



Figure 1: Owens Logo.

**Course Syllabus
SEMESTER
School of Nursing and Health Professions
Department of Sonography**

<i>Course Name:</i>	Capstone Seminar
<i>Course & Section Number:</i>	DMS 210-XXX
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	2
<i>Contact Hours:</i>	2 (1 lecture, 1 hybrid)
<i>Instructor's Name:</i>	
<i>Office Hours & Location:</i>	
<i>OCC Phone:</i>	
<i>OCC Email:**</i>	

**Please use only Owens email for course communications.

Catalog description: Prepares students for successful completion of the ARDMS credentialing exam in sonography through registry review activities. Prepares students for future professional development. Emphasizes professional behaviors, communication, practice standards, and program accreditation. A professional portfolio, resume, and cover letter are developed to be used in conjunction with the interviewing techniques discussed in class. Covers continuing education and opportunities for professional advancement. Guest lectures covering various topics will be scheduled to enhance learning objectives.

Prerequisite: DMS 204 or DMS 205 or DMS230

Corequisites: DMS 208 or DMS 209 or DMS 232

Course Materials:

DMS Students (Recommended):

1. Youngs, D. & Praska, K. National Certification Exam Review: OBGYN Sonography. ISBN: 9781935480037
2. Burns, J., Ladisa-Michalek, J. & Willis, A. National Certification Exam Review: Abdominal Sonography. ISBN: 9781935480075

Vascular Students (Recommended):

1. Beckner, J. National Certification Exam Review: Vascular Sonography/Technology. ISBN: 9781935480044

Cardiac Students (Recommended):

1. SDMS Registry Review Series – Adult Cardiac Sonography. ISBN: 9781935480082

If a print book, e-book, or access code is required for class, you can access the Owens Community College e-Campus Bookstore by accessing the online link, called “Find Books” on the course schedule for each course section.

What You Will Learn in the Course

Course Objectives:

This course will:

1. Discuss professional and educational opportunities for the sonographer.
2. Identify proper communication techniques in interview and employment situations.
3. Describe the accreditation process involved in the educational and health care settings.
4. Provide opportunity for a service-learning project.
5. Review content specifications of the ARDMS national credentialing exams and provide a mock credentialing exam.

Student Learning Outcomes:

Students will:

Outcome	Where Assessed
1. Research and develop professional career goals.	Professional Portfolio/LinkedIn, Quizzes
2. Develop and submit a resume and cover letter to be included in a professional portfolio.	Professional Portfolio/LinkedIn
3. Identify appropriate interviewing skills.	Quizzes, Mock Interview
4. Gain an understanding of employer expectations.	Professional Portfolio/LinkedIn, Quizzes, Mock Interview
5. Participate in a service-learning project and present their experience.	Service-Learning Project
6. Demonstrate knowledge needed to pass the ARDMS specialty credentialing exams.	Image Library, Mock Registry Kahoot, Mock Registry

Program Outcomes:

The following program outcomes are assessed in this course:

Outcome	Where Assessed
1. Students will demonstrate effective communication skills.	Mock Interview

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of your degree program. While specific to the General Education courses, will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed
1. Communicate effectively.	Mock Interview
2. Act with professional responsibility.	Mock Interview
3. Demonstrate sensitivity to others' beliefs and values.	Mock Interview
4. Think analytically, critically, and creatively.	Mock Interview

Technology, Lab, and File Requirements:

Microsoft Office 365

<https://www.owens.edu/office365/>

Respondus

<https://download.respondus.com/lockdown/download.php?id=139313370>

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student

Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or prospective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible. Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

Student Responsibilities & Instructor Expectations

Student Responsibilities:

- You are expected to attend weekly classes and arrive on time. If you are going to be absent, please email your instructor before class begins. Afterward, review the assignment calendar to see what was missed and reach out if you have questions.
- You are expected to fully engage with the course material and consistently put forth your best effort in lecture and lab.

- If you are unable to complete an assignment on time, contact your instructor as soon as possible to discuss your options.
- Email is the preferred method of communication outside of office hours. Please include clear and specific details in your message so your instructors can respond efficiently.
- You are encouraged to ask questions or request clarification. Unless we hear otherwise, we will assume you understand the material. Each class builds on previous concepts, so staying current is important.
- Show respect for your instructors, classmates, and the learning environment.
- You are expected to follow all guidelines and procedures outlined in the Sonography Department Procedure Manual.
- For technical issues related to Blackboard, contact the Owens Help Desk.
- If you miss a class, need additional support, or want to prepare for an upcoming test, please feel welcome to make a 1:1 appointment with your instructor here. [1:1 Appt Bookings](#)

