



RADR-2368-001C3-SP2026

Practicum (or Field Experience) - Radiologic Technology/Science - Radiographer

Course Information

Spring 2026 Semester

Start/End Date: 01/12/26 - 05/07/26 **Room:** TBA TBA **Instructional Method:** PRAC

Key:

LEC-Lecture, LAB-Lab, ILEC-Internet Lecture, ILAB-Internet Lab, HLEC-Hybrid Lecture, HLAB-Hybrid Lab, CLIN-Clinical, Coop-Cooperative Education, INTR-Internship, PRAC-Practicum

Additional Course Information

Any changes in the course will be posted in Brightspace/D2L.

The Radiologic Technology Program courses build upon each other. In each course, there may be test questions from prior modules within the course, as well as prior program courses.

Students with a positive background screening may be ineligible for clinical placement.

Instructor Information

Laura Schrettner

Phone: 409-933-8681

Email: lschretnr@com.edu

Office Hours: Monday 1-4 pm Thursday and Friday 1 -2 pm Other hours by appointment

Location: STEM 225-60 or via TEAMS

Additional Information:

Monday will be in STEM 225-60

Thursday and Friday will be via TEAMS

William Cummins

Phone: 409-933-8246

Email: wcummins1@com.edu

Office Hours: Monday and Thursday 10 am – 12 pm

Location: STEM 225-58

Additional Information:

Available during clinical site visits as needed

Certification and Licensure

Successful completion of a criminal back-ground check does not ensure eligibility for licensure or future employment.

American Registry of Radiologic Technologists (ARRT):

The ARRT Standards of Ethics governs the behavior expected of Radiologic Technologists, and the behavior that is not tolerated. If a student has faced the following, they should consider an ethics review preapplication:

- Misdemeanor or felony charges or convictions
- Military courts-martial.
- Disciplinary actions taken by a state or federal regulatory authority or certification board.
- Serious honor code (academic) violations as described in our Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating.

These offenses may result in ineligibility for applying for certification and registration.

Texas

Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion.

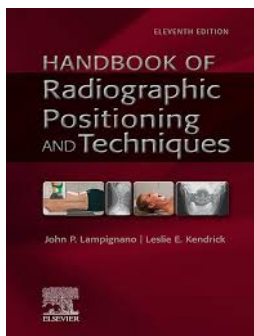
Required Textbook and Materials



Title: Cloverleaf Learning



Title: American Society of Radiologic Technologists Membership



Title: Bontrager's Radiographic Positioning and Related Anatomy Handbook

Course Description

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: RADR 2367 with a grade of "C" or better.

Course Requirements

- Complete all competencies. Any competencies not completed must be completed this semester (a total of 52 competencies). A student may simulate up to 5 competencies the very last day of the semester for any exams in which they did not see during their clinical

experience. Please refer to the ARRT clinical competency schedule to see which exams may be simulated.

- Attend and complete all clinical hours.
- Participate in the Healthcare and Public Safety Professions Interprofessional Development.
- Complete all required documentation, orientation, onboarding, and evaluations promptly and accurately.
- All clinical compliance items must be current. Please remember it can take up to 2 weeks for approval of any compliance items. Failure to have these items submitted to and approved before expiration will result in removal from the clinical site, as well as considered an unexcused absence, as well as unprofessional as reflected in the clinical progress reports, reducing the final clinical grade.
- Complete reflective journals.
- Failure to submit any required documentation by the due date will result in removal from the clinical site until the documentation has been submitted to the appropriate platform AND approved by the appropriate faculty.
- Students who are non-compliant with any clinical facility requirement (such as Complio, MCE, onboarding, or any clinical requirement) will be removed from the clinical site and not allowed to return until approved by the platform or clinical facility. Faculty will not approve any urgent requests due to student failure to complete the requirement in a timely manner.

Determination of Course Grade/Detailed Grading Formula

The Radiologic Technology program utilizes this course grading scale:

- 90-100 = A
- 80-89 = B
- 75-79 = C
- 69-74 = D
- 0-68 = F

Late Work, Make-Up, and Extra-Credit Policy

Late assignments are not accepted. Students are responsible for completing all assignments on time and for any course content missed by absence or tardiness.

Please see the program handbook for extenuating circumstances such as:

- College Closure
- Clinical Site Closure
- Bereavement Leave
- Catastrophic Leave
- Military Leave

Attendance Policy

Students must attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it is necessary to miss a class. COM recognizes no excused absences other than those prescribed by law: religious holy days and military service. Students are not allowed to attend any clinical shift outside of the prescribed days/times as determined by the course faculty.

