

**Hagerstown Community College**  
**OFFICIAL COURSE SYLLABUS DOCUMENT**

**COURSE:** RAD 103 – Radiographic Positioning I

3 Credits

**INSTRUCTOR:** Michelle McDaniel

**SEMESTER/YEAR:** Summer 2018

**COURSE DESCRIPTION:** This course introduces radiographic positioning, procedures and routines, pertaining to radiography of the chest, abdomen, and the upper appendicular skeletal system. Laboratory fee required. Total of 30 hours of lecture and 45 hours of laboratory.

**TEXTBOOK:\***

Bontrager, Kenneth L. and John P. Lampignano. Textbook of Radiographic Positioning and Related Anatomy, Ninth Edition, Mosby, Inc., St. Louis, Missouri, 2010. ISBN 9780323481328

Bontrager, Kenneth L. and John P. Lampignano. Radiographic Positioning and Related Anatomy Workbook and Laboratory Manual, Volumes 1 & 2, Ninth Edition, Mosby, Inc., St. Louis, Missouri, 2010.

**STUDENT LEARNING OUTCOMES:\***

1. Perform satisfactorily in the various phases of diagnostic radiography utilizing the appropriate principles of radiographic positioning
2. Demonstrate basic radiographic positions pertaining to the appendicular skeleton and chest and abdomen.
3. Apply proper radiation protection methods as indicated by a radiographic position.
4. Evaluate radiographic image quality on radiographs.
5. Perform satisfactorily in the various phases of diagnostic radiography utilizing the appropriate principles of radiographic positioning
6. Identify anatomy, pathology, positions, and anomalies pertaining to the chest, abdomen, and appendicular osseous system as they appear on a diagram or actual radiograph.
7. Perform satisfactorily in the various phases of diagnostic radiography utilizing the appropriate principles of radiographic positioning
8. Perform satisfactorily in the various phases of diagnostic radiography utilizing the appropriate principles of radiographic positioning

**Total Hours of Coursework:**

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. This 3 credit course achieves the minimum of 112.5 hours of total time by requiring 50 hours of instructional time and 62.5 hours of student work outside of instructional time.

## ACCOUNTING FOR CREDIT HOUR REQUIREMENT:

RAD 103 Radiographic Positioning I Face- to-face class

Assignment/Assessment

Clock Hours

Reading/studying for lecture exams	5 exams X 8 hours per exam =40
Reading/studying for quizzes	11 quizzes X 4 hours per quiz = 44
One final assessment (comprehensive final)	1 exam X 10 hours = 10
Homework and Reading	30 hours reading, taking notes, etc.
Studying for Competencies	6 competencies X 3 hours per competency =18
<b>Total out of class time</b>	<b>142 hours</b>

**Services for Students with Disabilities:** Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at [dss@hagerstowncc.edu](mailto:dss@hagerstowncc.edu) or at 240-500-2530.

### COURSE CONTENT OBJECTIVES:

At the completion of this course, the student:

1. Lists the preliminary steps in radiography of a body part and states the significance of each.
2. Describes and demonstrate the correct positioning of a patient for an abdomen, chest, and extremity examinations.
3. Applies proper radiation protection methods as indicated by a radiographic position.
4. Evaluates radiographic image quality on radiographs.

### ASSESSMENT PROCEDURES:

Lecture with Classroom activities and laboratory experiences utilizing the energized and unenergized laboratory.

Upon completion of positioning units, the student will perform satisfactorily on a written examination consisting of multiple choice questions, anatomical diagrams, and the identification of anatomy and radiographic positions. The student's positioning knowledge will also be evaluated by completing classroom competencies.

### GRADING:

93-100	A
86- 92	B
75- 85	C
70- 74	D
69- under	F

### Grades will be determined by:

Chapter Tests (5 Total) 20%

Positioning Competencies	20%
Final Competency	25%
Comprehensive Final Exam	25%
Quizzes (in class and lab/after comps)	10%
Workbooks (grouped with quizzes)	

(Student will receive a **zero** for late or no submission)

Students must receive a minimum grade of 75% or higher to progress in the program. A student receiving a grade below 75% in the course must repeat it satisfactorily before advancing to the next level of study and the guideline for readmission to the program can be found in the Radiography Program Student Handbook.

## **COURSE POLICIES:**

### **ATTENDANCE:**

The attendance policy for this course will follow the attendance policy stated in the Hagerstown Community College catalog. Absences are either excused or unexcused. Excused absences are for the following: 1) any absence with a doctor/hospital note for *yourself* stating that you are unable to attend class, **SIGNED AND DATED FOR DAY OF MISSED CLASS** 2) a court date/jury duty date with appropriate court documentation provided to the instructor, 3) death of an immediate family member with documentation provided to the instructor, 4) birth of a child.

All other absences will be considered **unexcused** and the student will receive a 1 point final grade deduction for each scheduled class/lab period that they miss. Students will receive .5 point deduction for every tardy to class. (Tardiness is considered **ONE minute late**). Two tardy/leave early to class are equivalent to one absence. Students are expected to notify the instructor **PRIOR** to class starting when they are going to be absent or tardy to class. Failure to notify instructor will result in **ONE** point being deducted from final grade.

