Midwestern State University
Robert D. & Carol Gunn College of Health Sciences & Human Services
The Shimadzu School of Radiologic Sciences

RADS 5556- RA Clinical Preceptorship V

Course Number: **RADS 5556   6 credits   Fall 2025**
Course Title: **RA Clinical Preceptorship V**

Professors

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In-office student hours: Tuesday 9:00 a.m.–12:00 p.m.,
                            Wednesday 9:00 a.m.– 4:00 p.m.,
                            Thursday 9:00 a.m.– 12:00 p.m.
Phone and virtual meetings via Zoom are always available by appointment.

Course Overview

This clinical course will focus on imaging procedures, anatomy, physiology, and pathophysiology of the vascular, lymphatic, and neurological systems. In addition to scheduled in-class activities, the students observe and participate in radiographic procedures and imaging under the direct supervision of radiologist preceptors for at least twenty-four (24) clinical hours per week.

Course Objectives

Upon completion of this course, you will be able to:
- Apply knowledge and skills to function at an advanced clinical level.
- Demonstrate communication skills to promote health care improvement, develop professional practice, and maintain interdependent working relationships with other health care professionals.
- Use critical thinking strategies to resolve concerns and issues in radiologic sciences.
- Demonstrate professional ethical behavior.
- Apply patient assessment evaluation.
- Formulate image analysis for neurologic, vascular, and lymphatic procedures.
- Perform procedures under the supervision of a radiologist.

- Demonstrate competence in neurologic, vascular, and lymphatic procedures, including patient preparation, fluoroscopy, and other procedures encountered during the semester.
- Identify and describe contrast materials used in neurologic, vascular, and lymphatic imaging.
- Identify indications and contraindications for appropriate neurologic, vascular, and lymphatic procedures.
- Discuss the pathophysiology of diseases commonly affecting the neurologic, vascular, and lymphatic systems.
- Identify common pathologies demonstrated on neurologic, vascular, and lymphatic imaging.

Teaching Strategies

Clinical, lecture, group discussions, written assignments, online videos, image reviews, and student presentations. In addition to scheduled in-class activities, the student will observe and participate in radiographic procedures and imaging under the direct supervision of his/her preceptor radiologist at least twenty-four (24) clinical hours per week.

Course Materials

Textbooks- Required

Herring, W. (2019). *Learning radiology: The basics,* (4th ed.) Elsevier Saunders. [ISBN: 978-0-323-56729-9]- $50.33 and up

Sun, E.X., Shi, J., & Mandell, J.C. (2021). *Core radiology: A visual approach to diagnostic imaging* (2nd ed.)*.* Cambridge University Press. [ISBN 978-1-108-96591-0] – $121.29 and up

Textbooks- Recommended

Keefe, N.A., Haskal, Z.J., Park, A.W., & Angle, J.F. (2018). *IR playbook: A comprehensive introduction to interventional radiology.* Springer. [ISBN 978-3-319-71299-4]- $99.00 and up

Subscriptions/ Licenses- Required

- Trajecsys student clinical recordkeeping system. https://www.trajecsys.com/ $150.00 for 2-year subscription

Microsoft Office
Midwestern State University offers Office 365 to all students. Instructions on how to access this free software can be located at **Office 365 Education**

Computer Requirements

You need access to an up-to-date computer, webcam, and microphone with an internet connection for this course. Use a different browser when working in Brightspace Desire2Learn (D2L). The recommended browsers for D2L are Google Chrome, Mozilla Firefox, and Safari. Other browsers may be incompatible with D2L.

Course Requirements

To succeed in this course, you must:
- Complete 336 total clinical hours.
- Perform at an acceptable level as evaluated by the radiologist preceptor.
- Submit a case study according to the guidelines.
- Enter patient interactions/procedures in an online database.
- Complete course modules, reading, quizzes, and/or assignments.
- Successfully perform the In-class image review (Hot-Seat) with a score of 80 or higher.
- Pass the Practice RA examination with a **75 or higher in 3 attempts.**
- Meet all submission deadlines.
- Complete all requirements to be eligible for the ARRT Registered Radiologist Assistant examination

Attendance

This is a hybrid distance education course. Because of the unique distance learning format for this program, you must be present and on time for the on-campus seminar or required Zoom sessions to receive a passing grade. There are no exceptions to this policy. If you are tardy for class, you risk a grade reduction or dismissal from the class. The instructor will contact you in case of campus closures or other unforeseen events to arrange a virtual class session.

