

Midwestern State University  
The Shimadzu School of Radiologic Sciences  
Robert D. & Carol Gunn College of Health Sciences & Human Services

## Procedures II Syllabus

RADS 3503  
3 Credit Hours  
Spring 2024  
*Updated: 01/2024*

### COURSE INFORMATION

<b>Name</b>	3503 Radiographic Procedures
<b>Prerequisite</b>	3043 Radiographic Procedures
<b>Lecture Time</b>	Monday, 8:00-9:50 a.m. Centennial Hall Room 340
<b>Lab Time</b>	21A – TR, 1:00-2:50 p.m. 21B – TR, 3:00-4:50 p.m. 21C – WF, 8:00-9:50 a.m. 21D – WF, 10:00-11:50 a. m.
<b>Lab Instructors</b>	Mandy Sedden, MSRS, R.T. (R), Assistant Professor Debra Wynne, MSRS, R.T.(R), Assistant Professor Robert Comello, M.S., R.T.(R), Associate Professor Ebany Hanna, MSRS, R.T.(R), Graduate Assistant

### PROFESSOR

**Mandy Sedden, MSRS, RT(R) Assistant Professor, Radiologic Sciences**

**E-mail:** mandy.sedden@msutexas.edu

Use this format in the subject line: 3053\_your last name\_topic of the message

Example: 3053\_Smith\_Quiz One

**Phone:** (940) 397-4664

**Office location:** Midwestern State University

3410 Taft Blvd

Centennial Hall 430Q

Wichita Falls, TX 76309

**Office hours:** Make an appointment by e-mail. Additional hours by request.

Email is the best mode of contacting me.

### COURSE COMMUNICATION

Contact information for the instructor is listed at the beginning of this syllabus. Email is the instructor's preferred mode of communication. The instructor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session. Beyond standard university holidays and breaks, the instructor will notify

students of any extended periods of time when email contact is not practical (professional meetings, etc).

Please use the following format in the subject header for your email:

3053\_your last name\_topic of message

Example: 3053\_Smith\_Quiz 4

When emailing the instructor, please include your full name, course and section number, and a thorough explanation in your message. This will help expedite your request or needs.

When there is a need to contact students, the instructor will use the student's MWSU email account, students.mwsu.edu. The instructor is not responsible for sending emails to any other email account. Faculty members will not be responsible for keeping up with other email addresses for students. If you have not established this account, do so as soon as possible by going to: <http://infosys.mwsu.edu/email.asp>

## Feedback

Feedback varies throughout the course. The News section of the course is where I will send messages to the entire class. It is best to set up your D2L account to receive an email notification (to the email of your choice) when News items are posted.

1. Click the down arrow in the News section on the 3053course home page  
Select Notifications
2. Check the box next to "News- new item available" and then check any other boxes you wish to receive an email notification from.
3. Check the email address you wish to send email notifications. If you need to change this, select "change your email settings" and enter the new email address. This email address should be an email address you frequently check.

## Steps to forward D2L email to another email address

1. Click on the **Envelope Icon** in the top menu bar.
2. Click **Email**.
3. Click **Settings** in the top right corner of the inbox.
4. Scroll down to **Forwarding Options** and type in the new email or uncheck the box to turn forwarding off.
5. Click **Save**.
6. Remember to go to the new email and click to verify the email address.

## Viewing feedback in Tests

1. Go to the place where you took the quiz,
2. Click on the down arrow next to the exam,
3. Select submissions,
4. Click on the attempt,
5. The feedback for the entire exam is displayed under Attempt Feedback

6. The feedback for each question is under the View Feedback button under each question

If you are having technical difficulties accessing the course or any other technical issues please contact [distance.learning@msutexas.edu](mailto:distance.learning@msutexas.edu)

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## COURSE DESCRIPTION

This course includes a continuation of radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology.

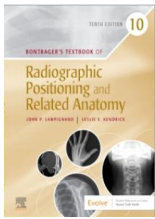
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## COURSE OBJECTIVES

The student will define radiographic positioning terms; manipulate equipment properly; position and align anatomical structure and equipment; and evaluate images for proper demonstration of anatomy and pathology.

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## COURSE MATERIAL



### Required Text:

- Lampignano, John P. & Kendrick, Leslie E. (2018) Textbook of Radiographic Positioning and Related Anatomy 10<sup>th</sup> ed.) ISBN: 9780323653671
- Radiology identification markers

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## ATTENDANCE

The student has a responsibility to attend all lecture and labs at the designated time of that class or lab. If a student does not, they will be classified as absent. The following criteria of those classifications are solely those of the instructors for this lecture and lab.

