



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

RADIOLOGIC TECHNOLOGY SEMINAR

Capstone

RADR - 2235 - 01

Meredith Brown

Michelle Morphis

Stacy Reeves (Observing)

NOTE: This is a 10- week Summer course.

Radiologic Technology Seminar (Capstone)

RADR 2235 - 01

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 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:

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

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

1. Discuss the general employment outlook and economic return for the graduate radiographer.

Radiologic Technology Seminar (Capstone)

RADR 2235 - 01

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.

Course Outline or Schedule:

RADR 2235 Radiology Seminar (Capstone) Summer 2023 (8:30-3:55p)

Note: 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
06/01/2023	<ul style="list-style-type: none">• Syllabus & Schedule• HESI Log-in and Practice HESI Tests Introduction• F/u ARRT & TMB Applications• PD Plan – Due 7/9	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

Radiologic Technology Seminar (Capstone)

RADR 2235 - 01

	<ul style="list-style-type: none"> Students Review of Last MiniMock VENIPUNCTURE @ 2:00p (TBD) Med Lab Tech (Science Bldg) 		Complete All HESI Practice Tests (V1, V2,V3 of all 4 content sections) – Due 7/29th
06/8/23	PATIENT CARE	<i>Part 1 Patient Care and Education</i>	Complete Brightspace Pre-class assignment by Tues –June 6th
	<ul style="list-style-type: none"> Complete online assignments 		Post Patient Care Assignment – Due June 9th Complete all other work as assigned by Friday, 6/9th
06/15/23	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 survey</u> no later than Monday June 13th 10pm Complete <u>Procedures section assessments</u> : 1 by June 11th 2 by June 12th 3 by June 13th Complete all other work as assigned by Friday, 6/16th
06/22/23	IMAGE PRODUCTION	Part IV & V Radiography	Complete Brightspace“Image

Radiologic Technology Seminar (Capstone)

RADR 2235 - 01

	<ul style="list-style-type: none"> • Lab (TBD) 	Prep: Image Acquisition, Equipment Operation, Evaluation & QC	Production" Pre-test and Prep
--	---	---	-------------------------------

		Carter, Fauber, and Bushong	Assignments Part 1-5 by Tues June 20th Complete all other work as assigned by Friday, 6/23rd
06/29/23	Catch Up Day (No Class)		
07/6/23 (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 3rd 10pm Complete all other work as assigned by Friday, 7/7th PD Plans DUE July 9th
07/13/23	IMAGING EQUIPMENT	Part 5 Radiography Prep;	Complete Pre-test by July 11th
	<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, 7/14th
07/20/23	DIGITAL IMAGING	<i>Part IV & V Radiography Prep: Image Acquisition,</i>	Complete Pre-test by July 18th

Radiologic Technology Seminar (Capstone)

RADR 2235 - 01

	<ul style="list-style-type: none"> Lab (TBD) 	<i>Equipment Operation, Evaluation & QC</i> Carter, Fauber, and Bushong	Complete all other work as assigned by Friday, 7/21
7/27/23	Activities: <ul style="list-style-type: none"> Interviews & Resumes Continuing Education ARRT Testing information Afternoon Activities: <ul style="list-style-type: none"> Employers Visits 	Bring to class: <ul style="list-style-type: none"> Resume' PD Plan DUE 	<ul style="list-style-type: none"> Complete HESI Practice "V1RAD2023" by 7/29/23 end of day Complete HESI Practice "V2RAD2023" by 7/31/23 end of day Complete HESI Practice "V3RAD2023" by 8/2/23 end of day
08/3/23	Final Exam (Starts at 9am)	MAC 240	<ul style="list-style-type: none">
MONDAY 08/7/23	HESI EXIT Exam (Starts at 830am)	MAC 240	<ul style="list-style-type: none">

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 and quizzes.....	20%
2. Major tests.....	40%
3. Comprehensive final exam and HESI Exit	40%
	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:

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 2023 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

Pre-class, class day, and post class assessments are an integral part of Capstone class each week and must be completed on time. Make up tests/exams are not given in this course.

Online Quizzes and Testing Policy

Most activities, exams, assignments, surveys, and/or quizzes will likely 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.

Updated 11/04/2022



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 254-
2998122
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, (Diversity, Equity & Inclusion/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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/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.