- It is required of all students to be “on the floor” ready for a patient and exams at their start time.
- It is highly recommended that a student arrive at their clinical shift 15 minutes before the start of the shift. If a student is clocking in at their shift start time, they are considered late, as cell phones are not allowed to be carried while performing clinical duties or during a clinical shift.
- Students are required to work their scheduled shift. Any “extra” time worked does NOT count towards your day.
- You cannot “store” and save any time to use later. You are only given credit for your 8 hours shift.
- Students are required to enter comments into their time log for any late arrivals or any early departures from the clinical assignment.
- Students must record their time at the appropriate location within their clinical setting.
- Time is tracked using the Trajecsyst reporting system.
- Each clinical course requires the student to complete a certain number of contact hours/days on the clinical site. A minimum of 336 clinical hours and 42 clinical days are required for course completion. The last two weeks of the semester are set aside for clinical made up hours. No additional shifts will be granted to make up any hours.

Extenuating Circumstances can be discussed with Program faculty.

Absences

- Students must attend all clinical hours. There are times when a student may miss a clinical day. Students must make up any clinical time missed. Students are allowed 2 absences without a course letter grade reduction.
- All clinical time missed must be made up during the semester in four or eight-hour blocks of time, scheduled and approved with the Clinical Coordinator and Preceptor.
- If two or more consecutive days are missed due to illness, an official note from your healthcare provider must be provided to return to the clinical environment.
- If a student is absent more than the allowed days, the student's final course grade will be reduced by one letter grade for each additional absence.
- Students cannot attend a clinical rotation on any non-scheduled day, holidays, or outside of the course dates.
- Students will not be counted absent or required to make-up clinical time missed while participating in an approved school function (attending the Texas Society of Radiologic Technologist annual meeting, etc). This must be approved by the Clinical Coordinator or Program Director prior to any event.
- Absences are also reflected in the student's faculty evaluation reports and do lower the grade for that assessment. The reason for any absence must be documented in Trajecsyst.
- If a student is absent, they are expected to communicate this with the clinical Preceptor and faculty BEFORE the start of the shift. Failure to do so results in immediate remediation and is considered unprofessional behavior.
- Students are not allowed any absences in the first 4 weeks or the last 2 weeks of any clinical rotation.
- Students must complete a Shift Change form to request any make-up days. This must be approved by the clinical site and the program before any shift is worked.

Tardy

A student is considered tardy if they are not ready to work at the assigned shift time or leaving the shift early.

- If a student is arriving late or leaving early, they are expected to communicate this with the clinical Preceptor and the course faculty BEFORE the start of the shift. Failure to do so

results in immediate remediation and is considered unprofessional behavior. For the appropriate method of communication, please check the course syllabus.

- Clocking in/out from any area of the clinical facility other than the main radiology department or designated work area is tardy.
- The reason for any tardy must be documented in Trajecsys. The Program understands the nature of traveling to many of our clinical sites and the traffic and issues that can be involved. No tardy is acceptable, however, students will not be penalized for issues beyond their control, however, documentation must be provided to prove this request (up to 2 instances of tardiness per semester). Failure to allow enough time to travel to the clinical site is not considered an acceptable reason. Acceptance or denial of the rationale for tardiness will be at the discretion of the Clinical Coordinator or Program Director.
- If a student is tardy more than twice in any given semester, remediation will occur, and this will reduce the grade for each progress report in which a tardy occurred. For each additional tardy, the final clinical grade will be reduced by 5%. Tardy's are also reflected in the student's faculty evaluation reports and do lower the grade for that assessment.

Extenuating Circumstances can be discussed with Program faculty.

Communicating with Your Instructor

ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Clinical Instructors and Preceptors

Please see the clinical site visit schedule. You will find clinical site (Preceptor) contact information as well as Clinical Instructor contact information.

Laura Schrettner, Program Director

- 409-933-8681 office
- 281-968-1626 cell
- lschrettner@com.edu

Bill Cummins, Clinical Coordinator

- 409-933-8246 office

- 970-302-6807 cell
- wcummins1@com.edu

Academic Dishonesty

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty is an extremely serious offense and will result in a grade of zero on that exam, assignment, or activity. The student will be referred to the Office of Student Conduct for appropriate discipline action. Unauthorized use of AI-content generators is a form of academic dishonesty.

Student Concerns

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Dr. Rebecca Montz at 409-933-8948 or rmontz@com.edu.

