Updated 08/03/2023

MCLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

RADIOLOGIC TECHNOLOGY SEMINAR

Capstone

RADR - 2235 - 001

Meredith Brown

Michelle Morphis

Deborah Quinn (Adjunct)

NOTE: This is a Summer course.

NOTE: This is a Face-to-Face course.

Course Description:

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

Prerequisites and/or Corequisites:

Successful completion of all previous RADR didactic and clinical courses, with a grade of C or better. Semester Hours 2 (2 lec/3 lab)

Course Notes and Instructor Recommendations:

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

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

Instructor Name: Deborah Quinn BSHS, RT(R)
MCC E-Email: dquinn@mclennan.edu
Office/Teacher Conference Hours: By Appt.

Required Text & Materials:

Title: Radiography Prep.
Author: D.A. Saia
Edition:10th.
Publisher: McGraw Hill.
ISBN: 9781264692538

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.
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 Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in this 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.

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.

**Only extreme circumstances will be considered for an excused absence, tardy, or occurrence and is at the discretion of the course instructor teaching on that day and program director.*

An **absence** is defined as missing 60 mins or more of the class meeting time and will result in a **20-point deduction from your final course grade**.

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, up to 10 mins after the report time. **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 final course grade.**

An **occurrence** is defined as missing any portion of class greater than 10 mins (Tardy) and less than 60 minutes, and **result in a 10-point deduction from the final course grade**. 60 minutes or more is considered an absence for the entire class period and will result in an "absence" (20-pt) deduction from the final course grade 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.

Course Outline or Schedule:

RADR 2235 Radiology Seminar (Capstone) Summer 2026 (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	Pre-Class Assignments	Assignments

6/4/2026 First Day Introduction (est. 1.5 hrs.)
 	
First Day of Capstone
	• **Syllabus & Schedule**
	• **HESI Log-in and Practice HESI Tests Introduction**
	Reminders:
	  • **ARRT & TMB Applications**
	  • **PD Plan – Due 7/5th**
	• Students Review of Last Mini Mock
	
	• **VENIPUCTURE (TBD)**
	Med Lab Tech (Science Bldg. – 3rd Floor)
			KNOW YOUR EVOLVE LOGIN INFO
			Other supplies needed:
			○ spiral notebook
			○ colored pen
			○ pencil
			○ highlighters
			Complete All HESI Practice Tests (V1, V2,V3 of all 4 content sections)
			All 12 HESI Practices Due 7/26/2026

06/11/2026	**PATIENT CARE**	• *Prep Book: Part 1 Patient Care and Education* • *Bring Patient Care Textbook to class* • See Brightspace for online pre-class activities	○ **Pre-class assignment due Tues, June 9th** ○ **Post Class assignment due Fri, June 12th** ○ **Complete all other work by Fri, June 12th (if applicable)**

6/17/2026 Wednesday ***Happy Juneteenth Holiday*** ***No Thursday Class 6/18/2026*** ***No Assignments Due 6/19/2026***	**PROCEDURES**	*Part II radiography Prep: Imaging Procedures*	○ **Pre-class survey by Sat, June 13th** ○ **Complete Procedures Section Assessments on Brightspace:** ○ **1 by Sun, June 14th** ○ **2 by Mon, June 15th** ○ **3 by Tues, June 16th** ○ **Post Class Test due Thursday, June 18th** **Complete all other work by Thursday, June 18th (if applicable)**
6/25/2026	**Image Production**	*Part IV & V Radiography Prep: Image Acquisition, Equipment Operation, Evaluation & QC* *Textbooks by:* *Carter* *Fauber* *Bushong*	○ **Pre-class 'Image Production" Pre-test by Tues, June 23rd** ○ **Pre-class Prep by class-time on Thursday** ○ **Post-class Test due Thurs, June 25th** ○ **Complete all other work by Friday, June 26th (if applicable)**
7/2/2026	**HOLIDAY**	*Happy Fourth of July*	○ **No Thursday Class – Please Work on HESI Practices**
7/9/2026	**SAFETY (RAD BIO/PROTECTION)**	*Part III Radiography Prep: RadiationProtection* *Radiation Protection in Medical Imaging by Sherer et al*	◦ **Pre-class Survey due Tues, July 7th** ○ **Pre-class Prep by class-time on Thursday** ○ **Post-class Test due Fri, July 10th** ○ **Complete all other work by Fri, July 10th (if applicable)**
7/16/2026	**IMAGING EQUIPMENT**	*Part V Radiography Prep* *Textbooks by:*	○ **Pre-test by Tues, July 14th** ○ **Pre-class Prep by class-**

		Fauber *Bushong*	**time on Thursday** ○ **Post-test by Thurs, July 16th** ○ **Complete all other work by Fri, July 17th (if applicable)**
7/23/2026	**DIGITAL IMAGING**	*Part IV & V Radiography Prep: Equipment Operation, Evaluation, & QC* Textbooks by: Carter Bushong Fauber	○ **Pre-test by Tues, July 21st** ○ **Pre-class Prep by class-time on Thursday** ○ **Post-test by Thurs, July 23rd** ○ **Complete all other work by Fri, July 24th (if applicable)** ○ **ALL HESI PRACTICES DUE 7/26/2026**
7/30/2026	**Activities:** ○ Interviews & Resumes ○ Continuing Education ○ ARRT Testing information **Afternoon Activities:** **TBD**	Bring to class: • Resume' • PD Plan	○ Complete HESI Practice "V1RAD2025" by **7/27/26 end of day** ○ Complete HESI Practice "V2RAD2025" by **7/29/26 end of day** ○ Complete HESI Practice "V3RAD2025" by **7/31/26 end of day**
8/6/2026	**FINAL EXAM (9AM) LOCATION TBA**		
MONDAY 8/10/2026	**HESI EXIT EXAM (830AM) LOCATION TBA**		

Course Grading Information:

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

TASK PERCENTAGE OF COURSE GRADE

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
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 and Make Up Work Policies:

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**.

Pre-class work must be completed in order to enter class on Thursday. Otherwise, a student will not be allowed to come to class and will receive an absence (and associated points deduction as outlined above).

Everyone is expected to participate in all **in-class** work. Anyone found to not be participating can be asked to leave and will receive an absence (and associated points deductions as outlined above).

In addition, we will move to different content each week so it is important to not get behind, therefore **post-class** work must be completed by the due date in order to not overlap with content for the next week.

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.

In addition, students will be assigned HESI practice quizzes throughout this course; 12 separate quizzes, three quizzes per each of the four ARRT content areas and three 200 question comprehensive practice exams. These HESI quizzes/exams are accessed through the Evolve platform by each student with your personal Elsevier Evolve user specific log in information. The 12 HESI practice quizzes will be available to students starting on the first day of class. It is highly recommended that students work on these quizzes on a regular basis throughout the summer leading up to the specified due date. The three comprehensive 200 question exams will only be available at specific times towards the end of the summer. HESI due dates and grades for all of the HESI activities are specified on the Evolve platform calendar and the course calendar. Instructors will manually transfer specific grades to Brightspace.

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.*

If a student fails to complete any of the HESI quizzes or HESI comprehensive exams by the due dates, then a grade of zero will be applied.

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 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.

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)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

06/24/2025

MCLENNAN COMMUNITY COLLEGE

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 Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. 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 Accommodations (Disability Services). 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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

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 https://www.lighthouse-services.com

Visit McLennan's Title IX webpage at https://www.mclennan.edu/titleix/ to learn more about Title IX protections, reporting, and resources.

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/

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.

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html

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:
For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html

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 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.