

Heart of Georgia Technical College  
RADIOLOGIC TECHNOLOGY

**Quarter:** Winter/ 2<sup>nd</sup> year 6<sup>th</sup> quarter

**Instructors:** Stephanie Morris, RT (R) (M) (CT)  
478-274-7882  
Denise Brinson, RT(R) (CT) (MR)  
478-274-7773

**Course Title:** Clinical Radiography VI

**Office Hours:** M-F 8:30-3:30 by appt.

**Course Number:** RAD 137

**Office Location:** Room224X

**Course Dates:** January 11<sup>th</sup> – March 23<sup>rd</sup>

**Credit Hours:** 7

**Class location:** Assigned Clinical Sites

**Class Time:** Monday, Wednesday and Friday 7am-3pm, 7:30am-3:30pm, or 8pm-4pm

**Email:** [dbrinson@heartofgatech.edu](mailto:dbrinson@heartofgatech.edu)  
[smorris@heartofgatech.edu](mailto:smorris@heartofgatech.edu)

**E-MAIL RESPONSE TIME**

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

**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.

**COURSE DESCRIPTION**

Provides a hospital setting in which students continue to develop proficiency levels in skills introduced in previous Radiographic Procedures courses and practiced in previous clinical radiography courses. Topics include equipment utilization, exposure techniques, and participation in and/or observation of routine and special radiographic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**PREREQUISITE:** RAD 136

**COREQUISITE:** RAD 120

**INSTRUCTIONAL DELIVERY METHODS:** Hands on instruction supplemented with individual tutoring and/or practice either at the clinical sites or the lab on campus.

**COMPETENCY AREAS:**

Advanced Radiographic Anatomy; Equipment utilization; Exposure Techniques; Sterile Techniques; Participation in and/or Observation of Angiographic, Interventional, Minor Special, and Special Genitourinary System Procedures; Participation in and/or Observation of Special Equipment Use.

**REQUIRED TEXT:**

HCTC Student Handbook and Clinical Manual

*Textbook of Radiologic Positioning and Related Anatomy*, Bontrager, 6<sup>th</sup> Edition

Bontrager, Textbook of Radiologic Positioning pocket guide

**SUPPLEMENTAL TEXT:**

**Suggested Books**

Adler, Arlene and Carlton, Richard. Introduction to Radiography and Patient Care. Philadelphia: W.B. Saunders.

Ballinger, P.W. (2003) *Merrill's Atlas of Radiographic Positions and Radiographic Procedures* (10<sup>th</sup> Ed). St. Louis: Mosby.

### **Assigned Clinical Sites & Times**

Assigned clinical sites have been pre-posted. Times are given by the clinical sites. Be at the clinic site at 8:00 am on your first day. The Clinical Instructor at that site will then assign your time for the remainder of the quarter (see options above). On the 1<sup>st</sup> day of the clinical rotation, a Clinical Site Facility and Time Assignment form must be completed and faxed to the Clinical Coordinator at 478-275-6642. **\*\*For EACH fax turned in without a cover sheet, there will be a 5-point deduction on the "NOTEBOOK CHECK" portion of your clinical grade.\*\***

### **EVALUATION AND GRADING:**

|                        |   |
|------------------------|---|
| Competency evaluations | 20% <b>*minimum of 8 competencies are due</b> |
| Clinical evaluations   | 20%   |
| Clinical objectives    | 20%   |
| Notebook Check         | 10%   |
| Attendance             | 30%   |

### **COMPETENCY EVALUATIONS**

1. Each quarter, a minimum number of competency examinations (8) are to be completed by the student in the clinical setting. The anatomy section of each clinical competency exam will require a question and answer session between the student and the Clinical Instructor, Clinical Coordinator or Program Chair.
2. ***If the minimum number of competency exams is not completed by the end of the quarter, a grade of "zero" will be given for competency evaluations unless proof of special circumstances can be documented. (A "Failure to meet minimum clinical requirement affidavit" must be submitted).***
3. **Students may include any of the competencies listed in the competency manual.** However, the student should keep in mind that there are specific ARRT required competencies that must be completed *before* the student can sit for the ARRT Registry Examination.
4. Original copies of all competencies are to be turned in to the instructor on the assigned dates. Clinical Competencies must be completed in their **ENTIRETY** (including date, RT signature, all yes or no responses marked, and exposure factors at end of competency) to receive credit for the competency exam. **NO REPRODUCED COPIES WILL BE ACCEPTED.**
5. Must have no more than 4 "NO" responses on each side, **NOT TO EXCEED 4 "NO" responses OVERALL**, to pass the Clinical Competency Exam. The RT witnessing the competency will grade on a scale of 1-100 based on the student's performance.
6. Falsification of competency evaluations will result in the student's suspension and /or dismissal from the program. (CLINICAL MANUAL, pg. 56)
7. **COMPETENCIES WILL NOT BE ACCEPTED FOR PROCEDURES NOT PREVIOUSLY COVERED IN CLASS.**

***See page 58-59 in the Clinical Manual for Completion of Competency Form requirement. Successful completion of the evaluation means that the student is competent to perform the examination with Indirect supervision. This is a pass or fail competency.***

### **CLINICAL EVALUATIONS:**

The assigned clinical site will evaluate each student's progress at various times each quarter. This evaluation includes analyzing a student's attitudes and behavior while at the clinical site. Professionalism, hygiene, and communication skills are a few of the categories evaluated during this process. Depending on the clinical rotation, it is possible for a student to be evaluated up to five times per quarter. **THE CLINICAL EVALUATIONS ARE A CRUCIAL PART OF THE STUDENT'S CLINICAL EXPERIENCE AND WILL BE INCLUDED IN THE FINAL GRADING ANALYSIS.**

**The Second Year Clinical Evaluation Grading is a possible 61 points. The number of points earned divided by the possible points. Example: for 55 points earned would be a grade of 90. Up to three evaluations will be done at mid-quarter. Only one will be done at the end of the quarter. The highest mid-quarter evaluation will be averaged with the CLINICAL CASE STUDY ASSIGNMENT to produce the Clinical Objectives grade. The end of quarter evaluation will be the Clinical Evaluation percentage of the RAD 137 grade.**

#### **CLINICAL OBJECTIVES:**

Clinical objectives involve the evaluation and grading of a student's technical abilities and the skills that have been acquired throughout the radiography program. These objectives will vary from quarter to quarter, with a higher level of expectation demanded from students as they progress and gain clinical knowledge and skills. This grade will be calculated from the mid-quarter evaluation grade (the highest of up to 3 evaluations accepted) and the CLINICAL CASE STUDY ASSIGNMENT.

#### **NOTEBOOK CHECKS:**

The HGTC Clinical Manual, the student pocket guide, and the competency manual are to accompany all radiography students to their respective clinical sites. All information contained within these three manuals is to be organized and presentable. The updated Daily Record of Procedures, updated Attendance Form and any completed competencies (not already turned in), must be available to the HGTC faculty member upon request for review. If the student's notebook is not updated at the time/day of the notebook check, 15 points will be deducted from the grade. (Student's original completed competencies are to remain in the Clinical Coordinator's office. These documents are official school records and once placed in the notebook are not to be removed.)

