

**HEART of GEORGIA TECHNICAL COLLEGE**  
**RADIOLOGIC TECHNOLOGY**  
**COURSE SYLLABUS**  
**RAD 103—Body Trunk and Upper Extremity Procedures**  
**Fall Quarter 2009**

Instructor: Stephanie Morris, BS RT (R)(M)(CT)

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Email: smorris@heartofgatech.edu

Office: 224T  
Louie Livingston Hall

Class Days: Monday and Wednesdays (and Thursdays for 1<sup>st</sup> 5 weeks of class)

Class Times: 12:30pm – 3:00 pm (Class will be extended on “Lab Exam” days as needed)

Classroom: 235 Louie Livingston Hall

Department Secretary: Mrs. Kimberly Noles  
(478) 274-7840  
[knoles@heartofgatech.edu](mailto:knoles@heartofgatech.edu)  
Office hours 7:30 a.m. until 6:00 p.m. Monday-Thursday

Department Chair: Ms. Sylvia Rozier, RN MSN  
Office: Louie Livingston Hall 224A  
Office phone: (478) 274-7884  
[srozier@heartofgatech.edu](mailto:srozier@heartofgatech.edu)  
Office hours 7:30 a.m. until 6:30 Monday-Thursday (by appointment)

Executive Vice President: Beth Crumpton  
Administrative Office Suite  
**Secretary:** Ms. Connie Bland  
**Office:** (478) 274-7839

## **RAD 103 – Body Trunk and Upper Extremity Procedures**

### **Course Description**

Introduces the knowledge required to perform radiographic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, and the shoulder girdle; and anatomy and routine projections of the bony thorax.

<u>Competency Areas</u>	<u>Hours</u>	
	Procedures, Anatomy, and Topographical Anatomy related to Body Cavities, Bony Thorax, Upper Extremities, and the Shoulder Girdle	<b>Class</b>
Anatomy and Routine Projections of the Bony Thorax.	<b>D. Lab</b>	0
	<b>P. Lab/O.B.I.</b>	3
	<b>Credit</b>	3

**Prerequisite:** AHS 101 (Diploma)/BIO 193, BIO 194 (Degree only)

**Corequisite:** RAD 101, RAD 132

### Other Materials

Colored pencils

A medical dictionary

Notebook, paper, pen, #2 lead pencil

### Required textbooks:

Bontrager, K. (2006). *Textbook of Radiographic Positioning and Related Anatomy* (7<sup>th</sup> ed). St. Louis: Mosby.

Bontrager, K. (2006). *Textbook of Radiographic Positioning and Related Anatomy Workbook* (2 vols)(7<sup>th</sup> ed). St. Louis: Mosby.

Bontrager, K. *Radiographic Positioning Handbook*.

## Course Assignment Calendar

Separate document

### Attendance\*\*

- If you are more than five (5) minutes late, you will be counted as tardy.
- **BREAK TIME:** 10 minutes - 10 point deduction on weekly quiz if late
- If you miss 10% (2 days) of the total classes during the quarter, you will be dropped from the class in adherence to Radiography Program Policy. The Radiologic Technology Program attendance policy is at the discretion of the program faculty.
- PLEASE REFER TO THE COLLEGE CATALOG FOR ADDITIONAL INFORMATION: [www.heartofgatech.edu](http://www.heartofgatech.edu)  
HGTC Student Attendance Policy

Regular and punctual attendance is an important part of preparing a student for employment and is often a critical factor when employers review a student's record. Absences seriously disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. Regular and punctual attendance in all classes is the student's responsibility. Attendance is counted from the first scheduled class meeting of each quarter. Absence from class for any reason does not excuse a student from full responsibility for class work or assignments missed. The student is still responsible for preparing assignments for the next class meeting and for completing all work missed in accordance with the course syllabus.

All class meetings are important and require that a student abide by the attendance policies adopted for individual classes by instructors. Specific course attendance policies and penalties imposed for absences are left to the discretion of individual instructors. Programs governed by state and federal licensing agencies may have more specific attendance policies, which students must adhere to. The attendance policy will be stated in the course syllabus, which is distributed to students at the beginning of the quarter in each class. The instructor has the option of withdrawing students from the course that exceed the maximum number of permitted absences as defined by the course syllabus. Excessive absenteeism and tardiness impact work ethics evaluations and may affect course grades. If the withdrawal date occurs prior to midterm/midcourse, the student will receive a grade of "W." If the withdrawal occurs between midterm/midcourse and the 8<sup>th</sup> academic week (or 80%) of the quarter and the student has a "60" or above average, the grade is "WP." For learning support classes, the student must have a "70" or above average. If the student has a "59" or lower average, or "69" or lower average for learning support classes, the grade is "WF." If the withdrawal occurs after the 8<sup>th</sup> academic week (or 80%) of the quarter, the grade is "F." Students will not be penalized when they are absent due to attending college-related activities. However, the student is responsible for making up missed work within the specified time period in accordance with the course syllabus at the convenience of the instructor. Students who anticipate an absence from class must contact their instructor prior to the absence. ***Students who miss more than 10% of the scheduled class days and do not contact their instructor may be withdrawn.***

