



Course Syllabus: Clinical Education II

College of Health Sciences & Human Services

RADS 4215 Y10/Y11

Fall 2026

Contact Information

Instructor: Shanna Tole, MSRS, RT(R)

Office: Centennial Hall 430H 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 Centennial Hall 430D

Office phone: (940) 397-4339

E-mail: courtney.akvan@msutexas.edu

Course Description

This course provides a continuation of clinical experience in an affiliated hospital or clinic setting where students apply theories, concepts, and skills in patient care, positioning, image acquisition and processing, and radiation protection.

Student Learning Outcomes

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

- Assist registered technologists with emergency radiological examinations.
- Assist and perform examinations in the active examining areas.
- Satisfactorily complete Competency Evaluations from the List of Examinations.
- Evaluate each requisition.
- Demonstrate proper physical facilities readiness.
- Demonstrate proper patient care.
- Operate equipment effectively.

- Demonstrate correct positioning skills.
- Apply the principles of radiation protection.
- Evaluate the radiographic image for: correct anatomy, proper alignment, radiographic technique, and film identification, appropriate radiation protection.
- Complete all aspects of clinical competency evaluation.
- Perform according to prescribed standards.
- Observe and assist the qualified radiographer while in the assigned rotation.
- Perform various aspects of the selected procedure under direct and indirect supervision while in the assigned rotation.
- Demonstrate affective behaviors, as appropriate, for the level of professional development.

Textbook & Instructional Materials

Personalized anatomic markers.

Student Handbook

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Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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

Course Evaluation Methods

# of Graded Course Elements	Graded Course Elements	Percentage
4	Professional Development Evaluations & Image Analysis	50%
2	Clinical Projects	10%
1	Clinical Competencies	25%
4	Clinical Journals	10%
7	Trajectory Schedule, Logs, & Repeat Analysis	5%

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

Professional Development Evaluations

Professional Development Evaluations will be completed by your clinical preceptor monthly and submitted for a grade.

Image Analysis

The image critique form will reflect participation and knowledge during weekly sessions with your clinical preceptor. It will be completed by your clinical preceptor and submitted at the end of the semester for a grade.

Clinical Projects

National Rad Tech Week: During National Radiologic Technology Week (November 8–14), students will plan and implement an activity at their clinical site to celebrate and promote the profession of radiologic technology.

Projects must provide adequate information to the viewer (general public) on the importance of a registered technologist in medical imaging **and** recognition of the technologists on site. Examples may include games, light refreshments with informational displays, newspaper or newsletter posting, or other creative activities.

This project may be completed individually or as a group with other MSU students assigned to the same site. Projects limited to providing food only will not meet requirements. The scope of the project should reflect the number of participants, with larger groups demonstrating greater involvement.

Following NRTW, students are required to submit documentation of their project, including a brief description, photos, and evidence of participation. Rubric available in D2L.

Clinical Site Promotion: Each group will prepare a PowerPoint promoting your current assigned clinical site. This should focus on the medical imaging department. Your best attempt should be made to make this high quality and informational. It will be graded on how well it promotes the site, how it could be used, creativity, high quality, professionalism, informational, and modalities included. Information presented should be your own work (not copied from the facility website). These will be posted for the juniors to view for clinical site selection and a Q&A session will be held during the October seminar. Rubric available in D2L.

Clinical Competencies

A minimum of **37 competencies** (total to include those from summer/Clinical I) 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:

37 = 75
38-40 = 80
41-43 = 85
44-46 = 90
47-48 = 95
49 + = 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 four (4) 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 eight (8) *reply* entries for the semester). Rubric available in D2L.

Logs & Repeat Analysis

Exam logs will be maintained throughout the semester to track student performance and submitted periodically for a grade into Trajecsys. Rubric available in D2L.

Repeat logs must be presented for review at each competency check. Grading will be based on initials for all repeat examinations and signatures on all required

documents. Repeat logs will be submitted at the end of the semester for a grade. Rubric available in D2L.

A repeat analysis will be submitted for a grade at the conclusion of the semester. Points may be deducted for unusually high repeat percentages or missing signatures. Rubric available in D2L.

Assignments

It is expected that all required assignments and discussion question responses are completed and submitted by their specified due dates.

As a general rule, late assignments will not be accepted. Unplanned circumstances do happen. Please communicate with your instructor about such circumstances by email *prior to the assignment due date*. On some occasions, following acceptable documentation to authenticate your circumstance, your instructor will issue an extension prior to a due date.

Discussions will not be given extensions, due to the fact that other students rely on timely discussion posts in order to complete their own work and late posts impact your peers' learning. Late discussion posts submitted after the close of a module week will not be accepted or graded as they prevent fellow students from considering your post and offering constructive feedback prior to the due date.

A common rationale for late work is "computer issues". Be proactive and create a contingency plan that will allow you to complete your work in the event of a computer meltdown, internet outage, or unplanned travel. "Problems with D2L" is not an acceptable excuse when turning in written assignments.

All assignment submissions made by students in D2L are considered final submissions. It is the student's responsibility to ensure that the correct and complete file has been uploaded. If a student submits an incorrect document, an incomplete draft, or any unintended version, the assignment will be graded as submitted. Students are strongly encouraged to double-check their upload before finalizing the submission.

Additionally, Apple file formats such as .pages or Keynote files will not be accepted. All submissions must be uploaded in Microsoft Office formats—such as .doc, .docx, .ppt, or .xlsx—or as otherwise specified in the assignment instructions.