Course Outline

Course Outline

Assignment	Due Date
Orientation to the clinical site	Your Preceptor will complete this in Trajecsyst. This must be completed in Trajecsyst before you perform any exams.
Radiology equipment evaluation	Your Preceptor will complete this in Trajecsyst. This must be completed in Trajecsyst before you perform any exams.
Portable Equipment Evaluation	Your Preceptor will complete this in Trajecsyst. This must be completed in Trajecsyst before you perform any exams.
Fluoroscopy Equipment Evaluation	Your Preceptor will complete this in Trajecsyst. This must be completed in Trajecsyst before you perform any exams.

C-arm Equipment Evaluation	Your Preceptor will complete this in Trajecsyst. This must be completed in Trajecsyst before you perform any exams.
Facility Protocols	You must complete this in Trajecsyst before you may perform any exams.
Supervision Acknowledgment	This must be signed and submitted to the faculty of record by 1/12/2026. Students will not be allowed into the clinical setting if this not completed by the due date.
Syllabus Acknowledgement	This must be signed and submitted to the faculty of record by 1/12/2026. Students will not be allowed into the clinical setting if this not completed by the due date.
Advanced Modality Case Study	This must be submitted within 5 days of rotation completion.
Reflective Journal	There are 4 reflective journal assignments. Please look at the course calendar for due dates.
Logbooks (grades reflected in faculty evaluation of students)	Accurate Logbook recordings are due within 48 hours of each clinical shift.
Competencies	Competency recordings are due within 48 hours of clinical shift.
Time recording	Accurate and daily reporting of clinical hours as well as necessary correction.
Dosimeter reading and recording in Trajecsyst (grade will be reflected in faculty evaluation of students)	Reading is due on the last day of the month by 11:59 pm. Documentation of recording is due in Trajecsyst by the 5th of the next month.
Image evaluation	These will be submitted by faculty after review. Students are required to review the evaluation within 48 hours of submission.
Student evaluation of clinical rotation	This is due 5-2-2026. Students will not be allowed to begin the next clinical course if this not completed by the due date.

Progress report	These will be submitted by the Preceptor. The student is required to review this report within 5 days of submission.
Evaluation of Clinical Instructor	This is due 5-2-2026.

Competencies

Students are allowed three attempts to pass a competency exam. After each failure, students are required to remediate the failure before they will be allowed to retest. All competency attempts will be recorded, and the student will receive the average score of all competency attempts as a grade for that exam. Failure to successfully complete any required competencies in any clinical course will result in a failing grade for the class. If, after 3 attempts and required remediation, the student cannot successfully pass a competency, they will be advised they are not meeting program and course requirements and will not receive a passing grade in the course.

Students are not allowed to perform an exam in the clinical setting until:

- They have passed a simulation in lab.
- They have demonstrated extensive experience in observing and assisting with the exam (student is expected to assist with a minimum of 3 exams before performing any exam).

Students are not allowed to perform a competency exam in the clinical setting until:

- They have demonstrated extensive experience in performing the exam (student is expected to perform a minimum of 3 exams before attempting any competency).

Because a competency evaluation is comparable lab exam in the classroom, the student radiographer IS REQUIRED to perform a competency evaluation independently. Any assistance from the technologist (other than moving the patient on and off the table) will be an unsuccessful competency.

If the faculty or Preceptor determines a student has not demonstrated experience with the exam, the faculty or Preceptor will deny the competency. Occasionally, there will be exams that do not occur very often. These instances will be reviewed individually with each student, and a plan to achieve the competencies will be formulated.

Students must ensure that all competencies are submitted within 48 hours of the clinical shift in which the competency is obtained. This submission is via Trajecsys and must be “disapproved” by the student. Failure to do so will result in denial of the competency exam.

Students will be evaluated continuously in the program. Students will be required to demonstrate competence on random exams and will be evaluated by clinical faculty during their rotations. Any student who does not pass a random competency, will be required to remediate the exam, and any successful prior competencies will be removed, and the student will be required to complete the imaging procedure for competency again. Failure to repeat the required competency will result in program dismissal as the student cannot meet program objectives.

Students must earn all remaining competencies to successfully complete this class.

Withdrawal Policy

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the **December Mini session is December 23**. The last date to withdraw from the **1st 8-week session is February 25**. The last date to withdraw from the **16-week session is April 20**. The last date to withdraw for the **2nd 8-week session is April 29**.

FN Grade

FN Grading: The FN grade is issued in cases of failure due to a lack of attendance, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook: <https://www.com.edu/student-services/student-handbook.html>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress: If you are experiencing stress or anxiety about your daily living needs, including food, housing, or just feel you could benefit from free resources to help you through a difficult time, please click here: <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement: The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.