

Midwestern State University
Robert D. & Carol Gunn College of Health Sciences & Human Services
The Shimadzu School of Radiologic Sciences
Revised 8/2023

Procedures Syllabus

RADS 3043
Fall 2023
3 Credit Hours

Professor

Mandy Sedden MSRS, RT(R) Assistant Professor

Email: mandy.sedden@msutexas.edu

- Email is the best way to reach me. If I have not responded within 72 hours, please email me again.
- Use this information in the subject line: 3043_your last name_topic of the message.
- Example: 3043_Sedden_Quiz 1

Office Location: Midwestern State University
3410 Taft Blvd., Centennial Hall 430M
Wichita Falls, TX 76308

Phone:(940) 397-4664

Office Hours: Please make an appointment.

Course Overview

This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of anatomical structures and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology.

Methodology/Teaching Strategies

This course introduces the student to radiographic positioning with independent reading assignments, quizzes, and lecture and lab exams. This semester the student will explore the routine upper and lower extremity examinations as well as positioning of the abdomen. In lecture class at the beginning of each week, students will be introduced to pertinent anatomy and the radiographic positions to be covered that week. Students will be given the opportunity during laboratory time to position classmates and to produce radiographs utilizing radiographic phantoms as applicable. Image critique and laboratory performances are critical to the student's understanding of radiographic positioning and professional performance as a Radiologic Technologist.

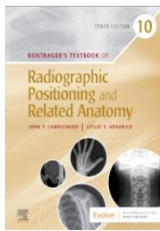
Course Objectives

Upon completion of this course the student will be able to:

- Define radiographic positioning terms.
- Safely and properly manipulate equipment.
- Position and align anatomical structures and equipment.
- Evaluate images for proper demonstration of anatomy and pathology.

Course Materials

1. Lampignano, & Kendrick (2021). Bontrager's Textbook of Radiographic Positioning and Related Anatomy, 10th edition. ISBN: 9780323653671
2. Radiographic Markers: Right and Left with student's initials.



Course Communication

Contact information for the instructor is listed at the beginning of this syllabus. Email is the preferred mode of communication. Students must use their standardized MSU Student email for correspondence about this course. When emailing the instructor, you must use the following subject header:

3043_your last name_topic of message

Example: 3043_Smith_Quiz 4

When there is a need to contact students, the instructor will use the student's MWSU email account, students@msutexas.edu. The instructor is not responsible for sending emails to any other email account. Faculty members will not be responsible for keeping up with other email addresses for students. If you have not established this account, do so as soon as possible by going to: <http://infosys.mwsu.edu/email.asp>

The instructor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session. MSU is open only 4 days a week in the summer, so be mindful that if you email the instructor on a Friday you might not get a response until Monday. Beyond standard university holidays and breaks, the instructor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc.). I will meet face-to-face with any interested students by

appointment only. This meeting is optional and must be confirmed by email ahead of time with me.

Setting Up Notifications

Steps to forward D2L email to another email address:

1. Click on the **Envelope Icon** in the top menu bar.
2. Click **Email**.
3. Click **Settings** in the top right corner of the inbox.
4. Scroll down to **Forwarding Options** and type in the new email or uncheck the box to turn forwarding off.
5. Click **Save**.
6. Remember to go to the new email and click to verify the email address.

Steps to forward News item notifications to email or SMS:

1. Select your name in the upper right-hand corner to open the menu.
2. Select the "Notifications" link.
3. In the Instant Notifications heading for News, select the box next to the items for which you would like to receive notifications. (There should be a blue check mark when selected.)
4. Click the Save button on the bottom of the screen to save any changes made.

NOTE: If there are boxes already selected with blue check marks, this indicates that you are currently subscribed to that item.

Attendance

The student has a responsibility to attend all classes / labs at the designated time of that class or lab. If a student does not, they may be classified as tardy or absent. The following criteria of those classifications are solely those of the instructor of this class. Absences and tardies are cumulative across lecture and lab.