Regular logins to D2L will benefit you in several ways, such as it will ensure that messages from the professor are received promptly, you do not miss important information, and you do not miss due dates. You should expect to log in at least three (3) times per week. See the Course Schedule section for specific due dates.

Inclement Weather

Safety is always first when considering whether to attend classes and/or clinical experiences. There may be times when the University remains open, but clinical experiences are delayed or cancelled. Students who are participating in assigned off-campus activities (for example, clinicals, internships, student teaching, health services placements, or other assigned coursework at locations remote from campus) should use their best judgment unless the site is closed or the student is unable to safely reach the site.

On rare occasions, MSU on-campus classes may be cancelled. If this occurs, notice will be provided via e-mail, the course website, and/or social media as soon as the President provides notice. When university offices or facilities close due to inclement weather or an emergency event, course delivery will move to online delivery. Students who may experience difficulty in accessing courses remotely should consult with their instructor.

Communication

Communication with the Instructor
Communication will be through your 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. You can have any messages sent here forwarded to the email account of your choice.

When MSU is in session, the instructor will respond to or at least acknowledge email messages from students within a maximum of five (5) business days. Beyond standard university holidays and breaks, the instructor will notify you of any extended periods 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 or needs.

You should also periodically check the 'News' section within D2L for course updates and other important information.

Behavioral Expectations and "Netiquette"

Behavioral Expectations
All students are expected to help create an environment conducive to effective teaching and learning for all participants. Behavior that disrupts teaching and learning is unacceptable; all face-to-face or online interactions should be civilized, respectful, and relevant. Diverse opinions and engaging argumentation are critical to the higher learning endeavor. Still, inappropriate behavior that disrespects or inhibits others from learning may result in sanctions, including but not limited to the removal from the classroom and/or the course. Serious or habitual offenses may result in a referral to the Radiologic Sciences Department Chair, the College Dean, or the Dean of Students.

Disruptive behaviors include:
- offensive comments
- loud and/or frequent side conversations
- dominating classroom discussions
- frequently interrupting others
- aggressively challenging others
- name calling (attacking the person)
- appearing under the influence of drugs or alcohol

Netiquette

Please use proper netiquette when communicating through a digital environment (e.g., email, discussion boards). The following guidelines will help you communicate effectively.

- Don't say things you wouldn't say in a face-to-face environment or public place.
- Don't share confidential information.
- Use the subject line to identify the content of the message.
- Stay up to date on forum postings by reading them regularly.
- Always comply with copyright by citing your references when posting online content.
- Use individual e-mail for messages to individuals rather than tying up the group list.
- Electronic communication does not provide visual cues, such as smiles or frowns, that face-to-face communication allows. Therefore, humor and/or sarcasm in a written text might be misunderstood and interpreted as rude or inflammatory online. Choose your words carefully to avoid hurting or angering anyone. Should emotions become inflamed, do not promote anger. Take a cooling down period, perhaps overnight, before you engage in the online activity again.
- Avoid using all capital letters in your text. This is considered 'shouting' in the online classroom.
- Aim for clarity and readability in your text.
- Use proper English and remember to spell-check.
- If you don't understand the assignment directions or your classmates' posts, don't be afraid to ask for clarification.

Academic Integrity

RADS 5556 adheres to the [MSU Code of Conduct.](#)

However small, academic dishonesty breaches academic integrity. Your participation in this course comes with the expectation that your work will be completed in full observance of the MSU Code of Student Conduct. You should consult the current Student Handbook for answers to any questions about the code.

Coursework and Assignments

All components of RADS 5556 are designed to represent the efforts of each student individually and are NOT to be shared, copied, or plagiarized from other sources. Therefore, when you submit your efforts for grading, you are attesting that you have abided by this rule.

An online plagiarism and artificial intelligence screening service may be used in this course. Student assignments may be uploaded to the service to identify similarities to

other student papers and published works and to detect AI-generated work.

Cheating includes but is not limited to
- Use of any unauthorized assistance in taking quizzes, tests, or examinations
- Dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems, or completing other assignments.
- The acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to
- The use of paraphrasing or direct quotation without correct citation in the text and the reference list
- The published or unpublished works of another person
- You may NOT submit papers and assignments you have previously submitted for this or any other course.
- Using materials generated by agencies engaged in "selling" term papers is also plagiarism.

