

**HEART of GEORGIA TECHNICAL COLLEGE  
RADIOLOGIC TECHNOLOGY  
RAD 106 – Lower Extremity and Spine Procedures  
COURSE SYLLABUS  
Winter Quarter 2010**

**RAD 106– Lower Extremity and Spine Procedures**

<u>Competency Areas</u>	<u>Hours</u>	
Anatomy and Routine Projections of the Lower Extremities	<b>Class</b>	2
Anatomy and Routine Projections of the Pelvic Girdle	<b>D. Lab</b>	0
Anatomy and Routine Projections of the Spine.	<b>P. Lab/O.B.I.</b>	3
	<b>Credit</b>	3

**Course Description**

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the lower extremities; anatomy and routine projections of the pelvic girdle; and anatomy and routine projections of the spine.

**Instructor Information**

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

Telephone: (478) 274-7882 office

Email: smorris@heartofgatech.edu

Office: Room 224T Louie Livingston Hall

Class Days: Mondays and Wednesdays

Class Dates: January 11, 2010 thru March 23, 2010

Class Times: M & W, 12:00pm – 2:50 pm (lab exam days may last until 5PM)

Classroom: Louie Livingston Hall 235

Department Secretary: Mrs. Kim Noles  
(478) 274-7840  
knoles@heartofgatech.edu

Department Chair: Mrs. Sylvia Rozier, MSN RN  
Louie Livingston Hall  
[clivingston@heartofgatech.edu](mailto:clivingston@heartofgatech.edu)

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

Course objectives:

Competency	After completing this section, the student will be able to:	Hours		
		Class	<u>D.Lab</u>	P.Lab/ O.B.I.
<b>ANATOMY AND ROUTINE PROJECTIONS OF THE LOWER EXTREMITIES</b>		<b>8</b>	<b><u>0</u></b>	<b>11</b>
Lower extremities anatomy	Describe the anatomy of the lower extremities in terms of structures visualized and function demonstrated.			
Positioning	Describe routine and special views of the lower extremities in terms of structures visualized, functions demonstrated, and general positioning considerations.			
	Given clinical simulations for routine and special views of the lower extremities, explain the structures visualized, functions demonstrated, and the general positioning considerations involved.			
	In a laboratory environment, perform radiographic procedures related to the lower extremities.			
Image evaluation	Evaluate radiographs in terms of positioning accuracy, image quality, and anatomical structures visualized.			
<b>ANATOMY AND ROUTINE PROJECTIONS OF THE PELVIC GIRDLE</b>		<b>4</b>	<b><u>0</u></b>	<b>6</b>
Pelvic girdle anatomy	Describe the anatomy of the pelvic girdle in terms of structures visualized and function demonstrated.			
Positioning	Describe routine and special views of the pelvic girdle in terms of structures visualized, functions demonstrated, and general positioning considerations.			
	Given clinical simulations for routine and special views of the pelvic girdle, explain the structures visualized, functions demonstrated, and the general positioning considerations involved.			
	In a laboratory environment, perform radiographic procedures related to the pelvic girdle.			
Image evaluation	Evaluate radiographs in terms of positioning accuracy, image quality, and anatomical structures visualized.			
<b>ANATOMY AND ROUTINE PROJECTIONS OF THE SPINE.</b>		<b>8</b>	<b><u>0</u></b>	<b>13</b>
Spinal anatomy	Describe the anatomy of the spine in terms of structures visualized and function demonstrated.			
Positioning	Describe routine and special views of the spine in terms of structures visualized, functions demonstrated, and general positioning considerations.			
	Given clinical simulations for routine and special views of the spine, explain the structures visualized, functions demonstrated, and the general positioning considerations involved.			
	In a laboratory environment, perform radiographic procedures related to the spine.			
Image evaluation	Evaluate radiographs in terms of positioning accuracy, image quality, and anatomical structures visualized.			

**Required Textbook:**

Bontrager, K. (2010). *Textbook of Radiographic Positioning and Related Anatomy* 7<sup>th</sup> ed). St. Louis: Mosby.

Bontrager, K. (2010). *Textbook of Radiographic Positioning and Related Anatomy Workbook* (2 vols)(7<sup>th</sup> ed). St. Louis: Mosby.

Bontrager, K. *Radiographic Positioning Handbook*.

**Other Materials**

Colored pencils, pen, #2 pencils and a medical dictionary (recommended)

**Course Assignment Calendar**

See last page

## Course Outline:

- Chapter 7: Lower Limb**  
**Chapter 8: Femur and Pelvic Girdle**  
**Chapter 9: Cervical and Thoracic Spine**  
**Chapter 10: Lumbar Spine, Sacrum and Coccyx**

### 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
- Arriving late or leaving early: Write your arrival or departure time, **AS SOON AS YOU ARRIVE or JUST BEFORE YOU LEAVE**, in the arrival/leave time **box on the board**. If you fail to do this, you may be marked absent for the entire day.
- If you miss 10% of the total classes during the quarter, you will be dropped from the class in adherence to Radiologic Technology Program policy.