- **Tardiness**
Any student that arrives to class/lab after the starting time designated in the university catalogue of classes will be considered tardy. Two tardies constitutes 1 unexcused absence. Tardies are cumulative across lecture and lab.
- **Unexcused Absence**
A student will be considered absent from class/lab if the student does not show up after five (5) minutes have expired. Three (3) unexcused absences will result in failure of the course and possible dismissal from the program. This will be evaluated on a case-by-case basis. Absences are cumulative across lecture and lab.
- **Excused Absence**
A student will be considered as having an excused absence from class/lab if the following criteria have been established:

- 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.
- Summons to appear in court or jury duty. A copy of the summons is required.
- Call to military service. A copy of your orders to report is required.
- University sponsored event. Members of athletic teams, college bowl participants, etc. will be excused with proper notification.
- Debilitating illness or disability. Will be addressed on an individual basis.
 - 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 class/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 you were seen in the office and you are cleared to return to classes. It does not have to state what you were seen for. There will be no exception to this policy.
- Personal Appointments
 - Students should refrain from making appointments that will take them out of class/lab. Routine doctor or dentist visits are an example of this. If you leave class/lab early because of an appointment, or for any other reason, the occurrence will be treated with the same regard as tardiness. Doctor visits will be approved only with an accompanying release note.

Requesting a Withdrawal

Last Day for "W", Oct. 30 by 4:00 p.m. – Drops after this date will receive grades of "F." Refer to the Undergraduate Bulletin for details about receiving a grade of "Incomplete" in a course. In an emergency or extenuating circumstance, a student may request a grade of "Incomplete" in a course before grades are submitted. If the instructor 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."

Grading/Evaluation

Grade distribution	Grading Scale
10% Weekly Quizzes	A = 100-90
20% Lecture Exams	B = 89-80
20% Lab Exams	C = 79-75
25% Lab Final	D = 74-60
25% Lecture Final	F = 59 and below

Midterm Grades

In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through each student's WebWorld account. **[only at-risk students will be reported]**. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should schedule a meeting with the professor.

Feedback

Feedback varies throughout the course. The News section of the course is where I will send messages to the entire class. It is best to set up your D2L account to receive an email notification (to the email of your choice) when News items are posted.

1. Click the down arrow in the News section on the 3043-course home page
2. Select Notifications
3. Check the box next to "News- new item available" and then check any other boxes you wish to receive an email notification from.
4. Check the email address you wish to send email notifications. If you need to change this, select "change your email settings" and enter the new email address. This email address should be an email address you frequently check.

Viewing Feedback in Tests

1. Go to the place where you took the quiz,
2. Click on the down arrow next to the exam,
3. Select submissions,
4. Click on the attempt,
5. The feedback for the entire exam is displayed under Attempt Feedback
6. The feedback for each question is under the View Feedback button under each question.

Viewing feedback in Assignment dropbox

Tip: You can also view assignment feedback from User Progress and Grades.

1. On the navbar, click Assignments.
2. From the Assignments page, locate your assignment, and click Unread in the Evaluation Status column.
3. From the View Feedback page, you can view your submission feedback, rubric assessment, and grade.
4. If your instructor added annotated feedback to the assignment, click View Inline Feedback. The annotation view opens in a new tab, displaying annotated feedback using highlighting, freehand drawing, shapes, and associated commenting.
5. To download the annotated assignment as a PDF, click Download.
6. When you are finished viewing feedback, navigate back to the View Feedback page and click Done.

If you are having technical difficulties accessing the course or any other technical issues please contact distance.learning@msutexas.edu .

Technical Difficulties

On occasion, you may experience problems with accessing D2L, accessing class files located within D2L, connecting with your internet service, or you may encounter other computer related problems. Make the professor aware of a technical problem as soon as possible. If a problem occurs on our end, such as D2L failure, then a due date extension will typically be granted. However, keep in mind 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. Dropbox assignments that can be attached in an email should be emailed to the professor as soon as a problem is encountered. Failure to do so may result in points being lost, 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 8am and 5pm.
- Use the D2L help link in D2L.
- Contact your professor.
- For other computer access issues, go online to the MSU Information Technology Website.

Student Responsibilities

As a student enrolled in this course, you will be responsible for adhering to and meeting posted deadlines and due dates. Posted closing dates along with assignment due dates and deadlines found in the Course Calendar within D2L will be strictly enforced. If an assignment does not meet the posted deadline, a grade of zero (0) will be recorded for that assignment. Extenuating circumstances do occur and will be addressed on an individual basis. NOTE: waiting until the last minute to submit an assignment does not constitute an extenuating circumstance. All activities for this course are listed at the end of this syllabus.

Students must use baccalaureate level writing skills including complete sentences, correct grammar, and proper punctuation. All assignments will be graded for accuracy, completeness, quality, spelling, grammar, and integrity.

All assignments will be submitted in a dropbox within D2L. All assignments will be completed in Times New Roman or Arial, 12 point font.

See the course calendar for the specific due date.

Concealed Handgun Carry

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 webpage at <https://msutexas.edu/campus-carry/index.php>.

