



RADR-2331-101C1-FA2025  
Advanced Radiographic Procedures  
Thursday 1:30 pm – 4:30 pm  
Friday 1:30 pm – 4:30 pm

**Instructor's name, email, and phone number**

- William Cummins
- [wcummins1@com.edu](mailto:wcummins1@com.edu)
- 409-933-8246 Cell: (970) 302-6807

**Student hours and location**

- Bill: 225-58 STEAM or via TEAMS
  - Monday 10am – 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.

**Required textbooks/material**

- **Textbook**
  - Bontrager's Textbook of Radiographic Positioning and Related Anatomy, 10th Edition
    - John Lampignano, Leslie Kendrick
  - *Introduction to Radiologic and Imaging Sciences and Patient Care*
    - Arlene Adler, Richard Carlton, Kori Stewart
  - **OPTIONAL:** Bontrager's Workbook of Radiographic Positioning and Techniques, 10th Edition by John Lampignano and Leslie Kendrick
  - Cloverleaf Learning Platform
  - ASRT student membership
  - HESI Midcurricular Exam
- **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 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.

**Course description:**

Positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology

**Course Requirements**

- Attend all classes.
- Complete all exams and assignments.
- Participate in class activities and labs.
- Participate in group activities.

**Determination of Course Grade/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 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.

**Attendance Policy****Attendance**

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 prior to the class. COM recognizes no excused absences other than those prescribed by law: religious holy days and military service.

Students are expected to attend all didactic and lab classes.

Excessive absences (including arriving late and leaving early) prevents the student from meeting the objectives of the course and the Program. If a student is absent, they must contact the faculty before the start of class and explain the situation. A student who misses 10% of class periods will be given a written warning for excessive absences. A student who misses 15% or more of class periods is considered unable to complete the program objectives and can be removed from the class by an instructor-initiated withdrawal. Class activities missed during the absence may not be made up.

**Tardy**

A student who is not in class at the given start time of the class will be considered tardy. A student who is more than 10 minutes late may be refused entry into the class for that period at the discretion of the instructor. Entering class late or leaving early disrupts the class and is disrespectful to faculty and peers. Class activities missed during the absence may not be made up. Excessive tardiness will result in remediation. A student who cannot successfully complete a remediation plan due to excessive tardiness, can be removed from the class by an instructor-initiated withdrawal.

Extenuating Circumstances can be discussed with Program faculty.

### 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 get a hold of me is through my school email – [wcummins1@com.edu](mailto:wcummins1@com.edu). If this is an emergency (such as you are in the clinical site and ran over your toe with the portable, and broke your toe), please text me so I can get back to you sooner (970) 302-6807. You may also contact me through your course mailbox.
- If you are contacting me regarding a particular course, and you use the school email, please be sure to tell me which course it is.
- Office Hours are:
  - Bill – 225 -58 STEAM or via TEAMS
    - During clinical site visits
    - Monday 10 am – 12 pm
    - Thursday 10 am – 12 pm
- 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

Student Learning outcome – Upon completion of the course, the student will be able to:	Maps to Core Objective	Assessed with this assignment
Perform advanced level procedures in positioning	Students will apply the knowledge to be a clinically competent entry- level radiographer	UGI simulated positioning exam
Align anatomic structures and equipment	Students will apply the knowledge to be a clinically competent entry- level radiographer	Lower gastrointestinal system simulated positioning exam
Evaluate images	Students will demonstrate critical thinking and problem-solving skills	Image Review Assignment
Adapt routine positioning for non-routine patient exams	Students will demonstrate critical thinking and problem-solving skills	Critical Thinking Scenarios
Demonstrate proficiency in written communication skills	Students will employ effective communication skills.	Informational Brochure

### **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 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](#)

**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](mailto: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](http://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 content taught in the program. In each course, there will be test questions from prior modules within the course, as well as prior classes.

## Course outline

The schedule is subject to change based on needs.

Week	Content	Class Activity	Assignments
Week 1 21 Aug	Pharmacology, Drug Administration, Consent and Venipuncture		Chapter Reading Cloverleaf Learning Assignments
Week 2 28 Aug	Venipuncture/Consent Exam – Pharmacology Contrast Exams	Practice Venipuncture	Chapter Reading Cloverleaf Learning Assignments
Week 3 4 Sep	Contrast Exams	Practice Venipuncture Skills Lab Positioning Image Critique	Chapter Reading Cloverleaf Learning Assignments Contrast Brochure Project
Week 4 11 Sep	Exam – Contrast Exams Angiography	Practice Venipuncture Final Skills Lab Positioning Sterile Tray Setup	Chapter Reading Cloverleaf Learning Assignments
Week 5 18 Sep	Mobile & Surgical Radiography	Practice Venipuncture Mobile Skills	Chapter Reading Cloverleaf Learning Assignments
Week 6 25 Sep	C-Arm & Mobile Skills	Venipuncture Comp#1 C-arm/Mobile Skills	Chapter Reading Cloverleaf Learning Assignments
Week 7 2 Oct	C-Arm & Mobile Skills Exam – Mobile & Surgical Radiography	Venipuncture Comp#2 C-arm Comp	Chapter Reading Cloverleaf Learning Assignments
Week 8 9 Oct	C-Arm & Mobile Skills Contrast Brochure Final Exam	Venipuncture Comp#3 C-arm Comp	Chapter Readings Cloverleaf Learning Assignments Contrast Brochure Project - DUE

## 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.

### 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 October 1, 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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto: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.

[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.