**\*ANY ABSENCES OVER THREE IN ONE SEMESTER (LECTURE AND LAB COMBINED) WILL RESULT IN BEING COUNSELED AND A 5 POINT DEDUCTION FROM THE FINAL GRADE.**

### **EXAMINATION MAKEUP POLICY:**

Students will be permitted to make up **ONE** missed Test (**Tests only- not quizzes or competencies**) for the course for the semester, due to an excused absence. Exams are given in the testing center and students are given 7 (Monday-Sunday or Wednesday - Tuesday) days to complete exam. If the student is unable to take the exam on the last day due a personal injury or illness, the exam will be extended by one day, provided the student gives a signed document from a physician stating they were ill or injured and unable to attend class that day. Instructor must have documentation before exam will be extended.

The student is responsible for communicating with the instructor that they will need an extension. Failure of the student to make these arrangements will result in a grade of zero for the test.

Students who report to class late or miss a class on a quiz date will not be permitted to take the

quiz.

Competency times will be scheduled and students are expected to arrive 10 minutes prior to their comp time and be ready to start. Students who fail to show up for their comp time will be given a zero and not be permitted to make up the comp.

### **COMPETENCY GUIDELINES:**

The student must show proficiency on every comp **before** they comp in the clinical setting. Students must pass each lab competency with an **85%** or higher. If the student does not pass the competency with a minimum of **85%**, they must work with the instructor in order to demonstrate competency. The student will repeat the competency however, **the score of the original competency will count as the student's grade.** If in performing the repeat comp the student fails there will be a 3<sup>rd</sup> attempt. If the student fails the 3<sup>rd</sup> attempt then the student will be given a **failing grade for the course**, thus being academically dismissed from the program.

Students who score below 85% on a comp must schedule a meeting with the instructor **within 48 hours after performing the comp** to review the comp and to set up a time for the repeat comp. You may contact the instructor by e-mail or phone. Student will need to provide a partner to be their "patient" for the re-comp.

The following is the dress for comp days:

- Scrub top and bottom (HCC issued)
- White or black sneakers and socks
- HCC student ID badge
- Film exposure badge
- Please see the HCC Radiography Program Student Handbook regarding jewelry, cologne, aftershave, etc. These will also be followed and enforced during comp days.

**NO RADIATION BADGE ON COMP DAY – STUDENT WILL NOT BE PERMITTED TO COMP.**

### **GENERAL GUIDELINES:**

Any student who is experiencing difficulty with the course material or who has questions concerning reading material, lecture material, or assignments, should contact the instructor. Instructor has office hours each week – please refer to bottom of syllabus for office hours. During that time, instructor has an "open door" policy. If you need to see instructor outside scheduled office hours, please contact instructor for appointment.

Course assignments will be posted on Moodle online course management system. You must have a computer with an internet connection to access Moodle. Any technical problems with Moodle, please contact the instructor or Brenda Huffman at 240-500-2378 or e-mail at [bk Huffman@hagerstowncc.edu](mailto:bk Huffman@hagerstowncc.edu). Failure to complete assignments on time because of technical problems will not be excused.

Your homework will consist of both questions in your workbook, online quizzes through the Evolve online resource, and online discussion questions/assignments. Even though these

assignments (workbooks, Evolve, online discussion questions/assignments) do not count towards your overall grade you will **lose points** from your overall course grade for not completing them.

Students **may not collaborate** with any other student on homework, quizzes, comps, or exams, except when such collaboration is explicitly permitted by the instructor.

Appropriate lab attire must be worn at all times. No open-toed sandals, hats, tank tops, etc. Children are not permitted in the lab/classroom at any time. You need to wear comfortable clothing that is modest. Laboratory safety and behavior is of the utmost priority. **NO ONE PERMITTED IN LAB WITH OPEN TOED SHOES.**

**No student will be permitted in the lab without an instructor present.**

**Switching of labs will not be allowed, you must attend your scheduled lab time.**

Professional behavior is expected at all times for the benefit of everyone in class. No cell phones permitted in the lab, unless instructor permission is given for purposes of taking photos to aid with learning process. No video-taping in lab allowed.

#### **STUDENT EMAIL:**

The primary form of communication will be in the form of emails to student HCC email accounts and Moodle announcements. If students do not use their HCC email accounts, or they fail to access Moodle on a regular basis, there will be no consideration given if email assignments are not received and Moodle assignments are not seen. The instructor will not accept any assignments not submitted via the students HCC email account.

#### **CODE OF CONDUCT**

**Students are expected to follow the Code of Student Conduct at all times, please refer to the Hagerstown Community College Catalog on the HCC website and also the *College Guide: A Handbook Planner for Students* available in the student center.**

#### **PLAGARISM/ORIGINAL WORK/ACADEMIC INTEGRITY:**

The Academic Integrity policy of the College will be followed in this course. Please refer to the College Catalog for additional information on the student code of conduct. **Plagiarism will not be tolerated. Please visit the HCC website to view the academic integrity policies that are in the *Hagerstown Community College Catalog* and *HCC Guide to Students*.**

#### **FERPA (Family Educational Rights and Privacy Acts):**

Hagerstown Community College follows this federal law. FERPA is a federal law designed to protect the privacy of education records, to establish the rights of the students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal hearings.

#### **COURSE DISCLAIMER:**

The instructor reserves the right to modify the course content, course syllabus, and course calendar as deemed necessary.

**SERVICES FOR STUDENTS WITH DISABILITIES:** Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at [dss@hagerstowncc.edu](mailto:dss@hagerstowncc.edu) or at 240-500-2530.

**CONTACT INFORMATION:**

**Instructor: Michelle McDaniel**

**Phone: 240-500-2549**

**Office: CPB 166 Office hours: Tuesdays 9:30AM-12PM and Thursdays 1:00-3:30PM**

**E-mail: [mlmcdaniel@hagerstowncc.edu](mailto:mlmcdaniel@hagerstowncc.edu)**

