RADR 1301
Introduction to Radiography
Spring 2015

Faculty Information

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Office: CT 114

Office Hours	
Campus Office Hours:	MW: 8-9 am T: 12-4 pm F: 8-12 pm
Online Office Hours:	T: 1-2 pm

About Your Instructor
I have been a Radiologic Technologist since graduating from the Odessa College Rad Tech program in 2006. I worked as a Radiologic Technologist for 5 1/2 years, moved to Interventional Radiology for 1 1/2 years, then I started teaching here at Odessa College in 2012. I earned my Bachelors in Radiologic Sciences from Midwestern State University in 2009.

Preferred Method of Communication:
Please check your OC email regularly. This will be my primary method of contacting you. The same goes for if you need to contact me. During office hours you can also reach me by phone, or leave a message at any time.

Also, check in Blackboard regularly for announcements, including any changes in the course schedule due to instructor illness or conference attendance. Appointments with the instructor may also be scheduled.

Expectations for Engagement for Instructor:
As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Textbook Information and Required Hardware/Software

Textbook(s):

Introduction to Radiologic Sciences and Patient Care 5th Edition -Adler, Carlton

Hardware/Software:

- This is an online class. You will need access to a computer with reliable internet for the duration of the class.
- Online documents will be provided in Word, Adobe PDF, and PowerPoint form.

- This course requires the use of LockDown Browser and ==a webcam== for the online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature.

- ==**Download and install LockDown Browser**== from this link:
- http://www.respondus.com/lockdown/information.pl?ID=495640301

- For additional details on using LockDown Browser, review this [Student Quick Start Guide (PDF).](#)

- When taking an online test for this course, start LockDown Browser and navigate to the appropriate exam. *(You won't be able to access the exam with a standard web browser.)* ***It is highly recommended that you take the Syllabus Quiz found in Coursework during the first week of class.*** Taking the Syllabus Quiz will ensure that you have Lockdown Browser installed correctly and that your web camera set up correctly.

Some guidelines to keep in mind when taking a test for this course:

- Ensure you're in a location where you won't be interrupted
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- If a webcam is required, make sure it is plugged in or enabled before starting LockDown Browser
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted
- If a webcam is required, you will be recorded during the test to ensure you're using only permitted resources

Information About the Course

Online Course Information

Please be aware, **this is not a self-paced course**. Due dates are set up to keep you in the material and moving through the course at a reasonable pace. Every week will have requirements on your part as far as material review, discussion boards, quizzes, assignments, tests, etc. Staying involved with the course and material will ensure you are able to master the material required.

To be successful in this course, you must be able to commit to the following:

- Staying involved in the class and asking for help when needed.
  - o Don't let yourself fall behind. I'm here to help you.
- Completing and submitting all assignments on time or early.
  - o Allow time for Murphy's Law. Things go wrong, computers aren't perfect. Don't wait until the last minute or Murphy wins.
- Participating in the course multiple times throughout the week.
  - o The Due dates are set up to promote this. Assignments are staggered throughout the week.

These steps all tie together and will help you be successful in this course. The material you will be learning is instrumental to setting up a foundation for the knowledge you will use in the Rad Tech program.

Course Description

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and the health care system. Also includes infection control procedures and an introduction to prime exposure factors. The student will identify the prime exposure factors and have an understanding and incorporate infection control practices upon entering clinical sites.

Course Student Learning Outcomes
End-of-Course Outcomes: Define basic medical terms; identify ethical and legal standards; explain basic radiation protection practices; and relate the role of radiography to health care.

Course Prerequisites:
None

Course Topics:
See Course Schedule

Grading
30% - Unit Tests
30% - Final Examination
30% - Discussion Boards/Assignments/Quizzes
10% - Clinical Observation & Evaluation

Grading Scale:
"A" = 93-100
"B" = 84-92
"C" = 75-83
"F" = 0-74

The Grading Scale for courses in the Radiologic Technology program is based on the grading scale used by the ARRT for the National Registry Exam taken at the end of the two-year program. Please note that a passing grade in this class is a 75 or higher.

Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
- getting "kicked off" of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
- ask questions if I don't understand; and
- access my course several times during the week to keep up with assignments and announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

Course Policies

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in a timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course.

Distance Learning Integrity Policy

By participating in this online course, you are verifying that all submitted work is original and your own. You have been given a secure password to access the Blackboard site as well as your secure OC email. Sharing of these passwords is prohibited. Use of the online course on Blackboard as well as all secure emails sent through the OC email are to be done by the student on record only. Any action shown to be not of the student, (i.e. someone else taking a test for that student, submitting discussion posts for that student, etc.) are to be considered in violation of Odessa College's Scholastic Dishonesty Policy. This policy is also applied to the Clinical Observation done during this class. You will be required to show a picture I.D. when reporting to the facility to verify that you are the student on record for the class. Odessa College I.D. is preferred but any photo I.D. will be accepted.

Course Alignment with Industry Standards

This program is accredited by the Joint Review Committee on Education in Radiologic Technology and the course content is outlined in the American Society of Radiologic Technologists curriculum guide.

Digital Protocol

For online submissions, the electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time. Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to students with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

Attendance Policy

Students are expected to participate in class regularly. Weekly Discussion Board participation is required and a part of your grade. Also, all assignments, quizzes, and tests are to be completed and submitted on time. No late work is accepted. This is not a self-paced class.

AVID

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented.

Grade Inquiry

It is the responsibility of the student to keep track of assignment submissions and grades. At any point, you are welcome to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

Please understand that this is a required course for the RAD TECH program in order to prepare you. Quality work and active participation is expected and not to be negotiated. You can expect feedback on submitted assignments and tests within a week's time.

Students will be allowed to make up tests; however, 10 points will be deducted if the student fails to schedule and complete the examination before the next class day. If the student fails to make up the test by the second class day, the student will receive a 0 for the test.

General Course Requirements

1. Participate in class regularly.

2. Contribute and cooperate with civility.

3. **Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.**

4. Read and discuss textbook assignments and outside readings when they are assigned.

5. Complete all course assignments to include worksheets, laboratory exercises, written papers, examinations, etc.

6. Demonstrate proficiency of the requirements set forth in this course by attainment of a grade of "C" or better. (C= 75 or higher)

7. A one time clinical observation is required during this semester. The student must contact the instructor to schedule the observation as soon as possible. Clinical observation and evaluation must be completed prior to final examination week. *

8. The final examination is a comprehensive examination based on the ARRT format.

*A one time clinical observation is required during this semester. The student must contact the instructor to schedule the observation as soon as possible. Clinical observation and evaluation must be completed prior to final examination week. This will count as 10% of your final grade. Attire must be professional and appropriate. No open-toed shoes, jeans, or t-shirts. Please remember you will be standing for 4 hours during this observation. You MUST take your observation evaluation form with you to be filled out by the department supervisor (Kelly Hutchinson). She will turn the evaluations in to me. Use this 4 hour observation to learn about this career field. Ask questions. This observation is to help you decide if this career path is for you.

Incomplete Policy
An 'Incomplete' grade may be given only if:
1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.
3. An Incomplete form is submitted

Course Schedule

(Tentative and Subject to Change)