Instructor Expectations:

- The instructor will be respectful of your time and begin and end class on time. If any changes to class times occur, you will be notified by email.
- Your instructor's goal is to review and return assignments that require student corrections within three days of submission. Assignments that do not require corrections or resubmission may take longer to be fully graded. If it has been more than three days and you are waiting on feedback for an assignment you believe may need revision, please email your instructor.
- Your instructor checks their email several times a day, but also has responsibilities outside of teaching this course. They will do their best to respond to your email with 24 hours on weekdays and within 72 hours on the weekends.
- Office hours are available outside of class time to support you with any questions or concerns related to the course. Please don't hesitate to make use of this time.
- Your instructor welcomes and encourages questions.
- Teaching is a two-way process, and your instructor hopes to learn from your insights, questions, and feedback throughout the course.

How Grades are Determined and Major Assignments

Grading Procedure:

Grades will be calculated on the following scale.

93% and Above	A
85% to 92%	B
76% to 84%	C
60% to 75%	D
59% or Below	F

If the percentage earned is less than 76% for the course, the student will earn a grade of “**D or F**” for the course and will not be able to continue in the program.

The final grade for the course will be computed using the following weights.

Professional Portfolio/LinkedIn	30%
Quizzes	10%
Image Library	15%
Mock Registry Kahoot	15%
Mock Registry	10%
Service-Learning Project	10%
Mock Interview	10%
	100%

All spelling errors on graded work will result in a 1/2 point deduction

Professional Portfolio/LinkedIn:

Students will compile a professional portfolio that will display the student's accomplishments throughout their educational program. A checklist is provided on Blackboard as to what should be included. Students will also create a LinkedIn account to further showcase their skills. The assignment must be submitted through Blackboard before the start of the class to receive full credit. Late assignments will be accepted at half credit up to 24 hours past the due date. Beyond 24 hours after the due date, late assignments will not be accepted without prior approval from the instructor. This will be worth 30% of the course grade.

Quizzes:

Quizzes will be given online through Blackboard. Students must complete these prior to the due date. No late quizzes will be accepted without prior approval from the instructor. Make-up quizzes will not be given. These quizzes will cover designated material from remote learning activities. Quizzes are worth 10% of the course grade.

Image Library:

Students will provide a PowerPoint of sixteen (16) images that include pathology. Each image will need a full paragraph written about the pathology in the image. Please see the Image Library Criteria on Blackboard for assignment details. The assignment must be submitted through Blackboard before the start of the class to receive full credit. Late assignments will be accepted at half credit up to 24 hours past the due date. Beyond 24 hours after the due date, late assignments will not be accepted without prior approval from the instructor. This will be worth 15% of the course grade.

Mock Registry Kahoot:

Students will be split into groups to work together to create Kahoot reviews for registry prep. Each group will need to provide the designated number and type of multiple-choice questions. These need to be questions that will help for studying toward the registries. Please see the Mock Registry Kahoot Criteria on Blackboard for assignment details. The Kahoot must be made public and the link must be submitted on Blackboard by one group member. Late assignments will be accepted at half credit up to 24 hours past the due date. Beyond 24 hours after the due date, late assignments will not be accepted without prior approval from the instructor. This will be worth 15% of the course grade.

Mock Registry:

Students will take a mock registry to prepare for taking the national registry. DMS students can take either the OB/GYN or Abdomen Mock Registry as part of the course grade. Vascular students will take the Vascular Technology Mock Registry and Cardiac students will take the Adult Cardiac Mock Registry as part of the course grade. Late Blackboard submissions will be accepted at half credit up to 24 hours past the due date. Beyond 24 hours after the due date, late submissions will not be accepted without prior approval from the instructor. This will be worth 10% of the course grade. See assignment guidelines on Blackboard.

Service-Learning Project:

Students will be split into randomized groups. The groups will then decide upon a service-learning project to complete. Ideas include nature clean-up, putting together care packages for soldiers, Ronald McDonald house, volunteering at a senior center etc. If you are in need of ideas or placement, please contact NAME at EMAIL. Students will need to complete a peer review and give a reflection to the class about their project. One group member will submit the presentation of the project on Blackboard. This will be worth 10% of the course grade.

Mock Interview:

Each student will be given a time for a mock interview with the instructor and two of their peers. Students will interview for a specific position. Students are required to participate as a peer interviewer. Any student who does not attend as a peer interviewer will receive a 20-point deduction for the assignment. A schedule is posted on Blackboard so students know when they are required to participate. The final grade will be calculated from both instructor and peer scoring. There will be five positions available and the five students who receive job offers will receive a five-point bonus on the assignment. See rubric for details. This will be worth 10% of the course grade.