### Defined Tardiness (Lecture/Lab)

Any student that arrives to lecture/lab 5 minutes after the starting time designated in the university catalogue of lecture/lab will be considered tardy. If the student arrives tardy a total of two (2) times (to lab and/or lecture), the student will be penalized in the form of one (1) unexcused absence. **There will be no exceptions to this policy.**

### Defined Absence (Lecture/Lab)

A student will have ten (10) minutes after the designated starting time to be present in lecture/lab. If a student is not present at that time, they will be considered absent. The student

will be marked as having an unexcused absence from lecture/lab. Three (3) unexcused absences **will** result in failure of the course and possible dismissal from the program.

The student should send an email to the professor as soon as they know they will not be in lecture or lab.

A student will be considered as having an excused absence from lecture/lab if the following criteria have been established:

1. Death of an immediate family member. An immediate family member is considered to be a grandparent, parent, sibling, spouse, in-law, aunt, uncle, or child.
2. Summons to appear in court or jury duty. A copy of the summons is required.
3. Call to military service. A copy of your orders to report is required.
4. University sponsored event. Members of athletic teams, college bowl participants, etc. will be excused with proper notification.
5. Debilitating Illness/Disability or Other Circumstance. Will be addressed on an individual basis and a doctor's note will be needed.

If a student is affected by an illness that is not debilitating (i.e. flu, viral infection) which may result in the student missing one or more consecutive lecture/lab sessions, that student will be marked as unexcused for the amount of days missed **unless a doctor's note is provided.** A doctor's note **must** have a statement to the effect that the student was seen in the office, **and/or** you are cleared to return to classes. It **does not** have to state what you were seen for.

### *Personal Appointments*

Students **must** refrain from making appointments that will take them out of lecture/lab. Routine doctor or dentist visits are an example of this. If you leave lecture/lab early because of an appointment, or for any other reason, the occurrence will be treated with the same regard as an unexcused absence. However, unexpected events do occur and will be addressed on an individual basis.

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## CLASSROOM AND LABORATORY EXPECTATIONS

Students should practice professional behavior in the classroom and laboratory equal to what is expected in the work force. Failure to fulfill this expectation will result in the student being removed from the classroom and/or laboratory.

### **Cell Phone or other Electronic Devices**

Cell phones should be silenced when the student is in the lab or the classroom.

### **Lecture/Lab Testing**

If students are caught with cell phones and/or smart watches during lecture/lab testing, they will be asked to leave, receive a zero for the test, and will be subject to possible dismissal from the radiologic sciences program. Students will also be subject to the disciplinary process of the University.

### Lab Attire

Scrubs or appropriate athletic attire (joggers, leggings, t-shirts) are to be worn while participating in the laboratory session. **NO** casual clothing (i.e. Jeans, clothes with rhinestones or zippers, short shorts, tank tops) of any type shall be worn. Failure to abide by the dress code will result in the student being sent home, resulting in an unexcused absence being charged against the student. Jewelry should be kept to a minimum.

**NOTE:** *During lab testing, a grade of zero (0) will be assigned for not being properly prepared for lab. This includes proper attire, markers, and any other necessary items. Jewelry is to be kept to a minimum.*

### Radiation Protection

Radiographers have a solemn responsibility regarding safe administration of ionizing radiation. To that end the student must demonstrate personal responsibility by wearing the film badge assigned at all times while in the laboratory. At the completion of the laboratory time, the film badge must be placed back on the rack before leaving the lab. Film badges are to **NEVER** leave the procedures lab classroom. In addition, the student must use correct shielding, proper technical factors on all laboratory examinations and properly question female patients regarding pregnancy. The student will correctly identify the patient in an effort to ensure the student has the correct patient for the correct examination prior to irradiation.

### Personal Hygiene

Consideration of patients and others that you may come in contact with is a basic critical element of the Standard of Care and professionalism.

Strong or offensive odors will not be tolerated. If it is determined that the student's personal hygiene is inappropriate; disciplinary action may be taken and could include:

- Dismissal from class
- Counseling
- Possible reduction in grade
- Dismissal from the program

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## ASSESSMENT PROCEDURES

**Equipment assessment:** Students will be expected to learn the equipment in all 4 lab rooms.

Assessment will be in the form of written and performance exams. Unit examinations may contain multiple choice, true-false, fill-in-the-blank, essay, diagrams, identification of radiographic anatomy, or other testing methods. These exams will primarily cover material presented in the unit lectures and labs. All material from RADS 3043 is testable material in RADS 3053.

Test times are identified in the agenda of the syllabus. If a change is made from the testing

schedule, the instructors will announce the change in the lecture class and on D2L. In addition to lecture testing, students will have performance testing during the laboratory session. This testing will consist of performance evaluations by the instructors as well as peer review. Please remember that **you will not be able to make-up missed lab quizzes**. The score for a missed lab quiz will be a zero.

Emergencies do occur, and students are expected to call the instructor at their earliest convenience with the situation being addressed according to individual basis. If previous arrangements have not been made, the grade will be zero for that test.