Course Outline	
Section 1:	• *Week 1* ○ Syllabus Quiz

	○ Week 1 Discussion Board • *Week 2: Ch. 1-2* ○ Reading Assignment ○ Week 2 Discussion Board ○ Ch. 1-2 Quiz • *Week 3: Ch. 3-4* ○ Reading Assignment ○ Video Assignment ○ Week 3 Discussion Board ○ Time Management Assignment ○ Ch. 3-4 Quiz • *Week 4: Ch. 10* ○ Reading Assignment ○ Video Assignment ○ The Patient's Bill of Rights ○ Week 4 Discussion Board ○ Ch. 10 Quiz • *Week 5: Ch. 11* ○ Reading Assignment ○ Video Assignment ○ Week 5 Discussion Board ○ Ch. 11 Quiz ○ Test 1- Ch. 1, 2, 3, 4, 10, & 11
Section 2:	• *Week 6: Ch. 22* ○ Reading Assignment ○ "Having A Child To Save Your Child" Video Assignment ○ Week 6 Discussion Board ○ Ch. 22 Quiz • *Week 7: Ch. 22* ○ Reading Assignment ○ Video Assignment ○ Week 7 Discussion Board ○ Test 2- Ch. 22 and Ethical Theories Handout
Section 3:	• *Week 8: Ch. 24* ○ Reading Assignment ○ Video/Reading Assignment ○ Week 8 Discussion Board ○ Ch. 24 Quiz • *Week 9: Ch. 24* ○ 7 C's of Malpractice Prevention Handout ○ Reading Assignment ○ Week 9 Discussion Board

	o Test 3- Ch. 24

Section 4:	• *Week 10: Ch. 16*
	  o Reading Assignment
	  o Video Assignment
	  o Week 10 Discussion Board
	  o Ch. 16 Quiz
	• *Week 11: Ch. 16*
	  o Reading Assignment
	  o Video Assignment
	  o Week 11 Discussion Board
	• *Week 12: Medical Terminology*
	  o Reading Assignment
	  o Medical Terminology Assignment
	  o Test 4- Ch. 16

Section 5:	• *Week 13: Ch. 9*
	  o Reading Assignment
	  o ARS Handout
	  o Week 13 Discussion Board
	  o Ch. 9 Quiz
	• *Week 14: Ch. 7*
	  o Reading Assignment
	  o Week 14 Discussion Board
	  o Ch. 7 Quiz
	• *Week 15: Inverse Square Law/ Density Maintenance Formula*
	  o Video Assignment
	  o Video Assignment
	  o Inverse Square Law and Density Maintenance Formula Worksheet Assignment
	  o Test 5- Ch. 9 and 7

	• *Week 16: FINAL*

Student Learning Outcomes (SLOs)

Student Learning	Core Objectives (CO's)

Outcome(s)	
• Define basic medical terms	*Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
• Define basic medical terms	*Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• Explain basic radiation protection practices	*Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
• Relate the role of radiography to health care	*Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
• Identify ethical and legal standards • Explain basic radiation protection practices • Relate the role of radiography to health care	*Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
• Identify ethical and legal standards • Explain basic radiation protection practices • Relate the role of radiography to health care	*Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Tuition Discounts

The *"First Course is Free"* discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The *"Academic Progress Discount"* provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that "[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104)."

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities*
http://www.odessa.edu/dept/studenthandbook/handbook.pdf

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:
- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.

- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at http://www.odessa.edu/dept/counseling/disabilities/index.htm. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or

withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36)*

Student Support Services and Technical Support

Blackboard Support
I can't log into my Blackboard Course, who do I contact?
Contact the Student Success Center: 432-335-6673 or online at
https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?
For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online **Click here.**
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online **Click here.**
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system	Online **Click here.**

	requirements check, configuration instructions, and training and resources area.	
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online **Click here.**

Student E-mail Support
How do I set up, access, or update my Odessa College Student E-mail account?
Go to this website and follow the directions on the page: http://www.odessa.edu/gmail/.

I can't access my student email! I forgot my password!
Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities
How do I contact the Office of Special Populations?

Main Number	432-335-6861
Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)
How do I contact the Learning Resource Center?

Main Number	432-335-6640
FAQ Service	LibAnswers: http://libanswers.odessa.edu
Contact a Specific OC Librarian	Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu
LRC Services and Guidelines Website	https://www.odessa.edu/dept/library/services/index.htm

Equipment and Services Provided:
The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX	For course work	On Campus

service		
Quiet study areas	For course work	On Campus

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?
Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number	432-335-6673
Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Assistance / Chat	Click Here *(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)*

Equipment and Services Provided:
The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for

		[more information.](#)
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online [Click here for more information.](#)
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online [Click here for more information.](#)
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus [Click here for more information.](#)
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online [Click here for more information.](#)

Veterans Support
How do I contact the office for Veteran's Outreach?

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm