

RADR 1166
Practicum I
Fall 2023
Thursdays and Fridays, hours vary

Instructor of record:

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

Clinical Instructors:

- Greg Yardley email pending 281-819-0378
- Cody Brunt email pending 409-210-7335
- Stephanie Ruelas email pending 832-481-4660

Student hours and location

All clinical instructors will visit with you on each visit. You may contact them via their cell phone or email on any Thursday or Friday.

Required textbooks/material

- *Bontrager's Handbook of Radiographic Positioning and Related Anatomy*
John Lampignano and Leslie Kendrick
ISBN 978-323-694223
Elsevier
- See the student handbook for additional requirements.

Course description

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

Course Requirements

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

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.

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.

Attendance Policy

Students are required to 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. Students are allowed 2 days for personal leave, however the missed time must be made up during the semester in which it occurred in four or eight-hour blocks of time, as well as scheduled and approved with the Clinical Coordinator and Preceptor. Any day past the allowed 2 days will result in a reduction of the letter grade for the class for each absence. Students are not allowed any absences the first 4 weeks or last 2 weeks of any clinical rotation.

If two or more consecutive days are missed, an official note from your healthcare provider must be provided to return to the clinical environment.

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). Absences are also reflected in the student's faculty evaluation reports and do lower the grade for that assessment.

If a student is absent, 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.

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 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.

- 2 tardies will result in remediation action.
- 3 tardies will be considered equivalent to one absence.

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.

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.

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 this course is November 28, 2023.

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 is through their phone information above. You may text or call.
- The second method of contact is via the COM email system.
- All clinical faculty are employed elsewhere and may not be available days outside of their site visit schedules (Thursdays and Fridays).
- If you cannot contact your clinical instructor, please contact the instructor of record.
- Student Lounge - Here is where you can ask questions of each other. If you do not understand a concept, post your questions here and a peer can answer you with their knowledge. This way you can learn from each other. You can also ask simple questions such as "when is". I will monitor this, so if you do not get a response from a peer, I can help you.
- Instructor of record office hours are:
 - Monday 10am - 12pm Room 225-51 or via Teams (2023 Cohort)
 - Thursday 9am - 11am Room 225-51 or via Teams (2023 Cohort).

Academic Success & Support Services:

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 through Student Services. Please discuss any concerns with your faculty or an advisor.

Success Tips for Students

- [7 habits of highly successful students](#)
- [7 habits of highly performing students](#)
- [Introduction to Brightspace D2L video](#)

ADA Statement

Any student with a documented disability needing academic accommodation is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is in the Student Success Center.

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 for you to meet your academic goals.

Classroom Conduct Policy statement

Please refer to the Radiologic Technology program handbook for clinical facility conduct expectations.

Academic Dishonesty statement

Academic Dishonesty: 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 is using someone else's words or ideas and claiming 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](#)

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](#). *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.*

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 use our [community resources](#). 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.

Concerns/Questions Statement

Please contact the instructor regarding any issues or concerns about the course.

College of the Mainland is committed to providing an educational climate that is conducive to the personal and professional development of everyone. To ensure our commitment, the College has developed procedures for students to address their concerns within the college community. A student who has an unresolved disagreement with a faculty or staff member, another student, a student group, or dissatisfaction with the service received may initiate a complaint without prejudicing his or her status with the College. Please review the Radiologic Technology Student Handbook and the [COM Student Handbook](#) for the process.

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

Competencies

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

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

- They have demonstrated extensive experience in performing the exam.

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.

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 perform a minimum of 5 examinations before they are allowed to request competencies.** Students may also be required to perform a competency with the faculty during a site visit, even if they have obtained an initial and final competency for a given exam. 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 earn 3 competencies from any of the following areas:

- Chest- Routine
- Chest – Lateral Decubitus
- Upper Airway
- Geriatric Chest - Routine (Geriatric is a least 65 years old AND physically or cognitively impaired due to aging.
- Pediatric Chest - Routine (age 6 or less)
- AP Abdomen – Supine
- AP Abdomen – Upright
- AP Abdomen – Decubitus
- Pediatric Abdomen

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](#)

CM 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 material. 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.

Assignments and Due Dates

Assignment	Due Date
Orientation to the clinical site	Your Preceptor will complete this in Trajecsys.
Radiology equipment evaluation	Your Preceptor will complete this in Trajecsys. This must be completed in Trajecsys before you may complete a competency.
Logbooks	Logbook recordings are due within 48 hours of each clinical shift.
Competencies	Competency recordings are due within 48 hours of clinical shift. Three competencies are required this semester.

Time Recording	Accurate and daily reporting of clinical hours as well as necessary correction.
Dosimeter reading	Reading is due on the last day of the month by 11:59 pm.
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 12-13-2023.
Progress report	These will be submitted by the Preceptor. The student is required to review this report within 5 days of submission.
Faculty evaluation	This will be submitted by the course faculty. The student is required to review this report within 5 days of submission.
Reflective Journal	5 Journal reflections are required. See the calendar for the due date

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 content taught in the program. In each course, there will be test questions from prior modules within the course, as well as prior classes.

Please refer to the Radiologic Technology Student Handbook for more information on specific program policies and additional clinical requirements.