

Course Syllabus: RADS 3053-201

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

Revised 1/2023

COURSE INFORMATION

Name	3503 Radiographic Procedures
Prerequisite	3043 Radiographic Procedures
Credit	3
Term	Spring
Lecture Time	Monday, 8:00-9:50 a.m. Centennial Hall Room 340
Lab Time	21A – TR, 1:00-2:50 p.m. 21B – TR, 3:00-4:50 p.m. 21C – WF, 8:00-9:50 a.m. 21D – WF, 10:00-11:50 a. m.

PROFESSOR INFORMATION

Professor	Mandy Sedden MSRS, RT(R) Assistant Professor, Radiologic Sciences
E-mail	mandy.sedden@msutexas.edu Use this format in the subject line: 3053_your last name_topic of the message *E-mail is the best way to me. If I haven't responded within 72 hours, please email me again.
Phone	(940) 397-4664
Office Location	Midwestern State University 3410 Taft Blvd Centennial Hall 430M Wichita Falls, TX 76309
Office hours	Please make an appointment by e-mail.
Lab Instructors	Mandy Sedden, MSRS, R.T. (R), Assistant Professor Debra Wynne, MSRS, R.T.(R), Assistant Professor Robert Comello, M.S., R.T.(R), Associate Professor Rachel Whatley, MSRS, R.T.(R), Assistant Professor

COURSE COMMUNICATION

Contact information for the professor is listed above. The professor prefers email so there is a record of the communication and often the professor is away from her desk.

3053_your last name_topic of message
Example: 3053_Smith_Quiz 1 Question

When there is a need to contact a student, the professor will use the student's, students.mwsu.edu, email account. The professor is not responsible for sending emails to any other email account (set up your email to forward messages to an email you check often to avoid potentially missing any correspondence). Faculty members will not be responsible for keeping up with other email addresses for students. If you have not established this account or you need help forwarding messages, do so as soon as possible by contacting [information systems](#).

The professor will respond or at least acknowledge all student communications within five (3) business days. If this time period will be longer because the professor is out of town or other reason, a news item will be posted online in D2L for the class. Please always give the professor the time asked for to respond before repeating your request. Always include your course number and topic in the subject line of the email.

COURSE DESCRIPTION

This course includes a continuation of radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology.

COURSE OBJECTIVES

The student will define radiographic positioning terms; manipulate equipment properly; position and align anatomical structure and equipment; and evaluate images for proper demonstration of anatomy and pathology.

COURSE MATERIAL

Required Text:

Lampignano, John P. & Kendrick, Leslie E. (2018) Textbook of Radiographic Positioning and Related Anatomy 10th ed.) ISBN: 9780323653671

Recommended Text:

Lampignano, John P. & Kendrick, Leslie E. (2018) Handbook of Radiographic Positioning and Techniques (10th ed.) ISBN 978-0323694223

Radiology identification markers

ATTENDANCE

The student has a responsibility to attend all lecture and labs at the designated time of that class

or lab. If a student does not, they will be classified as absent. The following criteria of those classifications are solely those of the instructors for this lecture and lab.

Defined Tardiness (Lecture/Lab)

Any student that arrives to lecture/lab 5 minutes after the starting time designated in the university catalogue of lecture/lab will be considered tardy. If the student arrives tardy a total of two (2) times (to lab and/or lecture), the student will be penalized in the form of one (1) unexcused absence. **There will be no exceptions to this policy.**

Defined Absence (Lecture/Lab)

A student will have ten (10) minutes after the designated starting time to be present in lecture/lab. If a student is not present at that time, they will be considered absent. The student will be marked as having an unexcused absence from lecture/lab. Three (3) unexcused absences **will** result in failure of the course and possible dismissal from the program.

The student should send an email to the professor as soon as they know they will not be in lecture or lab.

A student will be considered as having an excused absence from lecture/lab if the following criteria have been established:

1. Death of an immediate family member. An immediate family member is considered to be a grandparent, parent, sibling, spouse, in-law, aunt, uncle, or child.
2. Summons to appear in court or jury duty. A copy of the summons is required.
3. Call to military service. A copy of your orders to report is required.
4. University sponsored event. Members of athletic teams, college bowl participants, etc. will be excused with proper notification.
5. Debilitating Illness/Disability or Other Circumstance. Will be addressed on an individual basis and a doctor's note will be needed.

If a student is affected by an illness that is not debilitating (i.e. flu, viral infection) which may result in the student missing one or more consecutive lecture/lab sessions, that student will be marked as unexcused for the amount of days missed **unless a doctor's note is provided.** A doctor's note **must** have a statement to the effect that the student was seen in the office, **and/or** you are cleared to return to classes. It **does not** have to state what you were seen for.

Personal Appointments

Students **must** refrain from making appointments that will take them out of lecture/lab. Routine doctor or dentist visits are an example of this. If you leave lecture/lab early because of an appointment, or for any other reason, the occurrence will be treated with the same regard as an unexcused absence. However, unexpected events do occur and will be addressed on an individual basis.

