



Practicum IV
RADR-2367-001C3-FA2025
FALL 2025
Time and days of course - Varies

Instructor's name, email, and phone number

- William Cummins wcummins1@com.edu
- Office Phone: 409-933-8246
- Cell: 970-302-6807

- Laura Schrettner
- lschrettner@com.edu
- 409-933-8681

Clinical Instructors

You will be provided with your clinical instructors' contact information based on your clinical site. Please see the clinical site visit assignments.

Student hours and location:

- Bill: 225-58 STEAM or via TEAMS
 - Monday 10 am – 12 pm
 - Thursday 10 am – 12 pm
 - We can also meet via TEAMS. I will be in the clinical settings on various days throughout the week and will also be available during these times for consultation.
- Laura: 225-60 STEAM or via TEAMS
 - Wednesday 12 pm – 4 pm
 - Thursday 12 pm – 1:30 pm

Required textbooks/material

- **Textbook**
 - *Bontrager's Textbook of Radiographic Positioning and Related Anatomy*, 11th Edition by John Lampignano and Leslie Kendrick
- **Brightspace D2L**
 - We will be using Brightspace D2L for this course, so you will need access to a computer and the Internet. There is also a **mobile-friendly** app and can be used on your phone or tablet through the or a mobile browser!
- **Computers**

- You will need a computer with audio and video capabilities. Exams may be given online and require a webcam and microphone. While most of the tests will be in person, there may be times when you are asked to take a proctored exam remotely. You may take your exams on campus, and computers are in the library and the tutoring center.
- See the student handbook for additional requirements.

Course description and outcomes

Practical, general workplace training is supported by an individualized learning plan developed by the employer, college, and student.

Course Requirements

- Complete all competencies.
- Attend and complete all clinical hours (30 days and 240 clinical hours).
- Complete all required documentation, orientation, onboarding, and evaluations in a timely and accurate manner.
- 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.

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
- 65-74% = D
- 64% or below = F

Late Assignments/Make-Up Policy

Late assignments are not accepted for any course in the Radiologic Technology Program. Students are responsible for completing all assignments and are responsible for any course content missed by absence or tardiness.

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.

Each instance of failing to “read” your dosimeter by the last day of the month will result in a 5% reduction in your clinical progress report.

Each dose recording in Trajecsyst is due by the 5th of the following month. Each instance of failing to report and record accurate dosimeter readings by the due date will result in a 5% reduction in your clinical progress report for each instance.

Students who are non-compliant with any clinical facility requirement (such as Complio, MCE, or other onboarding or requirement) will be removed from the clinical site and not allowed to return until approved by the platform. **Faculty will not approve any urgent requests due to student failure to complete the requirement in a timely manner.**

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 be 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 arrives 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.

For example, your shift starts at 8 am. You arrive at 7:45, put your items away, clock in at 7:52 and head to the floor for your first patient. You then clock out for lunch at 12 pm and back in at 12:20 pm. Your shift ends at 4:30 pm. You are REQUIRED to work until the end of your shift at 4:30. You cannot “store” and save any time to use later. You are only given credit for your 8-hour 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.

Absences

Students must attend all clinical hours. There are times when a student may miss a clinical day. Students must make up for any clinical time missed. Students are allowed the following absences without a course letter grade reduction:

- Semester 4 – 3 absences

All clinical time missed must be made up during the semester in four or eight-hour blocks of time, as well as 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 for 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 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 completed.

Tardy

A student is considered tardy if they are not ready to work at the assigned shift time or leave the shift early. If a student is arriving late or leaving early, they are expected to communicate about 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 Trajecsyst. 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.

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.

Please refer to the Leave policy for additional information.

Communicating with your instructor

- All electronic communications with your 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.
- The best way to contact any instructor for an **emergency ONLY** is through their cell phone. You may text or call. If you are late or leaving early, please send an email UNLESS you are expecting the instructor for a site visit.
- I will respond to emails within 48 hours, Monday through Friday. I check my emails various times throughout the day Monday through Friday, during regular business hours.

Outcomes and Objectives Mapping

Upon completion of the course, the student will be able to:	Maps to Core Objective	Assessed with this assignment
Apply the theory, concepts, and skills involving: (PSLO – Critical Thinking, Competency) <ul style="list-style-type: none">• specialized materials• tools• equipment• procedures• regulations• laws• interactions within and among systems associated with the occupation and the business/industry<ul style="list-style-type: none">○ political○ economic○ environmental○ social○ legal systems	Apply the knowledge and skills to be a clinically competent entry-level radiographer. Students will demonstrate independent critical thinking and problem-solving skills	Final Progress Report
Demonstrate: (PSLO – Professionalism, communication) <ul style="list-style-type: none">○ legal and ethical behavior○ safety practices○ interpersonal and teamwork skills○ appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.	Students will model professionalism and ethical behaviors. Students will employ effective communication skills	Final Progress Report

Competency

Students are allowed three attempts to pass a competency exam and a simulated lab competency exam. After each failure, students are required to remediate the failure before they are allowed to retest. All competency and simulated lab competency attempts will be recorded, and the student will receive the

average score of all competencies 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 and/or simulated lab competency exam, 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.**

If a student is found to be performing exams, they are not eligible to perform; the exams will be removed from the student's log. This will also be reflected negatively in their progress reports.

