

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN
RADIOLOGIC TECHNOLOGY SEMINAR
Capstone
RADR - 2235 - 01

Meredith Brown

Michelle Morphis

Deborah Quinn

NOTE: This is a 10-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

Course Description:

RADR_2235 Radiologic Technology Seminar (Capstone)

Provides a health-related work-based learning experience that enables students to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Provides detailed educational, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty.

Prerequisites and/or Corequisites:

Prerequisite: Successful completion of all prior didactic and clinical RADR courses, with a grade of “C” or better.

Course Notes and Instructor Recommendations:

Learners should be prepared for extensive lecture, reading and written assignments, practice assessments, and other testing. The capstone seminar will review all aspects of the radiography program in order to prepare for the ARRT certification exam. Learners are encouraged to purchase the latest edition of the below required textbook and have previous RADR course textbooks to reference as requested by faculty.

Instructor Information:

Instructor Name: Meredith Brown, MS, BSHS, RT(R)
MCC E-mail: mbrown@mclennan.edu
Office Phone Number: 254-299-8342
Office Location: Health Professions CSC C-202
Office/Teacher Conference Hours: Posted
Other Instruction Information: available by appointment

Instructor Name: Michelle Morphis, BSIS, RT(R)
MCC E-mail: mmorphis@mclennan.edu
Office Phone Number: 254-299-8584
Office Location: Health Professions CSC A-14
Office/Teacher Conference Hours: Posted
Other Instruction Information: available by appointment

Instructor Name: Deborah Quinn, BSHS, RT(R)
MCC E-mail: dquinn@mclennan.edu
Office Phone Number: 254-299-8305
Office Location: Health Professions CSC C-117
Office/Teacher Conference Hours: Posted
Other Instruction Information: available by appointment

Required Text & Materials:

Title: Radiography Prep.
Author: D.A. Saia
Edition: 9th.
Publisher: McGraw Hill.
ISBN: 978-1-25-986357-8

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

Methods of Teaching and Learning:

Instructors will use a variety of teaching and review methods in class and via Brightspace. This will include lecture, quizzes, exams, reading assignments, practice worksheets, presentations, and group projects. In addition, students will have access to the online HESI Practice Tests for Radiography and will be required to complete the HESI Exit Exam.

Closed Campus Alternative Plan for Summer – In the event campus closes for face-to-face class, this course will be adapted to online activities with the possibility of a few small group laboratory meeting to be determined by the instructors as warranted and if allowed. Students will be assigned small groups of less than 8 (including the instructor(s)) when attending in-person meetings.

Classroom Preparation Policy:

*Time will not permit extensive lectures over material that has been covered in previous classes; therefore, the student is responsible for reviewing the material on a constant basis between weekly

meetings. The instructors are available during class time to facilitate reviews, answer questions, and provide other assistance in preparation for the assigned course assessments and future ARRT registry examination.

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. Attend class prepared and demonstrate active participation in review exercises.
4. Complete HESI practice exams as assigned by faculty.
5. Complete class and homework reviews and other activities by due dates as assigned.
6. Complete individual review sessions in areas of major weakness as determined by assessments.
7. Answer detailed questions and demonstrate proficiency in the following subject areas:

Patient Care: (CO3, FO1, F02)

Patient Interactions and Management

Safety: (CO3, FO1, F02)

Radiation Physics and Radiobiology, and Radiation Protection

Image Production: (CO3, FO1, F02)

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

Procedures: (CO3, FO1, F02)

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

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

1. Discuss the general employment outlook and economic return for the graduate radiographer.
2. Discuss career advancement and opportunities for the radiographer.

3. Validate the necessity of lifelong learning to acquire new knowledge regarding technology, medical advancements, and maintain professional skills.
4. Synthesize professional knowledge, skills, ethical behavior, and attitudes.
5. Make entry-level, professional decisions regarding radiographic procedures to ensure optimal diagnostic imaging; taking into consideration any constraints and generating possible alternatives to the routine.
6. Communicate appropriately with peers and patients in the workplace.
7. Pass the ARRT Registry Examination to become a licensed/registered Radiologic Technologist professional.

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 literary 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 jobs in radiologic technology.

****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.
- 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.

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- 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:

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Summer 2021

(8:30-3:30p)

Summer Schedule: This is our tentative schedule. If we make changes, we will let you know in class or via Brightspace announcements.

Date	Activity/Topic	Reading Assignment	Assignments
06/03/21	<ul style="list-style-type: none">• Syllabus & Schedule• HESI Log-in and Practice HESITests Introduction• Start ARRT Applications• PD Plan – Due 7/10th	Bring all textbooks & Lange's Radiography Prep	KNOW YOUR EVOLVE LOGIN INFO Other supplies needed: <ul style="list-style-type: none">• spiral notebook• colored pen• pencil• highlighters,• package of notecards Complete All HESI
Meet in Lab(3 groups)	<ul style="list-style-type: none">• Students Review of Last MiniMock		