Use of Artificial Intelligence (AI) Tools: This course permits you to use artificial intelligence (AI) tools, such as ChatGPT, Gemini, CoPilot, Scite, DeepSeek, Grok, Deep Research, Grammarly, etc., to get guidance on assignments, as long as you do so in an ethical and responsible manner.

Students may NOT use generative AI tools to complete multiple-choice, matching, fill-in-the-blank, open-ended, or essay exam questions.

Students may use generative AI tools to brainstorm ideas, to create an outline or headings for their paper, and to improve their use of grammar. Other uses of generative AI tools are prohibited. If the student uses AI-assisted technologies, a disclosure must appear at the end of the document in a separate section before the references, using the following format. Without proper declaration, the assignment may be subject to a grade of zero or failure of the course, depending on the severity of the incident.

Declaration of Generative AI and AI-Assisted Technologies in the Writing Process Statement: *During the preparation of this work, the author(s) used [NAME TOOL / SERVICE] to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content.*

Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and a grade of zero (0) will be given for

the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the University.

If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor before submitting your work.

You are encouraged to review the tutorials and suggested websites for more information about plagiarism. If you have any questions about what constitutes plagiarism, please consult:

·   The [University Academic Dishonesty Policy](#)
·   The website [Plagiarism.Org](#), or
·   The professor

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible.

Clinical Records and Evaluations
If a student is found guilty of falsifying clinical documentation or completing an evaluation as a preceptor, they will be immediately dismissed from the RA program.

Evaluation

Grade distribution
- 30% Professional Evaluations (2 evaluations- 15% each)
- 30% ARRT Practice Examinations (Highest score taken out of 3 examinations)
- 15% In-class image review (Hot seat)
- 10% Case Study (1 case study)
- 10% Course Modules
- 5% Semester Documentation

Grade Scale
A = 90% – 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% and below

Final grades are rounded (Ex. 89.5 is rounded to 90 or an A; 89.4 is not rounded). Individual quizzes and/or assignments are not rounded,

Grading Cycle

All assignments are graded together to maintain a higher level of consistency. Grading begins on the first business day after a due date, outside of university holidays and professional meetings, and is typically completed before the next due date. Students may track their progress through the Gradebook in D2L.

Late Work and Extra Credit

Due Dates.

Assignments must be submitted by 23:59 (11:59 pm) Central time, on scheduled due dates in the course schedule. If you fail to meet a deadline, you will receive *no (0) credit* for the assignment not submitted on time. Assignments are graded as *complete* after the due date.

Emergency Extension. If you have a significant event such as a death in the family, illness, hospitalization, or other extenuating circumstances, email the instructor as soon as possible and on or before the scheduled due date. The instructor will grant extensions on an individual basis.

Extra credit:

By studying and communicating with your instructor, you have what it takes to succeed in this course; therefore, extra credit is *not* awarded.

Course Organization

Module 1: Arterial
Module 2: Venous, Pulmonary & Lymphatic
Module 3: Neurologic

Assessments

Professional Evaluations completed by the Radiologist Preceptor(s) - 30% (2 per semester, 15% each)

To ensure you demonstrate proper communication skills, professional ethical behavior, critical thinking skills, patient management skills, patient safety and radiation safety practices, image observation skills, procedural/ technical skills, and a willingness to accept criticism, the Radiology Preceptor (s) (and RA Clinical instructor(s), if at the site) will evaluate your performance twice a semester (**midterm and end-of-semester**).

The instructor will email the Radiologist Preceptor and the RA Clinical Instructors a link for the evaluation. Radiologist Preceptor(s) may gather information from other radiologists and staff to make their evaluations. If you have more than one Radiologist Preceptor or RA Clinical Instructor performing your evaluation, your grade will be averaged from all the submitted evaluations. Evaluations must be submitted directly to

the instructor by the Radiologist Preceptor and/or the RA Clinical Instructor. The instructor will review the grade and the feedback with you after submission.

The ARRT Summative Evaluation Rating Scale will be counted as the end-of-semester professional evaluation. The clinical course instructor will review the grade with the student.

