Revised Fall 2025

Course Syllabus: Radiographic Procedures I
College of Health Sciences & Human Services
RADS 3043
Spring 2025

Instructor: Dr. Ludie Tyran, RT(R)(M)(ARRT)
Pronouns: She/Her
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Student Office Hours:

Monday 1:00 PM – 3:00 PM
Tuesday 11:00 AM – 12:00 PM
Wednesday 11:00 AM – 12:00 PM; 1:00 PM – 2:00 PM
**And by Appointment*

Course Information:

Name	3043 Radiographic Procedures
Lecture Time	Monday, 10:00 – 11:50 AM
Location	Centennial Hall Room 340
Lab Time	11A – T/TH 1:00 – 2:50 PM 11B – T/TH 3:00 – 4:50 PM 11C – W/F 8:00 – 9:50 AM 11D – W/F 10:00 – 11:50 AM
Lab Instructors	Ludie Tyran, Ed.D., R.T.(R)(M), Associate Professor Debra Wynne, MSRS, R.T.(R), Assistant Professor Mandy Sedden, MSRS, R.T. (R), Assistant Professor Robert Comello, M.S., R.T.(R), Associate Professor

Course Description:

This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning, and alignment of anatomical structures and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology.

Course Objectives:

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

- Define radiographic positioning terms.
- Safely and properly manipulate equipment.
- Position and align anatomical structures and equipment.
- Identify and demonstrate the routine positioning series for each anatomical area covered
- Identify the anatomy as seen on radiographic images
- Evaluate patient positioning to determine if positioning is correct
- Use basic communication skills to develop effective interpersonal relationships
- Demonstrate accountability and responsibility for one's own behavior
- Evaluate images for proper demonstration and knowledge of anatomy and pathology.

*The textbook contains chapter-specific objectives that will be helpful in providing direction. Please review these objectives along with the chapters prior to the date scheduled and take notes for yourself, summarizing key points. All of the content within the textbook is testable material for the unit of the course for which it is assigned.

Course Resources:

***Required Textbooks:**

Lampignano, J. P. & Kendrick, L. E. (2025). *Textbook of Radiographic Positioning and Related Anatomy.* (11th ed.). Elsevier. [ISBN 978-0-323-93613-2]

Radiographic Markers: Right and Left with the student's initials.

Current prices for course resources can be found through the MSU Bookstore.

Additional Resources:

**It is recommended that students download Google Chrome (a free download through Google) or Mozilla Firefox and use one of those as the default browser for ALL D2L courses. This appears to eliminate 99% of technical issues often encountered with Internet Explorer, Apple Safari, etc.*

**Students MUST have a reliable computer and internet access.*

Communication with the Instructor:

Communication will be through the student's Midwestern State University email account. An email account is created for every MSU student. If you have not accessed this account yet, please do so by logging into the Portal and clicking the student email account icon located in the Portal.

The instructor will respond to 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.).

***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.**

Students should also periodically check the 'News' section within D2L for course updates and other important information.

Class Meeting Date and Time:

Class meetings are held each Monday from 10:00 AM to 11:50 AM in CE 340. However, the student should be vigilant in logging into D2L. Regular checks will ensure messages from the instructor are received in a timely manner.

See the Course Schedule at the end of this syllabus for specific information about activities and due dates.

Student Responsibilities:

As a student enrolled in this course, you will be responsible for adhering to and meeting posted deadlines and due dates. All activities for this course are listed at the end of this syllabus.

Activities such as lessons, quizzes, and anatomy labeling have expiration dates. Please note that quiz expiration dates may differ from deadlines for assignments and activities. Quizzes and assignments/activities are spaced out in a manner that will allow you ample time to complete them. Assignments/activities will be accepted on or before the posted due date and deadline. ****As a reminder, there is no grade deduction for late assignments, as late assignments are not accepted for a grade.*** If a student cannot complete a course activity by the specified due date, they must contact the course instructor immediately. If a student has emergency issues, then the student must contact the instructor as soon as possible (within a day or two). Any activity not completed and submitted by the due date will be addressed on an individual basis.