REQUESTING A WITHDRAWAL

The last opportunity to drop this course with a grade of "W" is **4:00pm on March 27**. All

withdrawals must be initiated by the student. After this date dropping the course results in a grade of “F”.

In an emergency or extenuating circumstance, a student may request a grade of “Incomplete” before grades are submitted. If the professor grants the “Incomplete,” the student has until thirty (30) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of “Incomplete” will automatically convert into a grade of “F”.

SPECIAL NEEDS

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 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, professors, and staff. The ODS has assistive devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations based on disability must register with the Office of Disability Services in the Counseling Center; Clark Student Center Room 108. 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 Services for resolution will provide advice and/or assistance. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The Director of the Counseling Center serves as the ADA Coordinator and may be contacted at (940)397-4618, TDD (940)397-4515, or 3410 Taft Blvd., Clark Student Center Room 108.

ADMINISTRATIVE PROCESS

Unresolved issues related to this course should be first addressed between the student and the course professor. If there is no resolution, students must follow this sequence:

1. Department Chair – Beth Veale (940-397-4575)
2. College Dean - Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)

HONOR SYSTEM

RADS 3053 adheres to the [MSU Code of Conduct](#).

In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the current Student Handbook for answers to any questions about the code.

All components of RADS 4913 are designed to represent the efforts of each student individually and are NOT to be shared, copied, or plagiarized from other sources. When students submit their efforts for grading, they are attesting they abided by this rule.

An online plagiarism service will be used in this course. Student assignments will be uploaded to the service for identification of similarities to other student papers and published works.

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; or
- 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, by paraphrase or direct quotation without correct citation in the text and in the reference list,
- The published or unpublished works of another person.
- Students may NOT submit papers and assignments that they have previously submitted for this or other courses.
- The use of materials generated by agencies engaged in "selling" term papers is also plagiarism.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he/she should ask the professor for clarification. If students are guilty of academic dishonesty, 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. Students 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

Please Note

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include, but shall not be limited to the right to reproduce the student's work/project in order to verify originality and authenticity, and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity, and to detect for plagiarism.

SENATE BILL 11

Senate Bill 11 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, in accordance with state law. For more information

regarding campus carry, please refer to the [University's campus carry webpage](#). If you have questions or concerns, please contact MSU Chief of Police [Patrick Coggins](#) by email at mpatrick.coggins@msutexas.edu.

CLASSROOM AND LABORATORY EXPECTATIONS

Students should practice professional behavior in the classroom and laboratory equal to what is expected in the work force. Failure to fulfill this expectation will result in the student being removed from the classroom and/or laboratory.

Cell Phone or other Electronic Devices

Cell phones should be silenced when the student is in the lab or the classroom.

Lecture/Lab Testing:

If students are caught with cell phones and/or smart watches during lecture/lab testing, they will be asked to leave, receive a zero for the test, and will be subject to possible dismissal from the radiologic sciences program. Students will also be subject to the disciplinary process of the University.

Lab Attire:

Scrubs or appropriate athletic attire (joggers, leggings, t-shirts) are to be worn while participating in the laboratory session. **NO** casual clothing (i.e. Jeans, clothes with rhinestones or zippers, short shorts, tank tops) of any type shall be worn. Failure to abide by the dress code will result in the student being sent home, resulting in an unexcused absence being charged against the student. Jewelry should be kept to a minimum.

NOTE: During lab testing, a grade of zero (0) will be assigned for not being properly prepared for lab. This includes proper attire, markers, and any other necessary items. Jewelry is to be kept to a minimum.

Radiation Protection:

Radiographers have a solemn responsibility regarding safe administration of ionizing radiation. To that end the student must demonstrate personal responsibility by wearing the film badge assigned at all times while in the laboratory. At the completion of the laboratory time, the film badge must be placed back on the rack before leaving the lab. Film badges are to **NEVER** leave the procedures lab classroom. In addition, the student must use correct shielding, proper technical factors on all laboratory examinations and properly question female patients regarding pregnancy. The student will correctly identify the patient in an effort to ensure the student has the correct patient for the correct examination prior to irradiation.

Personal Hygiene:

Consideration of patients and others that you may come in contact with is a basic critical element of the Standard of Care and professionalism. Strong or offensive odors will not be tolerated. If it is determined that the student's personal

hygiene is inappropriate; disciplinary action may be taken and could include:

- Dismissal from class
- Counseling
- Possible reduction in grade
- Dismissal from the program

ASSESSMENT PROCEDURES

Equipment assessment: You will be expected to learn the equipment in all 4 lab rooms.

Assessment will be in the form of written and performance exams. Unit examinations may contain multiple choice, true-false, fill-in-the-blank, essay, diagrams, identification of radiographic anatomy, or other testing methods. These exams will primarily cover material presented in the unit lectures and labs. All material from RADS 3043 is testable material in RADS 3053.