Practice RRA Certification Exams -30%
To assess your overall knowledge of the material covered in the RA program, you will complete three Practice RRA Certification Exams (mock exams) through Desire2Learn (D2L) using Respondus LockDown Browser. **You must pass at least one of these exams with a score of 75 or higher, or retake the exams until you achieve a passing grade.** The instructor will record the highest score from all exams in the course gradebook.

LockDown Browser + Webcam Requirement
This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that is built into your computer or one that plugs in with a USB cable.
Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.
https://www.respondus.com/products/lockdown-browser/student-movie.shtml

Download Instructions
- Select the quiz in the course.
- Under Quiz Requirements, you will see "To take this quiz, you must use the Respondus LockDown Browser."
- Below this will appear: "You can use the button below if you have not already downloaded LockDown Browser". Click the button to go to the download page and then follow the instructions.
- Use the link to download Respondus LockDown Browser to your computer; follow the installation instructions.
- Return to the Quiz page in Brightspace (it may still be open in another tab) and select the quiz.
- Select "Launch LockDown Browser."
- The quiz will now start.

Note: LockDown Browser only needs to be installed once on a computer or device. It will start automatically from that point forward when a quiz requires it.

Guidelines
When taking an online quiz, follow these guidelines:
- Ensure you are in a location where you will not be interrupted.
- Turn off all other devices (e.g., tablets, phones, and other computers) and place them outside of your reach.
- Before starting the test, know how much time is available for it, and ensure you have enough time to complete it.
- Clear your desk or workspace of all external materials not permitted, including

books, papers, and other devices.
- Remain at your computer for the duration of the test.
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, rerun the checks before the exam.
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims.
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) is likely to move.
  - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete.
  - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Getting Help
Several resources are available if you encounter problems with LockDown Browser:
- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area.
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, choose "Respondus Monitor" as your product.
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

The exam must be taken within the scheduled test dates, regardless of any technical issues that may arise. This is the student's responsibility.
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Exam Format
  - The proctored practice RRA Certification examinations are **closed book.**
  - Theses exams are timed, 2-hour (120 min) tests.

The exams will consist of approximately 100 multiple-choice questions divided into the following categories:

Patient Care

Patient Management	38
Pharmacology	18

Safety
    Patient Safety, Radiation Protection, and Equipment Operation   28
Procedures
    Abdominal Section   41
    Thoracic Section   25
    MSK and Endocrine Section   25
    Neurological, Vascular, and Lymphatic Section   <u>25</u>
        100

In-class Image Review (Hot-Seat) -15%

To assess how you formulate initial observations on imaging, describe and identify pathology, and develop differential diagnoses, you will participate in a "hot seat" for image observation during seminar classes. Various faculty members will display randomly selected images, and you will describe what you observe in those images. Radiographs will primarily focus on the vascular, lymphatic, and neurological systems, but may include chest, abdomen, gastrointestinal, musculoskeletal, urinary, and reproductive images as a review. You will be assessed using a rubric found in the course.

By this time in the RA curriculum, students MUST demonstrate competence during in-class image reviews. Students who perform at a grade level lower than B on the image review will have to repeat the image review. Students who do not achieve a minimum grade B on the repeated review will not complete this course or continue in the RA Program.

Course Modules -10%

To assess your understanding of the information in the modules, each module will include a quiz. The quizzes consist of multiple-choice, matching, ordering, hot-spot, and multiple-response questions.

The Course Modules must be completed by the due dates and times in the course schedule.

Case Study Presentation-10% (1 Case study)

To assess your knowledge of **vascular** pathology and procedures that you learned in the course, you will describe the patient presentation, characteristics of the pathology appearance on imaging, and patient management by producing 10 to 15-minute presentations with PowerPoint.

The presentation must cover a pathology seen during a vascular procedure. You will post your selection on the discussion board for the instructor's approval. Students may not have the same topic. The topic selection is on a first-come, first-served basis.

You will produce a 10- to 15-minute PowerPoint presentation that covers all the items in the case study checklist found in the course. All patient information must be removed as per HIPAA policy. At the end of the presentation, there should also be in-text citations and a reference list in APA format.

You will upload the PowerPoint slide deck to the appropriate dropbox in the course. You will present the case studies during class. You will be assessed using a rubric found in the course. The presentation must be completed by the due date and time in the course schedule.

