



Course Syllabus: Course Name
Gunn College of Health Sciences and Human Services
RADS 3043 Radiographic Procedures I
Fall 2026

Contact Information

Instructor: Dr. Ludie Tyran, RT(R)(M)(ARRT)
Office: Centennial 430F
Office hours: Tuesday 1:00 – 3:00 PM, Wednesday 3:30 – 4:30 PM, Thursday 1:00 – 3:00 PM
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Course Information

Lecture Time	Monday/Wednesday 2:30 – 3:20 PM
Lecture Location	Centennial Hall Room 340
Lab Location	Centennial Hall Room 230
Lab Time	11A – T/TH 8:00 – 9:50 AM 11B – T/TH 10:00 – 11:50 AM 11C – T/TH 1:00 – 2:50 PM 11D – T/TH 3:00 – 4:50 PM
Lab Instructors	Ludie Tyran, Ed.D., RT(R)(M), Associate Professor Debra Wynne, MSRS, RT(R), Assistant Professor Kelsey Wilt, MSRS, RT(R)(CT), Assistant 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.

***All content in the textbook is testable material for the module of the course for which it is assigned.**

Textbook & Instructional Materials

***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]

Lampignano, J. P. & Kendrick, L. E. (2025). *Workbook for Radiographic Positioning and Related Anatomy*. (11th ed.). Elsevier. [ISBN 978-0323936156]

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



Current prices for course resources can be found through the [MSU Bookstore](#)

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.**

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 and Wednesday from 2:30 PM to 3:20 PM in CE 340. However, the student should be vigilant about 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.

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 you being dropped from the BSRT Program. Excessive unexcused absences are defined as: three (3) absences from lecture and lab without prior approval from the instructor. The professor has sole discretion to determine if an absence should be excused. *Missed exams may only be made up if prior arrangements are made; weekly quizzes (if any) cannot be made up. If a student is more than 10 minutes late for class, they will be considered tardy. Three (3) tardies will count as an absence.

All students will treat others with respect in this course.

Classroom and Laboratory Technology and Device Policy

To foster an engaged, distraction-free learning environment, laptops, tablets, and other electronic devices are not permitted during class meetings. All note-taking must be done using traditional pen and paper. Students are expected to print all class materials, such as PowerPoints and handouts, before class so they can follow along with the lecture. Recording lectures is prohibited.

Cell Phones:

All cell phones must be completely silenced and placed inside your backpack or a designated classroom storage area before class begins. If you are experiencing an urgent circumstance and are expecting an essential call, you must inform the instructor before the start of class.

Policy Accommodations & Assistive Technology Exemption: In strict compliance with the Americans with Disabilities Act (ADA) and institutional accessibility policies, **exceptions to this device restriction are granted to any student with a documented medical or sensory necessity requiring assistive or adaptive digital technologies.** Students requiring the use of

laptops, tablets, or specialized software (such as Zoom-based remote court reporting, automated captioning, or transcription services) for communication and learning accessibility are permitted to utilize these tools during class. To ensure accommodations are seamlessly arranged, eligible students must verify their documentation with the university's disability services office and coordinate with the instructor.

Student Responsibilities

As a student enrolled in this course, you will be responsible for adhering to and meeting posted deadlines and due dates. This course uses Sherpath Lessons and Quizzes. You can find the Sherpath lessons and quizzes in the Evolve course. All activities and due dates for this course are listed at the end of this syllabus. Quiz expiration dates may differ from assignment and activity deadlines. 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, they 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.**

Workbook chapters are due during your Lab Practical day and time.

Radiology Lab Dress Code

1. Clean and wrinkle-free scrubs. These can be official MSU scrubs or regular scrubs without any patches or monograms. You will need official MSU scrubs for clinicals.
2. Clean shoes. These must be closed-toe athletic shoes. Any other types of shoes are not acceptable.
3. Clean hands and fingernails. Artificial nails (acrylic, gel, dipped, etc.) are not allowed*. Nail color should be neutral.
4. Hair must be kept neat and clean and, if long, must be kept above the collar.
5. A mustache or beard is permitted as long as it is kept neatly trimmed.
6. Excessive perfume and cosmetics are not permitted.
7. No headwear is allowed except for religious reasons.
8. Only a wedding and/or engagement ring, watch, and one small stud earring in each ear are allowed. Limit excessive jewelry and facial piercings for infection control and safety. No necklaces, bracelets, or other adornments are allowed (the only exception is Med-Alert and religious medallions, which are to be worn underneath the scrubs).

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 lab attire, using anatomical markers, and any other necessary items.

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 must NEVER leave the lab classroom. In addition, the student must use correct shielding, 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 and 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, and Anatomy Labeling: Must include 8–10 anatomical labels per view. This is an all-or-nothing assignment; full credit requires all required labels to be correctly identified, discussions, activities, small group discussions, case studies, and presentations, as well as Workbook Chapter Review Questions: All-or-nothing credit. All questions must be fully and correctly completed to receive points.

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.**

Lab Assessment Procedure

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

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

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

Table 1: Points allocated to each assignment

Assignments	Value
Lessons, Image Anatomy Labeling, Practice Quizzes, Unit Quizzes, Workbook	5%
Unit Exams	50%
Lab Exams	25%
Comprehensive Finals -Final Lecture -Final Lab	20%
Total	100%

Table 2: Total points for final grade.

