

**HEART of GEORGIA TECHNICAL COLLEGE
RADIOLOGIC TECHNOLOGY
COURSE SYLLABUS
Fall Quarter 2009**

RAD 117 Radiographic Imaging Equipment

Instructor Information

Instructor: Stephanie Morris, BS RT(R)(M)(CT)
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 Office: Room 224T
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 Class Days: Tuesdays
 Class Times: 8:00am-1:50pm
 Classroom: Louie Livingston Hall Room 235
 Department Secretary: Mrs. Kim Noles
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 Department Chair: Sylvia Rozier, RN MSN
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Course Description Provides knowledge of equipment routinely utilized to produce diagnostic images. Various recording media and techniques are discussed. Topics include: radiographic equipment; image intensified fluoroscopy; recording media and techniques; image noise; other imaging equipment; digital imaging/PACS; monitoring and maintenance; and state and federal regulations.

<u>Competency Areas</u>	<u>Hours</u>	
Radiographic Equipment	Class	3
Image Intensified Fluoroscopy	D. Lab	0
Recording Media and Techniques	P. Lab/O.B.I.	3
Image Noise	Credit	4
Other Imaging Equipment		
Digital Imaging/PACS		
Monitoring and Maintenance		
State and Federal Regulations		

Prerequisite: RAD 116 (diploma); RAD 116, SCT 100 (degree)
Corequisite:

Course Assignment Calendar

TBA

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% of the total classes during the quarter, you will be dropped from the class in adherence to HGTC and Radiography Program Policy. PLEASE REFER TO THE COLLEGE CATALOG FOR ADDITIONAL INFORMATION: www.heartofgatech.edu

This class meets 1 day/ week. The 10% of missed time will be cumulative. You will not be counted as present if you come to class and leave early or arrive late and stay for the day. Your time absent will be calculated in hours, not days.

****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

- Blue scrubs and white-based athletic shoes to class; White & Red Uniform to clinical
- Short fingernails (No acrylic nails)
- No wet hair
- Uniforms pressed and wrinkle free
- Failure to follow guidelines for attire: 1st offense will result in a 50-point deduction from your weekly quiz grade: 2nd 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. Please see the information from our new TRACS center at www.heartofgatech.edu.

Exams

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. Make up exams need to be schedule before the next week's class.

Quizzes

THERE WILL BE NO MAKE-UP QUIZZES. If you miss a quiz a grade of "0" is awarded for that quiz grade.

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

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:

Homework	15%
Exams	40%
Quiz	15%
Comprehensive final exam	30%

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

RAD 117
Acknowledgement Statement

I, _____ have received a copy of the course syllabus, course outline

Student's Name (Printed)

and course calendar for RAD 117. 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