



Course Syllabus: Clinical Education I
College of Health Sciences & Human Services
RADS 4114 Summer 2025

Contact Information

Instructor: Shanna Tole, MSRS, RT(R)
Office: Centennial Hall 430H
Office phone: (940) 397-4338
E-mail: shanna.tole@msutexas.edu

Instructor: Courtney Akvan, MSRS, RT(R)(VI)(CI)
Office: Centennial Hall 430D
Office phone: (940) 397-4339
E-mail: courtney.akvan@msutexas.edu

Course Description

Clinical experiences are unpaid external learning experiences. It is a method of instruction providing detailed education, training and work-based experience, and direct patient/client care at an affiliated clinical site. Students are rotated through the different work areas to observe and participate in the operation of the Imaging Department. Diagnostic radiographs are performed under the supervision of a qualified radiologic technologist. On-campus, lectures include radiologic pathology, film critique, and quality assurance.

Student Learning Outcomes

By the conclusion of the course, the successful student should be expected to:

- Apply didactic knowledge in a patient-centered professional environment.
- Communicate effectively with patients, families, colleagues, and physicians.
- Analyze physician orders of diagnostic imaging exams.
- Document pertinent patient history and examination details.
- Assess patient needs and capabilities to the extent of exam performance.
- Produce diagnostic images to aid in the diagnosis of patients.
- Demonstrate a professional attitude, appearance, and initiative.

Textbook & Instructional Materials

- Clinical Handbook
- Platinum Planner Enrollment
- ISBN: 9780323544634, Workbook for Radiographic Image Analysis, 5th Ed., Elsevier Science & Technology books
- Personalized anatomic markers (at least 2 sets)

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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](#)

Course Evaluation Methods

| # of Graded Course Elements | Graded Course Elements | Percentage |
|-----------------------------|--|------------|
| 2 | Professional Development Evaluation & Image Critique | 45% |
| 1 | Good Film/Bad Film | 10% |
| 1 | Submission of assigned documents | 5% |
| 1 | Clinical Competencies | 25% |
| 3 | Clinical Journal | 10% |
| 2 | Repeat Log/Analysis | 2.5% |
| 9 | Platinum Planner Logs | 2.5% |

| Letter Grade | Percentage Score |
|--------------|------------------|
| A | 89.5+ |
| B | 79.5-89.4 |
| C | 74.5-79.4 |
| F | <74.5 |

Professional Development Evaluations & Clinical Image Analysis

Professional development evaluations and clinical image analysis will be completed by your Clinical Preceptor and submitted monthly during the semester for grading.

Good/Bad Image

Paper: Each student must present a good (comp-worthy) image and a poor image with a brief **(1- 2 pages)** justification of each to include the evaluation criteria that make the image good or bad and corrections if needed. These images should not be of the same anatomy unless approved by the instructor. The assignment will be graded for its content, organization, and errors. It should be double-spaced, 12pt, and use universally readable sans-serif font with 1 inch margins.

Presentation: Each student will present their good/bad image assignment to the class at seminar. The presentation should include all identifiable anatomy for both images in addition to the image evaluations.

Submit in D2L dropbox. Rubric available in D2L.

Assigned Documents

- Orientation Checklist
- Room Familiarization
- Clinical Schedule (entered into Platinum Planner)

Clinical Competencies

A minimum of 7 competencies must be met to progress to the next clinical semester. Less than the minimum will result in course failure. Additional exams will be applied to the next clinical semester. Your clinical competency grade will be based on the following scale:

- 7-8 = 75
- 9-10 = 80
- 11-12 = 85
- 13-14 = 90
- 15-16 = 95
- 16 + = 100

Clinical Journals

The discussion board can be accessed through the course navigation bar on the home page in D2L. Each discussion posting or section will have the prompt or topic of the assignment with the due dates. Each student will be required to post on D2L three (3) separate journal entries during the course of the semester. Each student will also be required to comment on two (2) other student entries for each journal assignment. Totaling six (6) reply entries for the semester. Note: All journals entries and responses close at 11:59 pm. Rubric available on D2L.

Repeat Logs/Analysis

Repeat logs will be presented at comp checks. A grade will be determined by initials for all repeats and signatures on all documents. Points may be deducted for unusually large numbers on repeat percentage and missing signatures.

Platinum Planner Logs

Exam logs will be evaluated each week. All exams performed regardless of participation level must be entered. Points may be deducted but not limited to missing exams or technologist names.

Important Dates

Last Day to drop with a grade of "W:" July 23, 2025 by 4:00 PM [Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

Attendance

Holidays: Students will be allowed off any University holidays. If a holiday is on a weekday, that day will be considered the "day off" for the week. They will NOT get an additional day off that week.

Seminar Dates: August 8 & 9. Students will receive 8 hours of clinical credit for days of seminar attendance.

Clinical Hours: Students are required to attend 32 hours of clinical each week of the semester. Schedules are assigned by the affiliated facility Clinical Instructors (CI). A maximum of ten (10) hours per day during weekday hours during the day shift (5:00 am – 7:00 pm) will be assigned. It is at the sole discretion of the CI to adjust student schedules upon request. Any adjustment must be submitted in writing to the appropriate MSU clinical faculty.

Students are allowed a maximum of two (2) clinical absences per semester. The student must contact the clinical instructor at the hospital and the clinical faculty at least one hour before the student is due to start the assigned shift if possible. If illness or injury necessitates absences in excess of two, the student must submit a physician's note and receipt of service from the care provider to be excused. Excused absences may be made up within two weeks of the

physician's release to work. Excessive absences (more than 2) will result in a reduction of the final clinical grade. Time missed as a result of tardiness should be made up at the end of the assigned shift on the same day. Three tardies within one semester will result in a reduction of the final clinical grade in addition to the deduction on the Professional Development Evaluation.

Instructor Class Policies

Dress Code for clinical is stated the Clinical Handbook.

Conduct/Honesty/Honor System: In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that their work will be completed in full observance of the MSU code of Student Conduct and Clinical Policies and Procedures as stated in Clinical Handbook.

Cell Phone Policy: No cell phones are permitted at the clinical site during assigned clinical time. Students must leave it in a locker, purse, backpack, or other assigned secure area. It should be checked on breaks only.

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 individuals 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](#)

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 Clark Student Center, Room 168, (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](#).

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.”](#)

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. 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

Grade Appeal Process

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.

Tentative Course Schedule

****All assignments are due by 11:59pm CST on the indicated due date****

| Date | Activities/Assignments/Exams |
|---------|---|
| June 2 | First Day of Clinical |
| June 8 | Platinum Planner Logs Due |
| June 13 | Orientation Checklist, Room Familiarization, & Journal 1 Post Due |
| June 15 | Platinum Planner Logs Due |
| June 19 | Juneteenth Holiday—No Additional Days Off This Week |
| June 20 | Journal 1 post Due |
| June 22 | Platinum Planner Logs Due |
| June 29 | Platinum Planner Logs Due |
| July 1 | Repeat Logs/Analysis Due |
| July 4 | Journal 2 Post Due |
| July 4 | Independence Day Holiday—No Additional Days Off This Week |
| July 6 | Platinum Planner Logs Due |
| July 11 | Journal 2 Response Post Due |
| July 13 | Platinum Planner Logs Due |

| | |
|--------------|--|
| July 18 | Journal 3 Post Due |
| July 20 | Platinum Planner Logs Due |
| July 25 | Journal 3 Response Post Due |
| July 27 | Platinum Planner Logs Due |
| August 5 | Last Day of Clinical |
| August 7 & 8 | Good & Bad Image Essay/Presentation; Student Seminar |
| August 8 | Platinum Planner Logs & Repeat Logs/Analysis Due |