***All anatomy labeling assignments will be submitted on the day of the exam at the beginning of the class.**

****Students must use baccalaureate-level writing skills, including complete sentences, correct grammar, and proper punctuation. All assignments will be graded for accuracy, completeness, quality, spelling, grammar, and integrity.***

See the course calendar for the specific due date.

Student Expectations
Classroom and Laboratory

Electronic Device Use

No electronic devices of any kind are permitted during class lectures. This includes cell phones and any other type of electronic device unless you have a documented need. Students are required to silence their cell phones during class lectures. If a student's cell phone and/or smart watch disrupts the class or lab, the student will be asked to leave the classroom/lab for the day and will be recorded as absent for the day.

Course Behavior:

Attendance is mandatory. Excessive unexcused absences will result in a referral to the Dean of the College of Health Sciences and Human Services, and may result in your being dropped from the Program. Excessive unexcused absences are defined as: three (3) absences from lecture and lab without prior approval from the instructor or medical reasons (a doctor's note will be required). ***Missed exams may only be administered if prior arrangements are made; lessons and quizzes cannot be made up.** If a student is more than 10 minutes late for class and/or lab, they will be considered tardy. Three (3) tardies will count as an absence.

Each unexcused absence will result in a 10-point deduction from the Attendance percentage distribution.

All students are expected to treat others with respect in this course.

Lab Attire

Closed-toe shoes and scrubs must be worn during 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. Long hair must be securely pinned up and kept away from the face. Jewelry should be kept to a minimum; a watch is acceptable.

NOTE:

During lab testing, a grade of zero (0) will be assigned if you are not properly prepared for the lab. This includes wearing proper attire, using markers, having your hair securely pinned, and any other necessary items. Jewelry is to be kept to a minimum.

Radiation Protection

Radiographers have a solemn responsibility regarding the safe administration of ionizing radiation. To that end, the student must demonstrate personal responsibility by wearing the film dosimeter assigned at all times while in the laboratory. Upon completing the laboratory time, the dosimeter must be returned to the rack before leaving the lab. Radiation dosimeters are **NEVER** to leave the lab classroom procedures. In addition, the student must use correct shielding and adhere to proper technical factors in all laboratory examinations and properly question female patients regarding their pregnancy status. The student will correctly identify the patient to ensure they have the correct patient for the proper examination before irradiation.

Personal Hygiene

Consideration of patients and others with whom you may come into contact is a fundamental 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

Methodology/Teaching Strategies:

This course utilizes a variety of instructional methods, including independent reading assignments, online activities, quizzes, classroom discussions, performance assessments, and individual writing assignments.

Course Learning Activities:

You will have multiple opportunities to practice and demonstrate your progress toward the above student learning outcomes in this course. These include, but are not limited to, assignments to complete and submit (Sherpath Lessons, Sherpath Quizzes), radiographic imaging, anatomy labeling, discussions, activities, small group discussions, case studies, and presentations, as well as Supplemental Resources (RadTechBookCamp [RTBC], Workbook Chapter Review Questions).

Key Assignments and Important Dates

Testing will consist of periodic unit exams covering lectures, other materials presented or discussed in class, lab, and/or D2L. A comprehensive FINAL exam will conclude the course. No make-up exams will be given unless a prior arrangement is made with and agreed to by the instructor. Excused absences include absences due to death in the immediate family or an emergency situation beyond your control that renders you physically unable to attend. Otherwise, if a student is not present when an exam or quiz

is given, the student will receive a grade of zero for that exam. Quizzes will not be made up. Your final grade for the course will be calculated from the unit exams, quizzes, assignments, lab practical, and the comprehensive final for lecture and lab. The final course grade must be 74.5 or above to pass RADS 3043. There will be NO make-up for missing the Comprehensive Final. A student's course grade is determined by a percentage system totaling 100%.