### Attendance Appeal Process

Students should discuss attendance matters with their instructor. Students with **extenuating** circumstances who wish to appeal violation of the attendance policy must do so within 48 hours of being withdrawn from the course. ***Students must attend class or log on to their on-line classes until the appeal decision is made. Students who fail to meet any scheduled appeal or fail to schedule a change prior to the scheduled appeal will be immediately withdrawn from the class or classes for which they initiated the appeal and will forfeit their right of additional appeals for the incident.***

### **Attendance Appeals—Credit Students**

To initiate an appeal, the following procedure must be followed.

- A credit student who is not satisfied with the instructor's decision may appeal to the Dean of Instructional Services. The credit student must write a letter or e-mail addressed to the Dean of Instructional Services stating the reason why the student was withdrawn from the course, stating reasons for absences, and providing reasons why the student should be reinstated to class. The letter should be submitted to the Academic Affairs Office. Students enrolled at the Little Ocmulgee Instructional Center must address letters to the Dean of the Little Ocmulgee Instructional Center. Written appeals should include copies of any documentation cited in support of the student's case. Documentation, while helpful in determining the facts in a situation, does not guarantee reinstatement. The student is issued a pass to return to class and must attend class until the student meets with the Dean or his/her designee. The Dean or designee will review the documentation and render a decision within two (2) business days.
- If the student is denied reinstatement to class, the student may appeal the decision to the Executive Vice President within two (2) working days from the Dean's or designee's notification. The student must write a letter addressed to the Executive Vice President stating the reason why the Dean's or designee's decision should not be accepted and why the student should be reinstated to class. The student must submit the letter to the Academic Affairs Office. An appointment is then scheduled with the Executive Vice President. The student is issued a pass to return to class and must attend class until the student meets with the Executive Vice President or designee. The Executive Vice President or designee reviews the documentation and meets with the student within two (2) working days and renders a decision. The decision of the Executive Vice President shall be final.

**\*\*It is your responsibility to get missed lecture notes, handouts, and important announcements from either your classmates or your instructor.**

### **Withdrawal from this course**

Should you wish to withdraw from the class, please contact your advisor. Failure to do this will result in a failing grade, which will affect your GPA and perhaps your financial aid.

If you withdraw **before** the MIDTERM date, you will receive a "W" for your grade. **After** midterm, you will receive either a "WP" or a "WF", depending on whether you were Passing or Failing at the time of withdrawal. A "WF" is calculated into your GPA.

### **HGTC ID Badge**

You **MUST** be wearing your HGTC ID badge and have it noticeably displayed to enter the class.

### **Attire**

- Royal blue scrubs and white-based athletic shoes to class; White & Red Uniform to clinical with white-based athletic or nursing shoes (no open backs)
- Short fingernails—No acrylic nails
- No wet hair
- Uniforms pressed and wrinkle free
- Failure to follow guidelines for attire: 1<sup>st</sup> offense will result in a 50-point deduction from your weekly quiz grade: 2<sup>nd</sup> offense will result in a 50-point deduction from your weekly quiz grade and a work ethics grade of zero.

### **Cell Phones and Other Electronic Devices**

- NO AUDIBLE RING TONES during class times
- Use "Vibrate" or "Off" modes
- 10 points deduction on that week's quiz for each violation of an audible tone.
- 10 points deduction of that week's quiz for each violation for excessive "vibrating" alerts during class
- No electronic devices such as a radio, walkman, etc.

### **Special Services**

Students with special needs, whether the needs are learning, physical, or other, are strongly encouraged to talk with the course instructor. The instructor can refer the student to the Special Needs Facilitator, Mrs. Lydia Barfoot, or can consult with the Special Needs Facilitator on behalf of the student.

To ensure that students have every opportunity to success in their studies, other services such as tutoring and study skills are available. Students interested in these services should talk to the instructor or department chairperson. Tutoring is available through Lydia Barfoot. For an appointment with her, call 274-7652.

### Exams

There will be a unit exam each week. If you are not present at the start of the Exam process, you will not be permitted to take the Exam. The Exam process starts with the announcement of, "Clear your desks..."

### Make-up Exams

The make-up exam may include Essay Questions, Multiple Choice, True/False, and/or Fill in the blank. The essay questions are in-depth, and must be answered in their entirety. Make-up Exams must be scheduled with the instructor.

### Quizzes

There will be a Quiz each week. If you are not present at the start of the Quiz process, you will not be permitted to take the quiz. The Quiz process usually starts with the announcement of, "Clear your desks...". **THERE WILL BE NO MAKE-UP QUIZZES.** A missed quiz will result in a grade of "0".