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

Important Dates

- Last day for term schedule changes: August 24 – August 27. Check date on [Academic Calendar](#).
- Deadline to file for graduation: September 21; Priority Deadline for May graduation: October 5. Check date on [Academic Calendar](#).
- Last Day to drop with a grade of "W:" November 23. Check date on [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the

grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ****Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ****Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Recording Classes

****Recording classes is generally prohibited without the professor's explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

Instructor Class Policies

I prefer email for most contacts. This gives me a written record of what we talked about so I remember everything necessary. Please include the course name or number you are emailing me in reference to in your email subject. I am often away from my desk and may be hard to reach by telephone. If you need to contact me by phone, please email me for an appointment. The appointment will ensure that I have everything ready for your call and we will not be disturbed.

Withdrawals: The student must initiate all withdrawals. After the withdrawal deadline, dropping the course will result in a grade of "F." Withdrawal from this course will result in the student being dismissed from the BSRT program. In an emergency or extenuating circumstance, a student may request an incomplete grade before grades are submitted. If the professor 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 within the deadline, the incomplete grade will automatically convert into a grade of "F."

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

1. 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)

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

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 accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

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 has 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](#).

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 [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

Use this area to tell the students what is scheduled for the duration of the class. Please note the disclaimer above and include that with your schedule. There can be no blanks or merged cells in your table. You must put some kind of text in all the blanks such as: N/A or No content. You can use a dash (-) or “to” between dates, avoid using the @ sign unless in web address.

Unit	Activities/Assignments/Exams	Due Date
Unit 1	Chapter 1 Reading: Part One ONLY pp.1 – 32 General, Systemic, & Skeletal Anatomy & Arthrology Positioning Terminology, Positioning Principles Sherpath eBook: Lesson Assignment, Practice Quiz, Chapter Quiz Due 9/8 Workbook Chapter 1, Review Questions pp. 4 – 12, Exercises A – C. Due 9/10/2026	Sunday, Sept. 6 th , by 11:59 PM

Unit	Activities/Assignments/Exams	Due Date
.	<u>Chapter 2</u> <u>Reading:</u> pp. 67 – 100 Radiographic Anatomy, Radiographic Positioning, Routine and Special Projections, Radiographs for Critique Sherpath eBook Lesson Assignment, Practice Quiz, Chapter Quiz Due 9/8 Workbook Chapter 2, Review Questions pp. 38 – 51, Exercises A – E Due 9/10/2026 *Anatomy Labeling Submission (Due on the day of Unit 1 Exam, 9/9)	Sunday, Sept. 6 th , by 11:59 PM
.	<u>Chapter 3</u> <u>Reading:</u> pp.101 – 122 Radiographic Anatomy, Radiographic Positioning, Routine and Special Projections, Radiographs for Critique Sherpath eBook: Lesson Assignment, Practice Quiz, and Chapter Quiz Due 9/8 Workbook Chapter 3, Review questions pp. 59 – 70, Exercises A – D Due 9/10 *Anatomy Labeling Submission (Due on the day of Unit 1 Exam, 9/9)	Sunday, Sept. 6 th , by 11:59 PM
Unit 1	Exam: Chapters 1, 2, 3	Wednesday, Sept. 9 th
.	Lab Practical Unit 1	Thursday, Sept. 10 th
Unit 2	<u>Chapter 4</u> <u>Reading:</u> pp. 123 – 174 Radiographic Anatomy, Radiographic Positioning, Routine and Special Projections, Radiographs for Critique Sherpath eBook: Lesson Assignment, Practice Quiz, Chapter Quiz Workbook Chapter 4, Review Questions pp. 80 – 98, Exercises A – G Due 10/1 *Anatomy Labeling Submission (Due on the day of Unit 2 Exam, 9/30)	Tuesday, Sept. 29, by 11:59 PM

Unit	Activities/Assignments/Exams	Due Date
Unit 2	Exam: Chapter 4	Wednesday, Sept. 30 th
.	Lab Practical Unit 2	Thursday, Oct. 1 st
Unit 3	Chapter 5 <u>Reading:</u> pp. 175 – 209 Radiographic Anatomy, Radiographic Positioning Routine and Special Projections, Radiographs for Critique Sherpath eBook: Lesson Assignment, Practice Quiz, Chapter Quiz Workbook Chapter 5, Review questions pp. 110 – 124, Exercises A – D Due 10/29 *Anatomy Labeling Submission (Due on the day of Unit 3 Exam, 10/28)	Tuesday, Oct. 27 th , by 11:59 PM
Unit 3	Exam: Chapter 5	Wednesday, Oct. 28 th
	Lab Practical Unit 3	Thursday, Oct. 29 th
Unit 4	Chapter 10 <u>Reading:</u> pp. 365 – 384 Radiographic Anatomy, Radiographic Positioning, Routine and Special Projections, Radiographs for Critique Sherpath eBook: Lesson Assignment, Practice Quiz, Chapter Quiz Workbook Chapter 10, Review questions pp. 227 – 238, Exercises A – D Due 11/24 *Anatomy Labeling Submission (Due on the day of Unit 3 Exam, 11/23)	Sunday, Nov. 22 nd , by 11:59 PM
Unit 4	Exam: Chapter 10	Monday, Nov. 23 rd
.	Lab Practical Final	Thursday, Dec. 3 rd
	Comprehensive Final	Monday, Dec. 7 th , 1:00 PM