Semester Documentation - 5%
To ensure students are recording their clinical experiences, clinical time, procedures, and competencies, all Semester Documentation will be submitted to the proper assignment dropbox or recorded in the Tracejsys reporting system.

Components

Semester goals
You will develop 3-5 semester goals to complete by the end of the semester. The goals should be measurable and achievable. You will upload a Word document with the goals to the correct course dropbox by the due date in the course syllabus.

Daily Clinical Procedures
You will record all patient procedures you assisted and performed in clinical in the Tracejsys system. You must document the radiologist or other designated individual who observed you performing the procedure. For verification purposes, you must document only the last five digits of the patient's accession, exam, or medical record number. If you have a question on how to record the procedure, contact the instructor for guidance.

Clinical Time
This semester, you are responsible for a minimum of 336 clinical hours, of which 36 are spent reviewing images with the Radiologist Preceptor. The semester is 16 weeks in length. Clinical hours for this semester are based on 14 weeks x 24 contact hours per week with a Radiologist. Of the 24 hours per week, you are expected to spend 4 hours per week of direct image review with the Radiologist Preceptor.

You will use the Tracejsys system to "clock in" and "clock out" at the clinical site to record your time. You may record your time on your portable device, but the location services must be active. If you are traveling from one clinical site to another, you must clock out at one site and in at another. Time is not counted for travel between sites. Sometimes, you may forget to clock in or out or have technical difficulties. You may create a time exception for these circumstances. You will be allowed only 6-time exceptions per semester.

The instructor will approve all time. Your time will **not** be approved if you clock in or out from a location other than your clinical site or at a different clinical site than the one selected. Contact your instructor if you have any questions or difficulty with the system.

The instructor reserves the right to verify all clinical documentation. Any falsification of clinical documentation will result in immediate dismissal from the RA program and an F in the course.

Mid-semester Clinical Experience Narrative
The instructor would like to know about your experiences and feelings during your clinical time and identify any issues that may need advice or intervention.

To communicate your experience, you will write a 1-to-2-page narrative paper and submit it to the appropriate dropbox in the course by the due date in the course schedule. You can discuss your clinical experiences and self-reflect on your clinical time. You can discuss things you are learning, challenges, things that need to be improved on, communication/interaction with radiologists and technologists, interesting cases, complications or incidents, personal struggles, things the student would like to work on for next semester, etc. These are your thoughts and experiences, so references are **NOT** needed, but please use proper writing mechanics (grammar, punctuation, etc.) for the narrative. You will submit the narrative to the appropriate dropbox by the due date in the syllabus.

ARRT Clinical Competency Forms
The radiologist preceptor will complete the appropriate ARRT forms (CR2A–2E) for any procedures you demonstrate competency. You will scan and upload any ARRT clinical competency forms AND the MSU competency worksheet to the appropriate course Dropbox throughout the semester as needed. **It is your responsibility to retain all ARRT Clinical Competency forms for the ARRT.**

End-of-semester Clinical Experience Narrative
The instructor would like to know about your experiences and feelings during your clinical time and identify any issues needing advice or intervention.

Like the mid-semester clinical experience, you will write a 1-to-2-page narrative paper to communicate your experiences and submit it to the appropriate dropbox in the course by the due date in the course schedule. You can discuss your clinical experiences and self-reflect on your clinical time. You can discuss things you are learning, challenges, things that need to be improved on, communication/interaction with radiologists and technologists, interesting cases, complications or incidents, personal struggles, and things that you would like to work on for next semester, among others. **Include the goals from the first of the semester you have accomplished and/or not accomplished this semester.** These are your thoughts and experiences, so references are **NOT**

needed, but please use proper writing mechanics (grammar, punctuation, etc.) for the narrative. You will submit the narrative to the appropriate dropbox by the due date in the syllabus.

Miscellaneous Documentation
To meet the ARRT professional activities and accomplishments requirements, you will upload any continuing education, seminars, presentations, community service, skills check, etc. (if applicable) performed during the semester to the appropriate dropbox by the due date at the end of the course syllabus.