#### **ATTENDANCE:(clinical manual, p.20-21)**

1. Attendance is crucial to the clinical portion of a student's learning experience. All students are expected to be present at their various clinical sites, and they are expected to arrive on time. If, at any time, a student is unable to meet these expectations, the student **MUST notify HGTC faculty and the clinical site AT LEAST ONE HOUR before the scheduled time of arrival to avoid a GRADE II violation. (Clinical Manual, p. 19)** \*\*Mrs. Brinson should be notified first at 478-274-7773.
2. Three or more absences will result in a withdrawal from the clinical site (This is 10% of the scheduled class time). Any appeals for withdrawal must be done within 48 Hours of notification of withdrawal. You will not be permitted to return to your clinical site without providing a written notice of appeal, allowing you to ATTEND the class. Any time missed during this process will result in make-up time accumulated. If you return to clinical without providing the appropriate documentation to the clinical instructor and clinical coordinator, you will be counted as ABSENT for that day.
3. Excessive tardiness (defined as 3 times tardy) will result in a GRADE II violation. Two (2) up to 5 minutes tardy are allowed.
4. A student reporting late to a clinical site (15 minutes), will result in a "fault". Three (3) faults will result in the requirement of a additional 8-hour clinical day at the same clinical facility. EARLY LEAVES: As stated in your HGTC 04/05 Catalog, p. 42, any student who misses more than one third, (33%) of a scheduled class session will be counted absent for the entire class session. (That's 2.5 hours of the class, be it arriving late, or leaving early). A student arriving 1 minute to 2.5 hours late or leaving 1 minute to 2.5 hours early will have to complete 2.5 hours of clinical time. A student in leaving early in excess of 2.5 hours will be required to make up a FULL 8-hour day.
5. It is your responsibility to make your clinical instructor or supervisor aware of you arrival or departure to and from the clinical in writing. A technologist must sign your time sheet immediately upon arrival. (ONLY an RT can sign your sign-in sheet) In the event of an early leave or a tardy, you will not be guaranteed credit for your presence at clinical unless you get a verified signature on your time sheet from a **clinical instructor or supervisor. If for any reason no one is available to sign your attendance log, call Mrs. Morris first at 274-**

**7882. IF A VOICE MAIL OPTION IS GIVEN, DO NOT HANG UP. LEAVE A VOICE MAIL AND IT WILL RECORD YOUR TIME CALLING.**

**6. VERIFIABLE SIGNATURES**

The HGTC time sheets are official records of your attendance. Therefore, a signature (initials) of a technologist must be by your “time in” and “time out” slots. A line can not be drawn thru the space provided or down the page representing a previous signature. If there is no signature, this will represent an absence and credit will not be given for that day.

\*\*\*\*A FORGERY OR FALSE DOCUMENTATION OF HGTC DOCUMENTS IS PROHIBITED AND IMMEDIATE DISMISSAL FROM THE CLINICAL SITE WILL RESULT\*\*\*\*

**PERFECT ATTENDANCE:** *If a student has obtained perfect attendance (no absence, not more than one 15 minute or less tardy, not more than one less than 2.5 hour early leave) throughout the quarter, that student will earn the LAST DAY of the quarter off.*

**MAKE-UP TIME (CLINICAL MANUAL, P.21)**

1. Make-up time is to be done at the END OF THE QUARTER ONLY or on a student holiday as time/space allows. Making up time on a student holiday will be at the discretion of the instructor’s availability to be on campus.
2. A clinical absence make-up sheet must be completed and turned in to the Program Director or Clinical Coordinator PRIOR to credit being given for the time.

\*\*\*FAILURE TO COMPLETE ALL ASSIGNED CLINICAL TIME WITHIN 2 WEEKS AFTER THE END OF THE QUARTER WILL RESULT IN A FAILING GRADE FOR THIS CLASS\*\*\*

**A grade of I (incomplete) will be awarded until all make-up time is completed.**

**Grading for clinical attendance is as follows:**

|                           |      |
|---------------------------|------|
| 100% (perfect attendance) | =100 |
| Less than 10% absences    | =90  |
| 10% absences              | =80  |
| Greater than 10% absences | =60  |

Patient or management compliments that are submitted in writing to the program faculty will receive up to ½ day clinical credit per quarter.

**NO CALL, NO SHOW**

A no call, no show to clinical will result in a work ethics grade of “0”, and a GRADE II violation.

**GRADE I and GRADE II INCIDENTS (clinical manual, p.19-20)**

\*\*A Grade I incident will result in immediate dismissal from the clinical site for the remainder of the quarter.

\*\*Two (2) Grade II incidents will result in immediate dismissal from the clinical setting for the remainder of the quarter.

**These violations are per program length. If dismissed from the clinical setting, the student will be dismissed from the program. You cannot complete the program without fully completing the clinical requirements.**

Please note that there is NO APPEAL PROCESS for dismissal from the clinical site if requested by the clinical facility, as the medical facilities are not a direct part of HGTC, however, you will be deficient in the number of assigned clinical hours and competencies required to pass the class. This may lead to

your failing the class. **The clinical facilities are not part of HGTC, therefore, an HGTC withdrawal appeal will not apply.**

**\*\*\*YOU MUST PASS THIS CLINICAL CLASS TO MOVE FORWARD TO THE NEXT CLINICAL CLASS\*\*\***

**WITHDRAWING FROM CLASS:** Students needing to withdraw from class should contact their instructor or program advisor. 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 end of 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."

