



**Course Syllabus: Radiologic Technology Seminar**  
**College of Health Sciences & Human Services**  
**RADS 4332 201 Spring 2025**

**Contact Information**

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

**Course Description**

This capstone course focuses on the demonstration of professional knowledge, skills, and attitudes in preparation for employment and lifelong learning.

**Student Learning Outcomes**

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

- Know how to prepare a résumé and apply for a position as a starting radiographer.
- Pass the ARRT professional registry examination for certification as a Radiologic Technologist in Radiography.

**Textbook & Instructional Materials**

There are no *required* textbooks for this course. The HESI online program will serve as the only *required* materials. [Evolve/Elsevier, [HESI Practice Exams & EXIT](#)]

**RECOMMENDED:**

Lange Q & A Radiography Examination 12e 12th Edition, by D.A. Saia, ISBN: 978-1260460445

Mosby's Comprehensive Review of Radiography, 8th Edition by William J. Callaway, MA, RT(R), ISBN: 978-0323694889

Radiography PREP (Program Review and Exam Preparation), Ninth Edition 9th Edition, by D.A. Saia, ISBN: 978-1259863578

**Course Evaluation Methods**

# of Graded Course Elements	Graded Course Elements	Percentage
3	HESI Practice Exams	30%
1	HESI Mock Exit Exam*	50%
1	Résumé	20%

# of Graded Course Elements	HESI Exams
3	HESI Practice Exams (75+=pass)
1	HESI Mock Exit Exam (scaled score 800=pass)

<b>HESI Practice Exam Grade Determination:</b>	
Pass at least 3 practice exams	95
Pass at least 2 practice exams	85
Pass at least 1 practice exam	75

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

**\*Students must pass the EXIT EXAM to pass the course\***

### **Exams**

The HESI practice exams and HESI Mock Exit exam will be given during the scheduled seminar dates as outlined in the course schedule. Be sure to check the schedule for specific dates and prepare accordingly. Compatible device required for testing.

### **Assignments**

Each student will be responsible for the development of his/her résumé for use in their impending job search.

For this assignment, you will need to create a professional-quality résumé tailored to a specific job advertisement.

1. **Find a Job Advertisement:** Choose a job in your field, ensuring it matches your skills and qualifications.
2. **Create Your Résumé:**
  - Include a header with your name and contact details.
  - Tailor your résumé to the job by highlighting relevant skills, work experience, and education.
  - Add certifications, awards, and relevant volunteer work or projects.
3. **Write a Cover Letter:** Introduce yourself, explain why you're interested in the role, and how your experience fits the job.
4. **Prepare References:** List at least three professional references with their contact information (ensure you have their permission).
5. **Review and Submit:** Proofread all documents for clarity, grammar, and formatting. Submit the job ad, résumé, cover letter, and references according to the guidelines.

Rubric available in D2L.

### **Important Dates**

Deadline to file for graduation: Final – February 17, 2025 [Academic Calendar](#).

Last Day to drop with a grade of "W:" April 30, 2025 by 4:00 PM [Academic Calendar](#).

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

### **Attendance**

Attendance is mandatory for scheduled seminar dates.

### **Instructor Course Policies**

A student's participation in this course comes with the expectation that their work will be completed in full observance of the Policies and Procedures as stated in the [BSRT Handbook](#).

## **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 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 complete an 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. 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

### **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\****

<b>Date</b>	<b>Activities/Assignments/Exams</b>
Jan. 20	MLK Holiday
Jan. 21	First day of clinical
Feb. 5-7	ACERT Conference, Las Vegas, NV (optional)
Feb. 13 & 14	Student Seminar
Mar. 6 & 7	Student Seminar
Mar. 7	Résumé due
Mar. 9-15	Spring Break
Apr. 3 & 4	Student Seminar
Apr. 10-12	TxSRT Conference, Tarrant County College – Fort Worth, TX (optional)
Apr. 17-20	Easter Break
May 6	Last day of clinical
May 8 & 9	Student Seminar
May 9	HESI MOCK EXIT
May 16	Pinning Ceremony Spirit of the Mustangs Graduate Walk
May 17	Commencement