### Academic Irregularities

A student commits an academic irregularity when any of the following are involved:

1. copying another student's work or plagiarizing any report, project, program or assignment
2. copying answers from another student or use of unauthorized notes during an exam
3. any assistance or system used to help another student during an exam
4. theft or unauthorized possession of exams, including old exams
5. absolutely no talking, motioning to a classmate or **ANY FORM OF COMMUNICATION** during testing times
6. Failure to remove all items from the top of your desk during testing
7. Failure remove all papers, open book bags, and open purses from the general area during testing

Such academic irregularities could result in one or more of the following:

1. a grade of "0" will be given for the test, lab project, report, etc.
2. a grade of "F" will be given for the course (You must pass this course to move forward in the program)
3. dismissal from class

### Evaluation

Evaluation of the student's achievement of the course objectives will be based on satisfactory completion of all required classroom activities. Grading to be computed as follows:

<b>LAB Exams</b>	<b>15%</b>
<b>Unit Exams</b>	<b>40%</b>
<b>Unit Quiz</b>	<b>15%</b>
<b>Comprehensive final exam</b>	<b>30%</b>

Heart of Georgia Technical College grading system, as stated in the HGTC Student Handbook, is as follows:

A	(90-100) Excellent	GP 4.0
B	(80-89) Good	GP 3.0
C	(70-79) Satisfactory	GP 2.0
D	(60-69) Poor	GP 1.0
F	(59 and lower) Failing	GP 0.0
I	Incomplete	Not computed
W	Withdrew (no grade)	Not computed
WP	Withdrew Passing	Not computed
WF	Withdrew Failing	GP 0.0 (computed)

Courses in degree, diploma, and certificate programs of study (including Radiography) require a grade of “C” or higher in order to satisfy program requirements.

### **Work Ethics**

Business and industry leaders have identified essential work ethics that should be taught and practiced in order to develop a viable and effective workforce. The ten ethics traits are:

1. **Attendance**: attends class, arrives on time; notifies instructor in advance of planned absences; makes up assignments punctually
2. **Character**: displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility
3. **Teamwork**: respects rights of others; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; displays mannerly behavior
4. **Appearance**: displays appropriate dress, grooming, hygiene, and etiquette
5. **Attitude**: demonstrates a positive attitude; appears self-confident; has realistic expectations of self
6. **Productivity**: follows safety practices; conserves materials; keeps work area neat and clean; follows directions/procedures
7. **Organizational skills**: manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change
8. **Communication**: displays appropriate nonverbal and verbal skills
9. **Cooperation**: displays leadership skills; appropriately handles criticism and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command
10. **Respect**: deals appropriately with cultural/racial diversity; does not engage in harassment of any kind

Each week we will focus on one of the ten ethics traits. Evaluation of student work ethics uses a rating scale based upon a definition of the expected behavior of a good employee. Points are assigned to evaluate each of the ten work ethics traits as follows:

Exceeds expectations:	3 points
Meets expectations	2 points
Needs improvement	1 point
Unacceptable	0 points

**T**utoring, **R**eferral, **A**ssessment, **C**areer, **S**ervices  
[studentsuccessctr@heartofgatech.edu](mailto:studentsuccessctr@heartofgatech.edu)

**T**utoring services are provided free of charge to assist all HGTC students in achieving their maximum level of performance in their coursework.

**R**eferrals are made for students who need services provided on the campus of HGTC as well as services available in the community.

**A**ssessments are provided for the college placement assessment; third party assessments for updating professional credentials, earning certifications and licensure and work force development.

**C**areer counseling is available to any potential student or current student who is unsure of his or her program choice.

**S**ervices are located in the W. R. Stewart Building.

For more information contact:

Cecile Miller	Room 113F	478-274-7643	Director of Career Services
Janet Smith	Room 113A	478-274-7836	Coordinator, Special Needs
Lydia Barfoot	Room 113E	478-274-7786	Special Needs Facilitator
Lisa Kelly	Room 304A	478-275-5193	Director of Testing
Libby Lester	Room 302A	478-274-7903	Career Planner

For additional information go to [www.heartofgatech.edu](http://www.heartofgatech.edu) and click on the **career services link**.

**RAD 103**  
**Acknowledgement Statement**

I, \_\_\_\_\_ have received a copy of the course syllabus, course outline  
**Student's Name (Printed)**  
and course calendar for RAD 103. I understand it is my responsibility to obtain any information for those days that I am absent from class. \*

**\*By not signing this form, the student is not excluded from following the policies and procedures outlined in this document, the radiology student manual or the campus handbook for Heart of Georgia Technical College. By maintaining your enrollment in this class and at this college, you accept the policies and procedures as written.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date