### **RADIATION BADGE AND MONITORING (Clinical Manual, p. 26 and 48)**

1. Students are required to wear their Radiation Badge to each day of clinical class. Failure to wear a Radiation Badge on any given day will result in a GRADE II (#8) violation.
2. The monitor should be brought to HGTC during the FIRST FIVE DAYS of the month to be exchanged. Students who turn in the badge AFTER the 5<sup>th</sup> of the month will be required to submit a ONE-PAGE, single-spaced, 10 font, typed report on radiation safety due on or before the 10<sup>th</sup> of the month. Title page and bibliography must be included. Body of paper is to start on page 2, one inch from the top margin. Failure to turn in the report, ACCORDING TO SPECIFICATIONS, will result in a 15- point deduction per day in the "clinical objectives" category of your grade.
3. Students are required to document and submit a written report to the clinical coordinator when a situation arises that might affect the dosimeter read-out.
4. **At the end of the quarter, dosimeters are to be returned within 24 hours of clinical completion. Any late dosimeters will result in a 3-point per day reduction of the students final grade. The student's final grade will reflect an I (incomplete) until badge is turned in.**

### **LOST OR DAMAGED MONITORING DEVICES**

Lost or damaged monitoring devices **MUST BE REPORTED TO HGTC FACULTY IMMEDIATELY.** The cost of replacement of the badge (usually \$25.00-\$35.00) is the student's responsibility. Failure to report a lost or damaged badge to the clinical instructor, as well as, the HGTC faculty will result in a GRADE II (#8) violation.

### **PROFESSIONAL ATTIRE**

Senior students are to wear the Red & White HGTC Radiology uniform shirt, along with red or black scrub pants. Persons wearing "bright colorful" under garments are hereby warned that this attire may not be desirable at the clinical setting. *Persons with long (usually shoulder length or below) hair will wear there hair in such a way that: "if bending forward, the hair does not fall beyond the cheek bone."* Ladies are to wear white shoes with minimal colors. Gentlemen may wear white or dark shoes.

### **CLINICAL SITE POLICIES AND PROCEDURES**

**\*\*\*Persons not adhering to ANY of the policies/procedures of the clinical site, and who are subsequently dismissed from the clinical site for that day will be marked as absent for a full day.**

### **CONSULTATION/COUNSELING/ASSISTANCE:**

Program faculty will be available if, at any time, a student wishes to discuss his/her clinical progress or any concerns regarding their progress in the radiology program.

**GRADING SYSTEM:** The following grading system is used:

Grade

Points Earned

|    |   |  |     |
|----|---|--|-----|
| A  | = | (90-100)Excellent                          | 4.0 |
| B  | = | (80-89)Good                                | 3.0 |
| C  | = | (70-79) Satisfactory                       | 2.0 |
| D  | = | (60-69) Poor                               | 1.0 |
| F  | = | (59 and below) Failing                     | 0.0 |
| I  | = | Incomplete                                 |     |
| W  | = | Withdrew up to midterm                     |     |
| WP | = | Withdrew w/ passing grade                  |     |
| WF | = | Withdrew w/ failing grade                  |     |
| AU | = | Audit                                      |     |
| EX | = | Credit by Competency Exemption Examination |     |
| TR | = | Transfer Credit                            |     |

Due to the uniqueness of the Radiologic Technology program and responsibilities of the radiographer, a high level of academic and technical competence is required of all students in the program. Therefore, the student must achieve a final grade of "C" to meet the minimal academic standards in RAD 137.

