



RADR-1166-001C3-FA2024  
Practicum IV

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

- William Cummins
- wcummins1@com.edu
- 409-933-8246

**Clinical Instructors:**

- Amy Acosta
- Cody Brunt
- Michelle Evans
- Rene Fuentes
- Stephanie Ruelas
- Greg Yardley

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**

- Monday 10am - 12pm Room 225-51 or via Teams
- Thursday 9am - 11am Room 225-51 or via Teams
- During clinical site visits

**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 competencies.

- Attend and complete all clinical hours.
- 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.

**Determination of Course Grade/Detailed Grading Formula:** The Radiologic Technology program utilizes this course grading scale:

- 92-100 = 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:** 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 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.

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 hours shift.

Students must enter comments into their time log for late arrivals or early departures from the clinical assignment.

Students must record their time at the appropriate location within their clinical setting. Time is tracked using the Trajecsys reporting system.

## **Absences**

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

- Semester 1 – 2 absences
- Semester 2 – 2 absences
- Semester 3 – 3 absences
- Semester 4 – 3 absences
- Semester 5 – 3 absences

**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 Trajecsys.

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 the first 4 weeks or last 2 weeks of any clinical rotation.

Student 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.

Please refer to the Leave policy for additional information.

## **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.

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 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 (281-909-7532). 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.
- 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.
- Office Hours are Monday 10am - 12pm Room 225-49 or via Teams and Thursday 9am - 11am Room 225-49 or via Teams.
- 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"> <li>• specialized materials</li> <li>• tools</li> <li>• equipment</li> <li>• procedures</li> <li>• regulations</li> <li>• laws</li> </ul>	<b>Apply the knowledge and skills to be a clinically competent entry-level radiographer.</b>  <b>Students will demonstrate</b>	Final Progress Report

<ul style="list-style-type: none"> <li>• interactions within and among systems associated with the occupation and the business/industry <ul style="list-style-type: none"> <li>○ political</li> <li>○ economic</li> <li>○ environmental</li> <li>○ social</li> <li>○ legal systems</li> </ul> </li> </ul>	<p><b>independent critical thinking and problem-solving skills</b></p>	
<p>Demonstrate: (PSLO – Professionalism, communication)</p> <ul style="list-style-type: none"> <li>○ legal and ethical behavior</li> <li>○ safety practices</li> <li>○ interpersonal and teamwork skills</li> <li>○ appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.</li> </ul>	<p><b>Students will model professionalism and ethical behaviors.</b></p> <p><b>Students will employ effective communication skills</b></p>	<p>Final Progress Report</p>

### 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 document experience assisting with and performing exams BEFORE they may request a competency. If the faculty or Preceptor determines a student has not demonstrated experience with the exam, the faculty or Preceptor may 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.

Student must ensure that all competencies are submitted with 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 **3** competencies from any of the following areas:

- Chest routine
- Chest Lateral Decubitus
- Upper Airway
- Geriatric Exams
- (65 years old/physically/cognitively Impaired).
- Pediatric Exams (age 6 or less)
- AP abdomen – Supine
- AP Abdomen – Upright
- Abdomen Decubitus
- Pediatric Abdomen
- Thumb or finger
- Hand
- Knee
- Ankle
- Knee
- Tibia-Fibula
- Wrist
- Forearm
- Elbow
- Humerus
- Shoulder
- Clavicle
- Scapula
- AC joints
- Toes
- Foot
- Calcaneus

**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](#)

**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.

**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.

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.
<a href="#">Screening Form for Magnetic Resonance (MR) Procedures</a>	This must be completed and signed by appropriate clinical staff by 10-4-2024.
<a href="#">Supervision Acknowledgement</a>	This must be signed and submitted to the faculty of record by 9-23-2024.
Logbooks (grade will be 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. 3 competencies are required this semester.
Time recording (grade will be reflected in faculty evaluation of students)	Accurate and daily reporting of clinical hours as well as necessary correction.
Dosimeter reading (grade will be reflected in faculty evaluation of students)	Reading is due on the last day of the month by 11:59 pm.
Image evaluation	These will be submitted by faculty after review. Student are required to review the evaluation within 48 hours of submission.
Student evaluation of clinical rotation	This is due 12-2-2024.
Progress report	These will be submitted by the Preceptor. 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

## 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/docs/Student\\_Handbook\\_2024-2025\\_v3.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v3.pdf). *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 November 15, 2024.

**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](#)

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.