ARRT CR-1 and Summative Evaluation Rating Scales-
To meet the ARRT RRA examination eligibility requirements, the ARRT CR-1 Form and the Summative Evaluation Rating Scales that are sent to you by the course instructor need to be **COMPLETED AND SIGNED BY THE RADIOLOGIST PRECEPTOR.** The ARRT CR-1 Form and Summative Evaluation Rating Scale will be submitted to the appropriate dropbox by the due date at the end of the course syllabus. *If the total number of procedures is not met by the due date, please contact the instructor for further instructions.*

Clinical Completion Plan
The instructor will provide a suggested clinical completion plan to encourage active clinical participation and keep students on track with the procedural requirements for graduation. This semester, 100% (500) of the total minimum procedure performances and 100% (18) of the total competency requirements should be completed by this time in the program. *If the total number of procedures is not met by the due date, please contact the instructor for further instructions.*

All course requirements must be completed before a grade is awarded. Students must complete the final and all coursework by the dates published in the course schedule.

RADS 5556- Fall 2025- Course Schedule

Date	Activity * All assignments due by 11:59 p.m. CST
RADS 5556-Fall 2025- Course Schedule	
August 25	Classes Begin
September 5	Semester Goals due to dropbox
September 5	Mock exam 1 (2-hour exam)
September 13-14	RA On-Campus Days
September 26	Course Module 1 due
September 29	Case study topics due to Discussion Board

October 17	Midsemester Professional Evaluation due
October 17	Midsemester Clinical Experience Evaluation due
October 17	Course Module 2 due
October 24	Mock exam 2 due (2-hour exam)
October 26 (Sunday)	**Mandatory Zoom Meeting**
November 12 (Wednesday)	ARRT Application must be postmarked
November 21	Course Module 3 due
November 26-Nov 30	Thanksgiving break
December 5	Mock exam 3 (2-hour exam)
December 10 (Wednesday)	Case Study due to dropbox
December 10 (Wednesday)	All Semester Documentation is due (End of semester Clinical Experience Evaluation, ARRT competencies, Misc. documents, ARRT CR-1 and Summative Evaluation Rating Scales) to correct dropbox Clinical procedures and clinical time entered in Trajecsys.com)
December 12	RA On-campus Seminar Day

Special Needs

Following Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University makes reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. A student or employee who seeks accommodations based on disability must register with the Office of Disability Support Services. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation based on a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, the Office of Disability Support Services will provide advice

and/or assistance for resolution. The grievance procedure may be found in the [Student Handbook](#).

The ADA Coordinator may be contacted at (940) 397-4140 or 3410 Taft Blvd., Clark Student Center Room 168.

The Use of Auxiliary Aids and Intermediaries

Students with documented disabilities are provided with accommodations in the Program, which may include involvement of an intermediary or auxiliary aid. No disability can be reasonably accommodated with an aid or intermediary that provides cognitive support, substitutes for essential clinical skills, or supplements clinical and ethical judgment. Thus, accommodations *cannot* eliminate essential program elements or fundamentally alter the RA program curriculum.

Administrative Process

The student and instructor should first address unresolved issues related to this course. If there is no resolution, students must follow this sequence:

1. Department Chair – Lynette Watts (940-397-4883)
2. College Dean - Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

Technical Difficulties

Occasionally, you may experience problems accessing D2L, accessing class files located within D2L, connecting with your internet service, or encountering other computer-related issues. Inform the instructor of a technical problem as soon as possible. A due date extension will typically be granted if a situation occurs on our end, such as D2L failure.

However, remember that it is your responsibility to have (or have access to) a working computer for this class. Assignments and quizzes are due by the due date, and technical difficulties with personal computers will not be considered a reason for the instructor to allow students extra time to submit assignments, quizzes, or discussion postings.

Dropbox assignments that can be attached in an email should be emailed to the instructor if a problem arises. Failure to do so may result in lost points, regardless of connection issues.

For help options:

- For D2L issues, go online go to the [Distance Education Helpdesk](#)
- By phone, call the Distance Education office at 940-397-4868 between 8:00 a.m. and 5:00 p.m. CST.
- Use the D2L help link in D2L.
- Contact the instructor.

- For other computer access issues, go online to the [MSU Information Technology Website.](#)

Campus Carry Policy

Senate Bill 11, passed by the 84th Texas Legislature, allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, following state law. For more information regarding campus carry, please refer to the University's webpage at [Campus Carry](#)

The instructor reserves the right to change the syllabus, including assignment due dates, when unforeseen circumstances occur. These changes will be announced as early as possible so students can adjust their schedules.