NON-GRADED COURSE REQUIREMENTS:

Students will be issued an incomplete (I) if these requirements are not met.

Personal Questionnaire:

Students will complete a personal questionnaire that will aid them in writing their personal mission statement.

Personal Mission Statement:

Students will develop a mission statement and will be asked to share in class. These will be included in the professional portfolio.

Professional Goals:

Students will develop a list of professional goals on what they aim to accomplish. At least four goals should be listed and should include both the near and distant future. These will be included in the professional portfolio.

Draft Resume and Cover Letter:

Students will need to bring a rough draft of these documents to class and then also submit a draft of their resume and cover letter by the due date. The instructor will make suggestions as to how to improve prior to final submission in the portfolio.

FERPA Release Form:

Students will need to ask for three (3) letters of reference from Owens faculty/staff, Owens adjunct faculty, or clinical preceptors. Upon doing so the student will read, sign, and give the FERPA Release Form to that instructor. Instructions on how to fill these out can be found on Blackboard. A digital copy of each FERPA release form will be turned into the course instructor via Blackboard.

Promissory Note:

Students will sign a promissory note stating that they will keep the Owens staff up to date on passing of registries and employment after graduation. This can be done by phone, text, email, or social media. The program tracks these numbers to know how we are doing as a program and we must keep them up to date.

Lecture Schedule

<u>Week/Date</u>	<u>Class Prep/Remote Work</u>	<u>In-Class Topic</u>	<u>Assignments</u> (Due by 11:59pm)	<u>SLO</u>
Week 1 Prep (DATE) Class (DATE)	Review Syllabus	Syllabus Review of Assignments	Personal Questionnaire	
Week 2 Prep (DATE) Class (DATE)	Review Personal Mission Statement and Professional Goals PPT	NO CLASS - HOLIDAY	Quiz 1 (Due DATE)	1
Week 3 Prep (DATE) Class (DATE)	Work on Rough Draft of Resume and Cover Letter to bring to class Create a LinkedIn Account	Guest Speaker – Lori Owens Presenting on Resume Writing & LinkedIn	Personal Mission Statement (Due DATE) Professional Goals (Due DATE)	1 1
Week 4 Prep (DATE) Class (DATE)	Work on Resume, Cover Letter, and Linked In Account	Resume Workshop		
Week 5 Prep (DATE) Class (DATE)	Review Interview Prep and Interviewing Tips Videos	Guest Speaker – Lori Owens Interviewing Skills & Professionalism	Signed FERPA Forms (Due DATE) Quiz 2 (Due DATE)	 3
Week 6 Prep (DATE) Class (DATE)	Review Potential Interview Questions	Interview Workshop		

Week 7 Prep (DATE) Class (DATE)	Review Pathway to Success PPT	Mock Interviews	Rough Draft Resume & Cover Letter (Due DATE)	3
			Quiz 3 (Due DATE)	4
Week 8 Prep (DATE) Class (DATE)	Review ARDMS Exam Application Process PPT	Mock Interviews	Quiz 4 (Due DATE)	3, 4
Week 9 Prep (DATE) Class (DATE)	Review Recent Developments in Sonography PPT	Mock Interviews	Quiz 5 (Due DATE)	3, 4
Week 10 Prep (DATE) Class (DATE)	Review Leadership, Career Development, & Research Design PPT	Mock Interviews	Quiz 6 (Due DATE)	3, 4
Week 11 Prep (DATE) Class (DATE)	Study for Registry	Registry Review Session	Image Library (due DATE)	6
			Mock Registry Kahoot (Due DATE)	6
Week 12 Prep (DATE) Class (DATE)	Study for Registry	Registry Review Session		
Week 13 Prep (DATE) Class (DATE)	Prepare questions for Guest Speaker	Guest Speaker – <i>Ryan Bowling, Financial Advisor</i> presenting on Health Insurance, Retirement & Savings	Professional Portfolio/ LinkedIn (Due DATE)	2
Week 14 Prep (DATE) Class (DATE)	Prepare Service-Learning Presentation	Service-Learning Project Presentation	Service-Learning Project Completion (Due DATE)	5
Week 15 Prep (DATE) Class (DATE)	Prepare questions for Guest Speaker	Guest Speakers – <i>Sophia Afridi, MD & Zakaria Assi, MD & Viren Patel, MD</i> Physician Expectations, Q&A	Mock Registry (Due DATE)	6
Week 16 Prep (DATE) Class (DATE)		Wrap Up	Promissory Note (Due DATE)	

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.