**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         |

**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.

**DTAE GUARANTEE/WARRANTY STATEMENT:** The Department of Adult and Technical Education guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

**ACADEMIC COUNSELING RELATED TO CLINICAL PERFORMANCE:**

Students will be scheduled for clinical counseling sessions with program faculty at least once during the quarter. The session will be scheduled at mid-quarter. The session is designed to keep the student informed of his/her clinical academic standing in terms of strengths, weaknesses, and progress in the course. Documentation of the counseling session will be made on a "Mid-Quarter Awareness Form" and will require the student's signature.

\***DIRECT SUPERVISION**-Student supervision under the following parameters:

- A qualified radiographer reviews the procedure in relation to the student's achievement;
- A qualified radiographer evaluated the condition of the patient in relation to the student's knowledge;
- A qualified radiographer is present during the conduct of the procedure;
- A qualified radiographer reviews and approves the procedure.

\*\***INDIRECT SUPERVISION**-For radiography, that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. The availability applies to all areas where ionizing radiation equipment is in use.

**STUDENT SUPERVISION** (clinical manual, p. 49)

Students are to avoid supervising OTHER STUDENTS. This is a learning experience for each individual and individuals do learn differently. Respect the rights of your fellow students. The staff and supervising technologists are there to answer questions and provide proper supervision.

**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@heartofgatehc.edu](mailto:www.library@heartofgatehc.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.

**GENERAL EDUCATION COMPETENCIES:** Heart of Georgia Technical College has identified a set of core general education competencies designed to prepare graduates for successful careers. HGTC has identified the following general education competencies that graduates **must** attain prior to graduation:

- Basic Computer Skills
- Mathematical Reasoning and Problem Solving
- Reading Comprehension
- Standard Written English Usage

All graduates from a degree, diploma, or Technical Certificate of Credit with a general education component will be required to demonstrate a minimum level of achievement in each area prior to graduation. Degrees, diploma, or technical certificates of credit will not be issued to students prior to completion of this requirement nor will participation in graduation commencement be permitted. Students not attaining the required level must participate in remediation prior to taking the general education competency assessments again. Remediation is done through GAP training, and is available free to all students any time prior to or after testing. The assessments and required levels are as follows:

|                           | Competency             | Assessment                        | Level of Achievement  |
|---------------------------|------------------------|-----------------------------------|-----------------------|
| Associate degree students | Basic Computer Skills  | In house computer competency exam | 11 of 13 criteria met |
|                           | Mathematical Reasoning | WorkKeys Applied                  | Level 4               |

|   |  |   |                       |
|---|--|---|-----------------------|
|   | and Problem Solving                        | Mathematics Exam and Locating Information Exam                  |                       |
|   | Reading Comprehension                      | WorkKeys Reading for Information Exam                           | Level 4               |
|   | Standard Written English Usage             | WorkKeys Writing Exam   | Level 3               |
| Diploma students and students enrolled in a TCC with a general education component* | Basic Computer Skills                      | In house computer competency exam                               | 11 of 13 criteria met |
|   | Mathematical Reasoning and Problem Solving | WorkKeys Applied Mathematics Exam and Locating Information Exam | Level 3               |
|   | Reading Comprehension                      | WorkKeys Reading for Information Exam                           | Level 3               |
|   | Standard Written English Usage             | WorkKeys Business Writing Exam                                  | Level 3               |

\*For TCC's with a general education component, visit the HGTC webpage at [www.heartofgatech.edu](http://www.heartofgatech.edu).

The Reading for Information assessment will be administered as part of your course (EMP 1000, PSY 1010, or PSY 1101). The Writing Test or Business Writing assessment will be administered as part of your course (ENG 1010 or ENG 1101). The computer competency exam will also be administered as part of your course (SCT 100).

To schedule the Applied Mathematics and Locating Information assessments (MAT 1011, MAT 1012, MAT 1013, or MAT 1111), contact the Assessment Specialist/Career Planner at (478) 274-7903 or register online at [www.heartofgatech.edu](http://www.heartofgatech.edu). Click on the Georgia Work Ready logo on the bottom right of the screen. Indicate you are a HGTC student when you register.

All TCC students are required to participate in the following assessments: WorkKeys Applied Mathematics, WorkKeys Locating Information, and WorkKeys Reading for Information. No minimum score is required unless the TCC has a general education requirement.

**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