***All exams will be completed on paper with the use of Scantrons or D2L by the due date assigned.**

Evaluation

***Review the grading rubric for this assignment on D2L.**

The final examination is a “closed book”, comprehensive examination of 100 questions of any of the following: multiple-choice, short-answer, or fill-in-the-blank format. All final examinations will be administered during the designated date(s) and time(s) listed in the calendar and/or syllabus. There will be NO alteration of any type to this schedule.

**** Please note this course, RADS 3043, is a progression course that requires a minimum passing grade of 75.**

Evaluation Method:

Percentage Distribution	Value
Attendance	5%
Lessons, Image labeling, Practice Quizzes, Unit Quizzes	10%
Unit Exams	40%
Lab Exams	30%
Comprehensive Finals Final Lecture Final Lab	15%
Total	100%

Grading Scale:

Grade	Range
A	89.45-100
B	79.45-89.44
C	74.45-79.44
D	69.45-74.44
F	69.44 or below

Lab Assessment Procedure

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

***The last opportunity to drop this course with a grade of “W” is 4:00 pm, November 24, 2025.**

Please refer to the Undergraduate Bulletin for details about receiving a grade of “Incomplete” in a course. In an emergency or extenuating circumstance, a student may request a grade of “Incomplete” in a course before grades are submitted.

If the instructor grants the “Incomplete,” the student has until thirty (30) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements by the deadline, the grade of “Incomplete” will automatically be converted to a grade of “F.”

Pronouns

Names and pronouns are deeply personal. Assumptions about them can cause harm. In this class, we will respectfully use whatever names and pronouns peers, authors, and community members ask us to use. If we make a mistake, we will respectfully correct ourselves. Please let me know if you have a chosen name different from the one on your academic record or if you have particular pronouns you prefer. To learn more about personal pronouns and their importance, please visit Pronouns Matter.

Mental Health

We all experience stressful and complicated events as a normal part of life. As your instructor, I believe your mental health is an important part of your academic success. Success in this course depends heavily on your personal health and well-being. You should recognize that stress is an expected part of the college experience, and it can often be compounded by unexpected setbacks or life changes outside the classroom. I strongly encourage you to reframe challenges as unavoidable pathways to success. Reflect on your role in taking care of yourself throughout the term before the demands of exams and projects reach their peak. Please feel free to reach out to me about any difficulties you may be experiencing that could impact your performance in this course as soon as they occur and before they become unmanageable. In addition to your academic advisor and me, I strongly encourage you to contact the many other support services on campus that stand ready to assist you.

- Counseling Center – call 940-397-4618 to schedule an appointment
- TAO – a multilevel online therapy tool
- Self-help apps – MSU has a list available
- Mental Health Resources
- More online resources

Disability Support Services:

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 Support Services (DSS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The DSS has assistance devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with the Office of Disability Support Services in the Clark Student Center Room 168 or call 940-397-4140 for more information. Documentation of disability from a competent professional is required.

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

The ADA Coordinator may be contacted at (940) 397.4140, or 3410 Taft Blvd., Clark Student Center Room 168.

Conduct/Honesty/Honor System:

This course 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/her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the Student Handbook for answers to any questions about the code.

Students are encouraged to take full advantage of many resources available including Internet sites, handouts, other textbooks & journals, faculty, and peers. This interactive collegial learning environment is conducive to life-long learning.

Specific components of this course are designed to represent the efforts of each student individually and are NOT to be shared. These components include the written assignment submitted for a grade. Submitting someone else's work as your own or improperly cited work constitutes plagiarism. Please see the Midwestern State University Catalog for further discussion of plagiarism. Plagiarism will constitute in an F for the course and the student will be referred to administration for further action. When students submit their efforts for grading, they are attesting they abided by this rule. ***Quizzes and exams are not to be copied in any form or shared in any form. Students caught engaging in such activity will receive an F for the course and be referred to University administration for dismissal.***

Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) 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 on 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. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism.