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			Practice Tests (V1, V2,V3 of all 4 content sections) – Due 7/29th
06/10/21	PATIENT CARE	<i>Part 1 Patient Care and Education</i>	Complete Brightspace Pre-class assignment by Tues –June 8th Post Patient Care Assignment – Due June 11th Complete all other work as assigned by Friday, 6/11th
	<ul style="list-style-type: none"> Complete online assignments 		
06/17/21	PROCEDURES <ul style="list-style-type: none"> Film Evaluation Lab (TBD) 	<i>Part II Radiography Prep: Imaging Procedures Class notes, Bontrager</i>	Complete <u>Procedures</u> <u>survey</u> no later than Sunday 6/16th 1159pm Complete <u>Procedures</u> <u>section assessments:</u> 1 by June 14th 2 by June 15th 3 by June 16th Complete all other work as assigned by Friday, 6/18th
06/24/21	IMAGE PRODUCTION	Part IV & V	Complete

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	<ul style="list-style-type: none"> Lab (TBD) 	Radiography Prep: Image Acquisition, Equipment Operation, Evaluation & QC	Brightspace "Image Production" Pre-test and Prep
		Carter, Fauber, and Bushong	Assignments Part 1-5 by Tues June 22nd Complete all other work as assigned by Friday, 6/25th
07/1/21	FOURTH OF JULY HOLIDAY NO CLASS		
07/8/21 (Rm HP 114)	SAFETY (RAD BIO/PROTECTION)	<i>Part III Radiography Prep: Radiation Protection</i> Sherer and Bushong Textbooks	Complete Pre-class survey by July 6th 10pm Complete all other work as assigned by Friday, 7/9th
07/15/21	IMAGING EQUIPMENT	Part 5 Radiography Prep;	Complete Pre-test by July 13th
	<ul style="list-style-type: none"> Lab (TBD) 	Class notes, Fauber & Bushong Final DUE date for ARRT Applications to be completed/submitted	Complete all other work as assigned by Friday, 7/16th
07/22/21	DIGITAL IMAGING	<i>Part IV & V</i>	Complete Pre-test by

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		<i>Radiography Prep: Image Acquisition, Equipment Operation, Evaluation & QC</i>	July 20th
	<ul style="list-style-type: none"> • Lab (TBD) 	Carter, Fauber, and Bushong	Complete all other work as assigned by Friday, 7/23
7/29/21	Activities: <ul style="list-style-type: none"> ○ Interviews & Resumes ○ Continuing Education ○ ARRT Testing information Afternoon Activities: <p style="text-align: center;">Venipuncture Review & Lab</p>	Bring to class: <ul style="list-style-type: none"> • Resume' • PD Plan DUE 	<ul style="list-style-type: none"> • Complete HESI Practice "V1RAD2021" by 7/31/21 end of day • Complete HESI Practice "V2RAD2021" by 8/2/21 end of day • Complete HESI Practice "V3RAD2021" by 8/4/21 end of day
08/5/21	Final Exam (Starts at 9am)	MAC 204 & 240	
MONDAY 08/9/21	HESI EXIT Exam (Starts at 830am)	MAC 204 & 240	

Course Grading Information:

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

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<u>TASK</u>	<u>PERCENTAGE OF COURSE GRADE</u>
1. Homework and quizzes.....	20%
2. Major tests.....	40%
3. Comprehensive final exam and HESI Exit	<u>40%</u>
	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.**

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:

Class Attendance/Tardiness Policy

This course meets only once a week. It is important that the student take class attendance very serious in order to complete the course objectives. 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.

One major test grade will be for attendance, and each absence will result in a 20-point deduction from this grade.

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

Tardiness is defined by the instructor of this class as any time past the originally scheduled time class is to begin at the start of the day and returning from lunch. **At 8:30 am, class has officially begun and the lunch break return time will be determined by the instructor for each class meeting.** Habitual tardiness indicates a lack of discipline and will be dealt with on an individual basis. **Each tardy will result in a 5-point deduction from your “attendance” major test grade.**

Missing any portion of class greater than 10 mins (Tardy) and less than 60 minutes, will be considered an “Occurrence” and result in a 10-point deduction from the “attendance” est grade. More than one hour missed is considered an absence for the entire class period and will result in the 20-pt deduction no matter how much of the remainder of class was attended.

Students will be allowed to take a brief break at approximately 50-60-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. Should you have an emergent situation and need to leave during class, please do so quietly.

Special considerations need to be discussed with the instructor.

Covid-19 Positive Alternative Plan for Summer 2021 for Attendance (must notify the instructor for the week and self-report at MCC):

Students who must quarantine or self-isolate, and are not too sick to participate, or in the event campus closes for all, will be expected to attend via synchronous Zoom and actively complete online course activities within strict weekly deadlines in this course. Attendance will be counted based on this participation. Instructors will not extend deadlines unless the reason for the missed work falls under extenuating circumstances such as a death in the family, hospitalization, or other unforeseen event. This is up to the discretion of the instructor and the responsibility of the student to contact the instructor to communicate and resolve the situation. Please also refer to the “Online Quizzes and Testing Policy”.

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.

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 blackboard 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.*

Cell Phone, Laptop Computers, Other Electronic Devices

Cell phones will be turned to silent while you are in class. If you have an urgent situation that requires you to take a call during the class period, please step outside of the classroom so your classmates will not be disturbed. Frequent interruptions of any kind will require counseling with your instructor and program director. Laptop computers may be used in the classroom for note taking or to review posted notes. Playing computer games during class will not be tolerated.

All electronic devices will be switched to OFF during exams or quizzes. No exceptions. Only calculators are permitted during exams.

[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

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 or emailing SuccessCoach@mclennan.edu. Students may 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 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.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> 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 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.

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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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

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 or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC 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.

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.