There can be no email submissions of graded course work, since the MSU administrative team or any external reviewer cannot see any email communication from students.

Artificial Intelligence (AI) Usage Policy

In this course, the use of Generative AI tools (such as ChatGPT, Claude, Gemini, etc.) is permitted with specific limitations to ensure academic integrity and the development of critical research skills.

Research & Sourcing: You may use AI tools for preliminary research and topic exploration. However, to ensure the validity and scholarly weight of your work.

Writing & Content: The use of AI in the writing process is strictly limited to spelling and grammar correction. AI tools are not permitted to generate text, arguments, analysis, or the bulk content of any assignment, including research papers, posters, and discussion board posts.

Verification: To maintain the integrity in your work, you must be prepared to provide all sources used upon request.

Consequences: Failure to adhere to these guidelines will be treated as a violation of academic integrity. A violation will result in a grade of zero for the assignment. Egregious cases of academic dishonesty involving AI may result in a failing grade (F) for the course.

Academic Integrity & Plagiarism

All work submitted in this course must uphold the standards of academic integrity. Plagiarism includes, but is not limited to:

Submitting work (in whole or in part) that was written by someone else.

Reusing text generated by another student or a group without proper attribution.

Copying or lightly rewording content from published or online sources.

Using AI-generated text without instructor permission or citation (if relevant to your course).

Any instance of plagiarism—intentional or unintentional—may result in a failing grade on the assignment and may be reported according to university policy.

Violations

Submitting group work with matching or very similar text will be treated as a form of plagiarism. All students involved may receive academic penalties, regardless of intent. A violation will result in a grade of zero for the assignment.

Group Work Policy

Collaborative work is encouraged when designated as such. Working together can include brainstorming, discussing approaches, dividing tasks, and reviewing one another's ideas. However, all written submissions must be composed in your own words, even if the ideas originated during group discussion.

The following rules apply to group-permitted assignments:

You may discuss concepts, share resources, and solve problems together.

You *may not* submit identical or nearly identical wording, phrasing, sentences, or paragraphs as another student, even within the same group.

Each student is responsible for producing an individually written, original response unless the assignment explicitly requires a single group-authored submission.

If collaboration is allowed, you must list the names of the students you collaborated with.

Attendance

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. No additional days off will be granted.

Students are required to attend 32 hours of clinical each week of the semester. Schedules are assigned by the affiliated facility clinical preceptor. A maximum of ten (10) hours per day during weekday hours during the day shift (5:00 am – 7:00 pm) will be assigned. During the second and third clinical semesters, clinical hours are scheduled for dayshift and two weeks of weekend and/or evening shifts (excluding holidays). Evening shifts are any shift ending after 7:00 pm.

Students are allowed a maximum of two (2) clinical absences per semester. Since the daily schedule varies, two absences should be considered 16 hours.

The student must contact the clinical preceptor at the hospital and the clinical coordinator 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 16 hours, 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 16 hours) will result in a reduction of the final clinical grade. Pro-rated points will be deducted for 1-7 hours missed at the rate of 5 points/8 hours.

Missed Hours	Points Off
8	5
5-7	4
4	3
2-3	2
1	1

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. Time missed as a result of tardiness will be accumulated throughout the semester. Attendance points will be deducted on a prorated basis according to the total amount of clinical time missed.

Missed Hours	Points Off
8	5
5-7	4
4	3
2-3	2
1	1

Even though a greater portion of the student's time is devoted to clinical education after the fourth semester, academic growth and responsibilities continue to be a very important part of the student's professional technical development and proficiency. These courses may be hybrid and are administered on-campus, two to four times per semester. **Attendance is mandatory.**

Inclement Weather

In the case of inclement weather, the student must use their own judgment when deciding whether or not to attend clinical. The student will inform the clinical preceptor and clinical coordinator(s) as soon as possible. If schools in the student's clinical area are cancelled, the absence will be excused.

Important Dates

- Last Day to drop with a grade of "W": November 23, 2026 by 4:00 pm. 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.

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

Dress Code for clinical is stated in the [BSRT 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 [BSRT 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.

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) exist 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:

Date	Activities/Assignments/Exams
8/24	Classes Begin
8/31	Trajecsyst schedule due by 11:59 pm
9/6	Journal 1 Original Post Due by 11:59 pm
9/7	Labor Day – No additional days off
9/13	Exam Log Weeks 1-3 & Journal 1 Response Posts Due by 11:59 pm
9/17-9/18	Student Seminar
9/20	Journal 2 Original Post Due by 11:59 pm
9/27	Journal 2 Response Posts Due by 11:59 pm
10/4	Exam Log Weeks 4-6 Due by 11:59 pm
10/11	Clinical Site Promotion Due by 11:59 pm
10/18	Journal 3 Original Post Due by 11:59 pm
10/22-10/23	Student Seminar
10/25	Exam Log Week 7-9 & Journal 3 Response Posts Due by 11:59 pm
11/15	NRTW, Journal 4 Original Post, & Exam Log Weeks 10-12 Due by 11:59 pm
11/22	Journal 4 Response Posts Due by 11:59 pm

11/25-11-29	Thanksgiving Break 11/25-11/29 - No additional days off
12/2	Exam Log Weeks 13-15, Repeat Log, & Repeat Analysis Due by 11:59 pm
12/3-12/4	Student Seminar