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

- **They have demonstrated extensive experience in performing the exam.**

If a student is found to be attempting competency on an exam, they are not eligible to perform; the competency will be removed from the student's log. This will also be reflected negatively in their progress reports.

Because a competency evaluation is comparable to a 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.

Students must review all exams performed with the Clinical Coordinator and/or course faculty to receive approval to begin performing competencies on any exam. Students must document experience assisting with and performing exams BEFORE they may request competency. If the faculty or Preceptor determines a student has not demonstrated experience with the exam, the faculty or Preceptor may deny the students 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 strive to obtain all competencies in the clinical setting. The program will allow no more than 5 simulated exams for completion of ARRT required competencies. This will only be allowed in the

last month of the students' fifth semester. This is ONLY for exams the student has not experienced at any time during their clinical experience. If a student has been found to have the ability to perform these exams on a patient and has chosen not to do so, then these exams will not be eligible for simulation.

Students must earn 15 competencies

Academic Dishonesty statement

Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam, and 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.

Plagiarism statement

Plagiarism uses someone else's words or ideas and claims them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website, and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero, and the student will be referred to the Office of Student Conduct for appropriate discipline action. Links to resources about avoiding plagiarism:

- [Purdue OWL](#)
- [Excelsior OWL](#)
- [YouTube UMass Dartmouth](#)

Concerns/Questions Statement

If you have any questions or concerns about any aspect of this course, please contact me using the information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Laura Schrettner, Program Director, at 409-933-8681 or lschrettner@com.edu.

Please review the Radiologic Technology Student Handbook and the [COM Student Handbook](#) for the process.

Notice to Students Regarding Licensing 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. The following website provides links to information about the licensing process and requirements: www.tdlr.texas.gov.

Disclaimers / Additional Policies

Course policies are subject to change. It is the student's responsibility to check Brightspace/D2L for corrections or updates to the syllabus. Any changes will be posted in Brightspace/D2L.

The Radiologic Technology Program courses build upon each other. The ARRT board exam covers ALL the content taught in the program. In each course, there will be test questions from prior modules within the course, as well as from prior classes.

Assignments and Due Dates

Assignment	Due Date
Orientation to the clinical site	Your Preceptor will complete this in Trajecsyst. This must be completed before students can PERFORM any exams.
Radiology equipment evaluation	Your Preceptor will complete this in Trajecsyst. This must be completed in Trajecsyst before you complete a competency. This must be completed before students can PERFORM any exams.
Fluoroscopy equipment evaluation	Your Preceptor will complete this in Trajecsyst. This must be completed in Trajecsyst before you complete a competency. This must be completed before students can PERFORM any exams.
Portable equipment evaluation	Your Preceptor will complete this in Trajecsyst. This must be completed in Trajecsyst before you complete a competency. This must be completed before students can PERFORM any exams.
C-arm equipment evaluation	Your Preceptor will complete this in Trajecsyst. This must be completed in Trajecsyst before you complete a competency. This must be completed before students can PERFORM any exams.
Logbooks	Logbook recordings are due within 48 hours of each clinical shift.
Competencies	Competency recordings are due within 48 hours of clinical shifts. Twelve competencies are required this semester.
Time Recording	Accurate and daily reporting of clinical hours as well as necessary corrections.
Dosimeter reading	Reading is due on the last day of the month at 11:59 pm. The recording is due in Trajecsyst on the 5th of the following month. Your progress report grade will be reduced by 5% by the RSO if this is not completed in the allotted time frame.
Image evaluation	These will be submitted by the faculty after review. Students are required to review the evaluation within 48 hours of submission.
Student evaluation of clinical rotation	This is due on 11/26/2025.
Student evaluation of Clinical Instructor	This is due on 11/26/2025.
Progress report	These will be submitted by the Preceptor. The student is required to review this report within 5 days of submission.

Reflective Journal	4 Journal reflections are required. See the calendar for the due date
Facility protocol	You must complete this in Trajecsys before you perform any exams.
Supervision acknowledgement	This must be signed and uploaded by 8/19/2025.
Syllabus acknowledgement	This must be signed and uploaded by 8/19/2025.

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

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

ADA Statement

Any student with a documented disability needing academic accommodation 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.

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 is November 14, 2025.

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.

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.

Student services

Counseling

Counseling Services offers free academic and personal counseling. Workshops and individual sessions are available to assist students in recognizing and resolving academic and personal concerns. Students who may need assistance with goal setting, problem solving, study skills, motivation, or communicating effectively are encouraged to access services in the Student Success Center located on the first floor of the Doyle Family Administration Building.

[Tutoring](#)

Tutoring is available for Math, Science, and writing and is available face-to-face, online, or by eTutoring sessions.

[Disability Services](#)

Accommodation is available to COM students with documented disabilities. To request accommodations, contact the Office for Students with Disabilities, located in the Student Success Center on the first floor of the Doyle Family Administration Building.

[COM Library Radiologic Technology Page](#)

COM Library staff have created a webpage of resources, just for you.

[Library](#)

The library hosts a variety of resources for students, including books, journals, and learning materials. The library also hosts a computer lab accessible to students.

[Trio-Student Support Services](#)

TRIO-Student Support Services (TRIO-SSS) is a federally funded grant program through the U.S. Department of Education that provides support for students in meeting their academic, personal, career and other education-related goals.