Use of Artificial Writing Generators
Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

*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 students work product in order to verify originality and authenticity, and for educational purposes.

Campus Carry:

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit Campus Carry.

Participation in Radiologic Sciences laboratory classes often require students to wear scrubs which may make concealed carry of a firearm difficult if not impossible. In addition, students are often required to palpate other students while simulating medical examinations or procedures. This required physical contact may also make concealment of a firearm difficult. While concealed carry is not prohibited in any Radiologic Sciences laboratory, students are reminded that intentional display of a firearm may result in criminal and/or civil penalties and unintentional display of a firearm is a violation of university policies and may result in disciplinary actions up to and including expulsion from the program and university. Students should factor the above in their decision as to whether or not to conceal carry in Radiologic Sciences laboratories.

Active Shooter:

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit Safety/Emergency Procedures. Students are encouraged to watch the video entitled "Run, Hide, Fight."

Administrative Process:

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

1. Interim Department Chair: Dr. Lynette Watts (940) 397.4833
2. College Dean: Dr. Jeff Killion (940) 397.4594
3. Dean of Students: Matthew Park (940) 397.7500

Tentative Spring Course Schedule

Activities and dates are subject to change

UNITS	CONTENT	READING/ASSIGNMENT	ASSESSMENT
Unit 1			
	Chapter 1 Terminology & Positioning	**Reading:** ***Part One ONLY*** pp.1 – 32 General, Systemic, & Skeletal Anatomy & Arthrology Positioning Terminology Positioning Principles Ebook Lesson Assignment, Chapter 1 Ebook Practice Quiz Chapter 1 Supplemental Resources: Workbook Chapter 1, Review Questions pp. 4 – 12 RadTechBootCamp	
	Chapter 2 Chest	**Reading:** pp. 67 – 100 Radiographic Anatomy Radiographic Positioning Routine and Special Projections Radiographs for Critique Ebook Lesson Assignment, Chapter 2 Ebook Practice Quiz, Chapter 2 Anatomy Labeling Submission Supplemental Resource: Workbook Chapter 2, Review questions pp. 23 – 31 Exercises A – E RadTechBootCamp	
	Chapter 3 Abdomen	**Reading:** pp.101 – 122 Radiographic Anatomy Radiographic Positioning Routine and Special Projections Radiographs for Critique Ebook Lesson Assignment, Chapter 3 Ebook Practice Quiz, Chapter 3 Anatomy Labeling Submission Supplemental Resources: Workbook Chapter 3, Review questions pp. 59 – 70, Exercises A – D RadTechBootCamp	
		Sunday, Sept 21, 11:59 PM (CST)	**Quiz Unit 1**
Anatomy Labeling **Due**		8 – 10 labels each view Printed out and turned in before exam Monday, Sept. 22	**Exam Unit 1**

Tentative Spring Course Schedule

Activities and dates are subject to change

UNIT	CONTENT	READING/ASSIGNMENT	ASSESSMENT
Unit 2			
	Chapter 4 Upper Limb	**Reading:** pp. 123 – 174 Radiographic Anatomy Radiographic Positioning Routine and Special Projections Radiographs for Critique Ebook Lesson Assignment, Chapter 4 Ebook Practice Quiz, Chapter 4 Anatomy Labeling Submission Supplemental Resources: Workbook Chapter 4, Review questions pp. 80 – 98, Exercises A – G RadTechBootCamp	
		Sunday, Oct. 19, 11:59 PM	**Unit Quiz 2**
Anatomy Labeling **Due**		8 – 10 labels for each view Printed out and turned in before exam Monday, Oct. 20	**Exam Unit 2**
Unit 3			
	Chapter 5 Humerus & Shoulder Girdle	**Reading:** pp. 175 – 209 Radiographic Anatomy Radiographic Positioning Routine and Special Projections Radiographs for Critique Ebook Lesson Assignment, Chapter 5 Ebook Practice Quiz, Chapter 5 Anatomy Labeling Submission Supplemental Resources: Workbook Chapter 5, Review questions pp. 227 – 238, Exercises A – D RadTechBootCamp	
		Sunday, Nov. 9, 11:59 PM	**Unit Quiz 3**
Anatomy Labeling **Due**		8 – 10 labels for each view Printed out and turned in before exam Monday, Nov. 10	**Exam Unit 3**

