



Course Syllabus: Radiologic Technology Seminar
College of Health Sciences & Human Services
RADS 4332 201 Spring 2026

Contact Information

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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 RadReview online program will serve as the only *required* materials.

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	RAD Review Practice Exams	30%
1	RAD Review Mock Exit Exam*	50%
1	Résumé	20%

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

RAD Review Modules

RAD Review has a total of 4 modules. Students should complete these in their entirety prior to each practice exam that will be given during seminar. These modules will not be for a grade but will help prepare the student for testing.

Exams

The RAD Review practice exams and RAD Review 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 16, 2026 [Academic Calendar](#).

Last Day to drop with a grade of "W:" April 29, 2026 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](#).

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

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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.

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.

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.

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. 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
Jan. 19	MLK Holiday
Jan. 20	First day of clinical
Feb. 4-6	ACERT Conference, Las Vegas, NV (optional)

Feb. 12 & 13	Student Seminar Practice Exam (Patient care, Head, Spine) Career Fair
Mar. 5 & 6	Student Seminar Practice Exam (Safety, Pelvis, Thorax & Abdomen)
Mar. 9-15	Spring Break
Mar. 16	Résumé due
Apr. 2-4	Easter Break
Apr. 9 & 10	Student Seminar Practice Exam (Image Production and Extremities)
Apr. 17-18	TxSRT Conference, Tarrant County College – Austin, TX (optional)
May 5	Last day of clinical
May 8 & 9	Student Seminar Exit Exam (All topics)
May 15	Pinning Ceremony Spirit of the Mustangs Graduate Walk
May 16	Commencement