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 [Safety / Emergency Procedures](#). 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."](#)

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

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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. 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 on the basis of disability must register with the Office of Disability Services in the Counseling Center, Clark Student Center Room 168 (940)397-4140, <https://mwsu.edu/student-life/disability/> . Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and/or assistance will be provided by the Office of Disability Services for resolution. The grievance procedure may be found in the Student Handbook and Activities Calendar. The ADA Coordinator may be contacted at (940)397-4140, or 3410 Taft Blvd., Clark Student Center Room 168.

Honor System

RADS 3203 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/her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the Student Handbook for answers to any questions about the code.

Students are encouraged to take full advantage of many resources available including Internet sites, handouts, other textbooks & journals, faculty, and peers. This interactive collegial learning environment is conducive to life-long learning.

Specific components of RADS 3043 are designed to represent the efforts of each student individually and are NOT to be shared. These components include quizzes and exams submitted for a grade. Submitting someone else's work as your own or sharing work constitutes cheating. When students submit their efforts for grading, they are attesting they abided by this rule. ***Quizzes and exams are not to be copied in any form or shared in any form. Students caught engaging in such activity will receive an F for the course and be referred to University administration for dismissal.***

Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the

instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) 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 on 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. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism.

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 students work product in order to verify originality and authenticity, and for educational purposes.

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: Beth Vealé (940) 397.4611
2. College Dean: Dr. Jeff Killion (940) 397.4594
3. Dean of Students: Matthew Park (940) 397.7500

Procedures Assignment Details

Syllabus Agreement

The first step in starting this course is to read the syllabus in its entirety and complete the Syllabus Agreement quiz. By taking the Syllabus Agreement quiz you are stating that you have completely read, understand, and agree to the syllabus and its content. The first quiz will not open until you have completed this step.

Activities/Quizzes

Assessment will be in the form of written exams and performance exams. Unit examinations may contain multiple choice, true-false, fill-in-the-blank, essays, diagrams, identification of radiographic anatomy, or other testing methods. These exams will primarily cover material presented in the unit lectures and labs. There will be 3 Unit exams. Beginning with Unit 2 exam,

some questions related to previous Unit(s) materials will be incorporated into the exam. This means that Unit Exams 2-3 will include material from previous units of study. The final lab and lecture exam will be *cumulative*. Next semester, Spring, the first exam will have content from this semester. So, please save your notes.

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, students 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.

Lab Expectations

- Come prepared with radiology markers and an attitude to learn.
- The dress code is scrubs or athletic attire. No super short shorts, skimpy tops, or sleeveless shirts with large arm holes. **NO** jeans or jeweled clothing are to be worn in the lab. Keep jewelry to a minimum to avoid it interfering with the positions or potentially getting lost. Failure to abide by the dress code will result in the student being sent home, resulting in an unexcused absence.
- 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.
- **PERSONAL HYGIENE:** Consideration of patients and others that you may encounter 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

Tentative Course Schedule

Tuesday and Wednesday labs may use books and notes for positioning---Thursday and Friday labs must position and expose phantoms without notes or books.

Week of	Lecture	Corresponding Lab
August 28	Syllabus, Standard Terminology Digits & Hand & Wrist	Digits, Hand, & Wrist
Sept. 4	Holiday/No Lecture	Review previous week
September 11	Forearm & Elbow	Forearm & Elbow
Sept. 18	Review	
September 25	Unit 1 Test	Unit 1 Lab Testing Tuesday- 1:00 Wednesday- 8:00 Regular Lab on Thursday and Friday
Oct 2	Humerus & Shoulder	Humerus & Shoulder
Oct 9	Clavicle & AC Joints & Scapula	Clavicle & AC Joints & Scapula
Oct 16	Foot & Toes	Foot & Toes
Oct 23	Calcaneus & Review	Calcaneus
October 30	Unit 2 Exam	Unit 2 Lab Testing Tuesday- 1:00 Wednesday- 8:00 Regular Lab on Thursday and Friday
Nov 6	Ankle & Tib/Fib	Ankle & Tib/Fib
Nov 13	Knee & Patella	Knee & Patella
November 20	Femur	Femur
November 27	Pelvis & Hip	Pelvis & Hip
Dec 4	Unit 3 Exam	
December 5 & 6		Unit 3 Lab Testing Tuesday- 1:00 Wednesday- 8:00 Regular Lab on Thursday and Friday
December 7 & 8		Final Lab Testing Thursday 1:00pm Friday 8:00am
December 11	Final Lecture Exam	