### 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

**Mid-term is February 15, 2010.** 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**

- Blue scrubs and white-based athletic shoes to class; White & Red Uniform to clinical
- Short fingernails
- No wet hair
- Uniforms pressed and wrinkle free
- Failure to follow guidelines for attire will result in a work ethics grade of zero.

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

- NO AUDIBLE RING TONES during class times
- Use “Vibrate” or “Off” modes
- 5 points deduction on that week’s quiz for each violation of an audible tone.
- 5 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.

### **HGTC STUDENT E-MAIL ACCOUNT:**

Students at Heart of Georgia Technical College are assigned an e-mail account. To access your account, go to HGTC’s webpage, [www.heartofgatech.edu](http://www.heartofgatech.edu) and click on the *Heartmail* link under the *Current Student* tab. Students who have questions or issues with their e-mail account should contact their instructor or contact the Instructional Technology Specialist at (478) 274-7835.

### **E-MAIL RESPONSE TIME**

Unless there are extenuating circumstances, your instructor will respond to emails within 24 hours, Monday through Thursday.

### **TRACS (Tutoring, Referral, Assessment, Career Services Center):**

The TRACS Center offers a variety of services for all students. Services are provided in Room 113, W. R. Stewart Building, or available online through the HGTC website, under tab *Career Services*.

Tutoring services are provided to assist all HGTC students in achieving their maximum level of performance in their coursework. Free tutoring is available to students enrolled in credit programs by making a request to an instructor or by contacting TRACS. Study skills and test-taking skills also are available. Interested students should contact the TRACS Center at (478) 274-7786 or (478) 274-7643.

Referrals are made for students who need services provided on the campus of HGTC as well as services available in the community. Guidance services are available and designed to help students deal with personal, social and education concerns. Referral to professional counselors and/or community agencies will be arranged upon the request of the student. Personal counseling is voluntary and is strictly confidential. Students may be self-referred, referred by their instructors, or referred by outside agencies and organizations. For additional information contact the Career Center in Room 113 in the W. R. Stewart Building on the main campus.

Assessments are provided for the college placement assessment; third party assessments for updating professional credentials, earning certifications and licensure and work force development. For information about assessments, visit Room 306, W. R. Stewart Building, or call (478) 275-5193.

Career Services is a vital component of the Tutoring, Referral, Assessment, Career Services Center (TRACS). The Center offers a variety of services for all enrolled students, prospective students, and graduates. Students are provided with the skills and knowledge needed to make realistic career decisions in choosing a program of study. Support services to current students which will assist toward successful completion of their career goals and eventual gainful employment also are available. Heart of Georgia Technical College graduates are eligible for career services regardless of the amount of time since graduation occurred. Available services include:

- Career planning which is designed to equip students with the skills and knowledge they need to make career decisions. Counseling, testing and evaluation resources to help students match their aptitudes, interests and abilities are used to develop career and education goals.
- Career placement is committed to assisting active students and graduates in the pursuit of suitable, rewarding employment. With the combined efforts of the faculty and the administration a cooperative relationship is maintained with business and industry. Career placement services include pre-employment preparation of students and placement and follow-up activities aimed at improving the quality of technical education.
- Assistance with resume and application preparation, interviewing skills, and development of other job search skills. Job boards and computerized job searches identify jobs that are available. Job fairs and recruiters on campus are other ways to assist students and employers in finding job opportunities or qualified employees. Follow-up activities are conducted with former students and employers. Questionnaires are periodically sent to graduates and employers and the data collected assists HGTC in meeting its training objectives and developing up-to-date curricula for its courses of study. The Career Center is located in Room 113 in the W. R. Stewart Building at the main campus.

Special needs counseling and services are available in the TRACS Center to those students with disabling conditions who may need individual educational plans, assistive technology, specialized equipment or books, or referral services. Evaluation and program development services are available through the Georgia Division of Rehabilitation Services. Students who know they need these services should contact the Director of Career Services at (478) 274-7643 or the Special Needs Facilitator at (478) 274-7786.

**LIBRARY:** Please use one of your best resources—the HGTC library located in Room 110 in Louie Livingston Hall on the Dublin campus. It is a new facility which has study rooms, a computer lab, casual seating, carrels for DVD/CD viewing, a coffee area, a children’s area all in a wireless environment. The library is open from 7:30 a.m. to 8:00 p.m. during the quarter. Please access [www.heartofgatech.edu](http://www.heartofgatech.edu), Library Services link, for hours during quarter breaks. From any computer, students have access 24/7 to electronic resources with a quarterly password provided by their instructors. The friendly and helpful staff are available by phone (478) 275-6593, email [www.library@heartofgatech.edu](mailto:www.library@heartofgatech.edu) or FAX (478) 275-6594 during business hours and electronically through the “Ask the Librarian” link (on the left side of the library home page) after hours for information the next day. The library welcomes suggestions for new materials from its patrons.

### 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

You must schedule your make-up exam before or after class on your **NEXT CLASS MEETING DAY! This means the next day that you are in class following the day(s) of your absence.** Please call or email the instructor to verify the make-up exam time. If you do not, you will incur a **10-point deduction on the exam.**

*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.*

#### **HGTC Make-up Policy:**

Unless approved otherwise by the instructor, students who have received prior approval from their instructor to make up work must make up work missed within three instructional days, or the grade is a zero.