Test times are identified in the agenda of the syllabus. If a change is made from the testing schedule, the instructors will announce the change in the lecture class and on D2L. In addition to lecture testing, you will have performance testing during the laboratory session. This testing will consist of performance evaluations by the instructors as well as peer review. Please remember that **you will not be able to make-up missed lab quizzes**. The score for a missed lab quiz will be a zero.

Emergencies do occur, and students are expected to call the instructor at their earliest convenience with the situation being addressed according to individual basis. If previous arrangements have not been made, the grade will be zero for that test.

Travel:

You will not be able to make up the comprehensive final for the lab or lecture so **please do not schedule travel until after the end of finals week.**

EVALUATION

This professor does not round up grades.

Grade Distribution

- 25% Lab Exams
- 25% Unit Lecture Exams
- 25% Lab Final
- 25% Comprehensive Final

Grade Scale

- A=100-90
- B=89-80

- C=79-75
- D=74-60
- F=59 and below

Laboratory test grades:

Will be discussed by the grading instructor at the time of the test. Laboratory grades are subject to change upon review (either up or down). Lab test grades will be based on the following criteria.

Guidelines for grading categories for Lab Testing

Revised August 2022

25 points per position, 100 points for all four positions

Repeats are -7 points

Patient Safety is a 4-2-0 score range

Elements: (A) patient escorted into room, (B) patient assisted on/off; in/out of table or chair, (C) equipment in radiographic room does not create a danger to the patient

- 4 – all elements were met
- 2 – one element was not met
- 0 – two or more elements were not met

Communication is a 3-2-1-0 score range

Elements: (A) Check for correct patient and apply AIDET principles, (B) Check for pregnancy (if applicable), (C) Be conversational during exam

- 3 – all elements were addressed
- 2 – if any one of the three elements is omitted
- 1 – if any two of the three elements are omitted
- 0 – if more than two are omitted

Tube/Part/IR alignment is 3-1-0 score range

- 3 – if TPIRA doesn't result in a repeat and passes through the anatomy at the required area
- 1 – off but not a repeat
- 0 – if TPIRA (regardless of side) would cause **repeat**

Patient Position is a 5-2-1-0 score range

- 5 – correct position corresponding to side/position drawn
- 2 – slightly off but not enough for a repeat
- 1 – patient position correct, just incorrect side (**repeat**)
- 0 – patient position incorrect (**repeat**)

SID is a 2-1-0 score range

- 2 – if SID is exact
- 1 – if SID is within 4" in any direction
- 0 – if SID if over 4" in any direction (**repeat**)

Marker is a 2-0 score range

- 2 – marker is anatomically correct and within collimation
- 0 – marker is incorrect right to left indicator, side of patient incorrectly identified (**repeat**)

Professional Conduct is a 2-1-0 score range

- 2 – maintaining a respectful interaction with patient and professor (even discussing grade)
- 1 – not maintaining one or the other of the above
- 0 – exhibits melt down/loss of control (**leads to a counseling session**)

Technical selection & technique (to include bucky selection, kVp range, and anatomic part) (disregard FS and AEC)

Control Panel is a 2-1-0 score range

- 2 – control panel is totally correct
- 1 – if any of the above are omitted, the incorrect bucky selected, or kVp is outside Bontrager's suggested range
- 0 – if control panel selections, or no selection at all would result in a repeat (**repeat**)

Radiation Protection is a 2-1-0 score range

- 2 – collimation used appropriately and effectively
- 1 – collimation used incorrectly and ineffectively (no repeat caused)
- 0 – collimation excludes anatomy or marker (**repeat**)

TENTATIVE COURSE AGENDA

Week of	Lecture: Monday 8:00 AM	Corresponding Lab
Jan. 17	Classes Begin	Review positions from RADS 3043
Jan 23	C-Spine	C-Spine
Jan. 30	L-Spine	L-Spine
Feb. 6	T-Spine	T-Spine
Feb. 13	Sacrum, Coccyx, SI Joints	Sacrum, Coccyx, SI Joints
Feb. 20	Unit Four Exam	Unit Four Lab Testing Tuesday- 1:00 Wednesday- 8:00 Regular Lab on Thursday and Friday
Feb. 27	Abdomen	Abdomen
March 6	Ribs & Sternum	Ribs & Sternum
March 13-17	SPRING BREAK	
March 20	Chest	Chest
March 27	Unit Five Exam	Unit Five Lab Testing Tuesday- 1:00 Wednesday- 8:00 Regular Lab on Thursday and Friday
April 3	Skull	Skull
April 10	Sinus & Orbits	Sinus & Orbits
April 17	Mandible & TMJs	Mandible & TMJs
April 24	Facial, Nasal, & Zygus	Facial, Nasal, & Zygus
May 1	Unit Six Exam	Unit Six Lab Testing Tuesday- 1:00 Wednesday- 8:00
May 4-5		Final Lab Exams (Comprehensive) Thursday-1:00 Friday- 8:00
May 8	Comprehensive Final Lecture Exam Monday 8:00AM	