Tentative Spring Course Schedule
Activities and dates are subject to change

UNIT	CONTENT	READING/ASSIGNMENT		ASSESSMENTS
Unit 4				
	Chapter 10 Bony Thorax – Sternum & Ribs	**Reading:** pp. 364 – 384 Radiographic Anatomy Radiographic Positioning Routine and Special Projections Radiographs for Critique Ebook Lesson Assignment, Chapter 10 Ebook Practice Quiz, Chapter 10 Anatomy Labeling Submission Supplemental Resources: Workbook Chapter 10, Review questions pp. 227 – 238 Exercises A – D RadTechBootCamp		
			Sunday, Nov. 30	**Unit Quiz 4**
Anatomy Labeling **Due**		8 – 10 labels each view Printed out and turned in before exam	Monday, Dec. 1	**Exam Unit 4**
		COMPREHENSIVE FINAL Chapters: 1, 2, 3, 4, 5, & 10		

Class & Lab Tentative Course Agenda

**Activities and dates are subject to change*

Week	Lecture: Monday 10:00 AM	Corresponding Lab
Week 1 Aug. 25	Classes Begin	Tues/Wed In lab lecture ***ONLY*** Thur/Fri Chest positioning
Week 2 Sept. 2	**Holiday**	Chest
Week 3 Sept. 8	Abdomen	Abdomen
Week 4 Sept. 15	Chest & Abdomen	Chest & Abdomen (Tues/Wed.) **Unit 1 Lab Testing (Thurs/Fri)**
Week 5 Sept. 22	**Unit One (1) Lecture Exam (10:00 – 11 AM)** Unit 2 – Upper Limb Lecture (11:10 – 11:50 AM)	Upper Limb – Fingers & Hands
Week 6 Sept. 29	Upper Limb	Upper Limb – Hands & Wrist & Forearm
Week 7 Oct. 6	Upper Limb	Upper Limb – Wrist & Forearm & Elbow
Week 8 Oct. 13	Upper Limb	Upper Limb – Forearm & Elbow (Tues/Wed.) **Unit 2 Lab Testing (Thurs/Fri)**
Week 9 Oct. 20	**Unit Two (2) Lecture Exam (10:00 – 11:00 AM)** Unit 3 – Humerus & Shoulder Girdle Lecture (11:10 – 11:50 AM)	Humerus & Shoulder
Week 10 Oct. 27	Humerus & Shoulder Girdle	Shoulder & Clavicle & Scapula
Week 11 Oct. 3	Humerus & Shoulder Girdle	Clavicle & Scapula (Tues/Wed.) **Unit 3 Lab Testing (Thurs/Fri)**
Week 12 Nov. 10	**Unit Three (3) Lecture Exam (10:00 – 11:00 AM)** Unit 4 – Bony Thorax – Ribs & Sternum	Ribs & Sternum

Class & Lab Tentative Course Agenda

Activities and dates are subject to change

Week	Lecture: Monday 10:00 AM	Corresponding Lab
Week 13 Nov. 17	Bony Thorax – Ribs & Sternum	Ribs & Sternum
Week 14 Nov. 24	Bony Thorax – Ribs & Sternum	**Thanksgiving Break – No Labs**
Week 15 Dec. 1	**Unit four (4) Lecture Exam**	**Unit 4 Lab Testing (Tues/Wed.)**
		Comprehensive Lab Final (Thurs/Fri.)
Week 16	**Wednesday December 10, 2025 10:30 AM – 12:30 PM**	**Comprehensive Lecture Final**