### **Travel:**

You will not be able to make up the comprehensive final for the lab or lecture so **please do not schedule travel until after the end of finals week.**

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## **EVALUATION**

RADS 3053 is a progression course and a final course score of 75 is required to pass. *This professor does not round up grades.*

The last opportunity to drop this course with a grade of “W” is **4:00pm on April 2**. All withdrawals must be initiated by the student. After this date dropping the course results in a grade of “F”.

### **Grade Distribution**

- Weekly Quizzes 10%
- Lecture Exams 20%
- Lab Exams 20%
- Lab Final 25%
- Lecture Final 25%

### **Grade Scale:**

- A = 100-90
- B = 89-80
- C = 79-75
- D = 74-60
- F = 59 and below

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## **HONOR SYSTEM**

RADS 3053 adheres to the [MSU Code of Conduct](#).

In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the current Student Handbook for answers to any questions about the code.

All components of RADS 4913 are designed to represent the efforts of each student individually and are NOT to be shared, copied, or plagiarized from other sources. When students submit their

efforts for grading, they are attesting they abided by this rule.

An online plagiarism service will be used in this course. Student assignments will be uploaded to the service for identification of similarities to other student papers and published works.

Cheating includes, but is not limited to

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems, or completing other assignments; or
- The acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to

- The use of, by paraphrase or direct quotation without correct citation in the text and in the reference list,
- The published or unpublished works of another person.
- Students may NOT submit papers and assignments that they have previously submitted for this or other courses.
- The use of materials generated by agencies engaged in "selling" term papers is also plagiarism.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he/she should ask the professor for clarification. If students are guilty of academic dishonesty, a grade of zero (0) will be given for the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the university. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism. If you have any questions about what constitutes plagiarism, please consult:

- The [University Academic Dishonesty Policy](#)
- The website [Plagiarism.Org](#), or
- The professor

### **Please Note**

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include, but shall not be limited to the right to reproduce the student's work/project in order to verify originality and authenticity, and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity, and to detect for plagiarism.

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## **SPECIAL NEEDS**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, professors, and staff. The ODS has assistive devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations based on disability must register with the Office of Disability Services in the Counseling Center; Clark Student Center Room 108. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation based on a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, the Office of Disability Services for resolution will provide advice and/or assistance. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The Director of the Counseling Center serves as the ADA Coordinator and may be contacted at (940)397-4618, TDD (940)397-4515, or 3410 Taft Blvd., Clark Student Center Room 108.

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## SENATE BILL 11

Senate Bill 11 Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the [University's campus carry webpage](#). If you have questions or concerns, please contact MSU Chief of Police [Patrick Coggins](#) by email at [mpatrick.coggins@msutexas.edu](mailto:mpatrick.coggins@msutexas.edu).

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## ADMINISTRATIVE PROCESS

Unresolved issues related to this course should be first addressed between the student and the course professor. If there is no resolution, students must follow this sequence:

1. Department Chair – Beth Veale (940-397-4575)
2. College Dean - Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)



## TENTATIVE COURSE AGENDA

<b>Week of</b>	<b>Lecture: Monday 8:00 AM</b>	<b>Corresponding Lab</b>
<b>Jan. 16</b>	Classes Begin	Review positions from RADS 3043
<b>Jan 22</b>	C-Spine	C-Spine
<b>Jan. 29</b>	T-Spine	L-Spine
<b>Feb. 5</b>	L-Spine	T-Spine
<b>Feb. 12</b>	Sacrum, Coccyx, SI Joints	Sacrum, Coccyx, SI Joints
<b>Feb. 19</b>	<b>Unit Four Exam</b>	Unit Four Lab Testing Tuesday- 1:00 Wednesday- 8:00 Regular Lab on Thursday and Friday
<b>Feb. 26</b>	Chest	Chest
<b>March 4</b>	Ribs & Sternum	Ribs & Sternum
<b>March 11-15</b>	SPRING BREAK	
<b>March 18</b>	Abdomen	Abdomen
<b>March 25</b>	Review	
<b>April 1</b>	<b>Unit Five Exam</b>	Unit Five Lab Testing Tuesday- 1:00 Wednesday- 8:00 Regular Lab on Thursday and Friday
<b>April 8</b>	Skull & Sinus	Skull & Sinus
<b>April 15</b>	Orbits & Mandible & TMJs	Orbits & Mandible & TMJs
<b>April 22</b>	Facial, Nasal, & Zygus	Facial, Nasal, & Zygus
<b>April 29</b>	<b>Unit Six Exam</b>	Unit Six Lab Testing Tuesday- 1:00 Wednesday- 8:00
<b>May 2-3</b>		Final Lab Exams (Comprehensive) Thursday-1:00 Friday- 8:00
<b>May 6</b>	Comprehensive Final Lecture Exam Monday 8:00AM	