning/Faculty-and-Staff-Commons/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](http://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](mailto: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](#) or email [helpdesk@mclennan.edu](mailto: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.