### Quizzes

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.**

### 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
3. dismissal from class

HGTC dishonesty policy:

**ACADEMIC DISHONESTY:** HGTC assumes that all students will be truthful to each other and to members of the college community. All forms of academic dishonesty, including but not limited to, the following will call for discipline:

- knowingly helping, procuring or encouraging another person to engage in academic misconduct.
- obtaining assistance with, or answers to, examination questions from another person, with or without, that person’s knowledge.

- Furnishing assistance with or answers to examination to another person.
- Possessing, using, distributing or selling unauthorized copies of any examination or computer program.
- Representing as one's own an examination taken by another person.
- Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- Obtaining teacher edition text books, test banks, or instructional materials that are only intended to be accessed by technical college personnel.
- Falsification of information.
- Plagiarism.

Any student guilty of any form of dishonesty in academic or laboratory work will receive a grade of zero for that work. The second incidence of dishonesty will result in the student being subject to dismissal from HGTC.

**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>Quiz, workbook or homework</b>	<b>15%</b>
<b>Unit Exams</b>	<b>40%</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:** Instruction in the development of good work ethics which aid in job retention and advancement is included in this course. This instruction will include weekly activities on a topic related to work ethics including attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation, and respect. A student is assigned a work ethics grade quarterly in addition to the academic grade for the course. Work Ethics Grade Definitions include:

3	Exceeds Expectations
2	Meets Expectations
1	Needs Improvement
0	Unacceptable

Your work ethics grade will be a direct result of your conduct, attendance and performance in class. You are encouraged to be mindful of what you say and what you do in the classroom and clinical setting. Please conduct yourself in a manner that is conducive to learning, being respectful of your fellow classmates, staff technologists and your instructor (s). Students are expected to arrive to class prepared. Bring required texts, calculator (no cell phones), pen and #2 pencils.

**If a student sleeps during class, he/she will be counted as absent for that class hour.**

**COLLEGE POLICIES:** Policies that affect all HGTC students can be located in the *Catalog/Student Handbook*, which is issued to all students at orientation. A copy of this publication is posted at [www.heartofgatech.edu](http://www.heartofgatech.edu), click *Current Students* tab, click *Catalog/Student Handbook* link. The web version supersedes all other forms of publications in terms of revisions.

**NON-DISCRIMINATION STATEMENT:** As set forth in its student catalog, Heart of Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Title IX Coordinator: Director of Career Services, W. R. Stewart Building, Room 113F, (478) 274-7643  
 Section 504 Coordinator: Special Needs Facilitator, W. R. Stewart Building, Room 113E, (478) 274-7786

***Meetings with the instructor and/or program director:***

Please be advised that the instructor will document, using an HGTC anecdotal form, any and all advisory conversations involving the instructor and the student.

**Addendums to the syllabus:** The instructor reserves the right to submit to the student, in writing, any addendum to the syllabus.

**RAD 106 Course Calendar**

In reference to the course calendar, any dates for Exams, Quizzes, Projects, Fieldtrips, Guest Lecturers, assignments, etc. are tentative. Every effort will be made to abide by the dates set for progression through the course; however, unforeseen circumstances may prevent this from occurring. In the event the instructor feels that the schedule needs to be amended (due to the instructor’s absence or need to spend more lecture time on a particular topic, for example), the student will be informed of the schedule change. Exams may be given before, on, or after the date originally assigned, but always with ample notice.

COURSE CALENDAR

MONDAY	WEDNESDAY
1/11 Class Introduction/ Lecture Unit 1— Toes, feet, calcaneus and ankle	1/13 Continue lecture and lab practice
1/18 Martin Luther King, Jr. HOLIDAY	1/20 Unit 1 Lab Exam
1/25 Unit 1 Written Exam / Begin Unit 2 Lecture -- Tib-fib, knee, patella and femur	1/27 Continue lecture and lab practice
2/1 Lab practice	2/3 Unit 2 Lab Exam
2/8 Unit 2 Written Exam / Begin Unit 3 Lecture --- C-spine, T-spine and scoliosis series	2/10 Continue lecture and lab practice
2/15 Lab Practice MID-TERM	2/17 Unit 3 Lab Exam
2/22 Unit 3 Written Exam / Begin Unit 4 Lecture -- Lumbar, sacrum, coccyx	2/24 Continue lecture and lab practice
3/1 Lab Practice	3/3 Unit 4 Lab Exam Register for Spring Classes
3/8 Unit 4 Written Exam / Begin Unit 5 Lecture – SI Joints, Pelvis and hips	3/10 Continue lecture and lab practice
3/15 Unit 5 Lab Exam	3/17 Unit 5 Written Exam
3/22 RAD 106 FINAL EXAM ☺	

Tear Here

**RAD 106  
Acknowledgement Statement**

I, \_\_\_\_\_ have received a copy of the course syllabus, course outline

**Student’s Name (Printed)**

and course calendar for RAD 106. 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