



Figure 1: Owens Logo.

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

<i>Course Name:</i>	General Ultrasound Directed Practice IV
<i>Course & Section Number:</i>	DMS 218-XXX
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	3
<i>Contact Hours:</i>	0.5 lecture, 16 Clinic
<i>Instructor's Name:</i>	
<i>Office Hours & Location:</i>	
<i>OCC Phone:</i>	
<i>OCC Email:**</i>	
<i>Additional Contact Information:</i>	

**Please use only Owens email for course communications.

Catalog description:

The fourth clinical course which offers opportunities for application of program concepts at an advanced beginner level. Requires participation in the performance of all aspects of patient care

and general ultrasound imaging under the supervision of clinical staff. Satisfactory completion of clinical competency with continual refinement of the competencies achieved is required.

Prerequisite/Corequisites:

Prerequisite – DMS 216

Course Materials:

Penny, S., Introduction to Sonography and Patient Care, 2nd edition, Wolters Kluwer, 2020
ISBN-13: 978-1975120108

Sonography Clinical Packet

Sonography Programs Procedure Manual

Trajecsys will be utilized for clinical evaluations, clinical paperwork, and attendance tracking.

*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:

The course will:

1. Offer students opportunities to participate in effective communication, utilize professional behaviors, and provide patient care in the clinical setting.
2. Provide planned experiences which require students to practice and refine the technical skills necessary for a cardiac sonographer.
3. Provide opportunities for students to complete the clinical competencies required of an accredited diagnostic medical sonography cardiac program.

Student Learning Outcomes:

Students will:

Outcome	Where Assessed
1. Communicate effectively with patients, their family members and others involved in health care.	Clinical Evaluations, Graded Scans, Clinical Competencies, Clinical/Course Assignments
2. Care for patients in the clinical environment.	Graded Scans, Exam Logs, Clinical Competencies
3. Perform sonographic procedures in the clinical setting as permitted using the direct and indirect supervision guidelines.	Graded Scans, Exam Logs, Clinical Competencies
4. Demonstrate the technical competency and professional characteristics expected of a student sonographer.	Clinical Attendance, Clinical Evaluations, Graded Scans, Exam Logs, Clinical Competencies, Clinical/Course Assignments

Outcome	Where Assessed
5. Demonstrate effective communication techniques in facilitating discussions and interactions that enhance team function and quality care.	Clinical Evaluations, Graded Scans, Clinical Competencies, Clinical/Course Assignments

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 need additional support, 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.

Clinical Attendance	10%
Clinical Evaluations	
Mid Rotation CP Evaluation	5%
Clinical Staff Evaluation	5%
Final CP Evaluation	20%
Final OCF Evaluation	15%
Graded Scans	20%
Exam Logs	5%
Clinical Competencies	10%
<u>Clinical/Course Assignments</u>	<u>10%</u>

Total: **100%**

Clinical Attendance

Attendance is out of 50 points and worth 10% of the course grade. Please refer to the Owens Class Schedule, Owens Academic Calendar, and the Clinical Scheduling Guidelines when creating a contracted calendar. Students are expected to be present at their assigned location, arrive ready to participate prior to the assigned time, and remain until the scheduled day has ended.

A student's first tardy will not result in a deduction of points, however make up time will be required. Any make-up time, per the Sonography Programs Procedure Manual, will be made up at the end of the rotation on the student's scheduled pending days. Please refer to the Sonography Department Procedure Manual for all attendance, inclement weather, and make-up time procedures. If a student is late or absent, they will need to inform their clinical site, OCF, and the clinical coordinator.

Attendance	Point Deductions
First Tardy	- 0 points
Each Tardy or Leaving Early	- 5 points
Each Absence (3 hours or more missed of the scheduled day)	- 10 points

A course grade of “I” (incomplete) will be assigned if all required course hours, as stipulated on the Clinical Scheduling Guidelines, are not met by **DATE**. Students who have not completed the required course hours are expected to continue in clinic, Monday through Friday, until the requirement is complete. Students who have not completed the required course hours without prior approval by the deadline of **DATE at TIME** will not be able to continue in the program and should meet with the department chair to discuss options.

Clinical Evaluations

During the course, students will have four graded evaluations. Refer to the breakdown of course grade above for the specific percentages and the Sonography Programs Procedure Manual for descriptions. Clinical evaluations will be weighted by section as follows: Knowledge Based Skills section: 25%, Scanning Skills section: 50%, and Behavioral Skills/Professionalism section: 25% Due dates can be found on the Clinical Assignment & Evaluations Calendar below. A course grade of “I” (incomplete) will be assigned if all Clinical Evaluations are not complete by **DATE**.

(25% of the Evaluation)	
Knowledge Based Skills Section Total from Trajecsyst	Points Earned in Gradebook
31 or higher	25/25 (100%)
29-30	23.25/25 (93%)
26-28	22/25 (88%)
23-25	21/25 (84%)
20-22	19/25 (76%)
19 or less	0 (0%)
(50% of the Evaluation)	
Scanning Skills Section Total from Trajecsyst	Points Earned in Gradebook
43 or higher	50/50 (100%)
39-42	46.5/50 (93%)
36-38	44/50 (88%)
32-35	42/50 (84%)
25-31	38/50 (76%)
24 or less	0 (0%)
(25% of the Evaluation)	
Behavior Skills/Professionalism Section Total from Trajecsyst	Points Earned in Gradebook
39 or higher	25/25 (100%)
37-38	23.25/25 (93%)
35-36	22/25 (88%)
33-34	21/25 (84%)
29-32	19/25 (76%)
28 or less	0 (0%)

Graded Scans

Students will need to complete four graded scans during this course. These must be completed before the student finishes their required course hours; otherwise, a grade of zero will be assigned for any graded scans that have not been completed. Please refer to the *Graded Scans Guidelines and Explanations* document and the *Graded Scan Rubric* on Trajecsyst for more information. Each graded scan will be out of 100 points. The four combined will be worth a total of 20% of the course grade.

Graded Scan Rubric Points	Points Entered in Gradebook
24	100
22-23	93
20-21	88
18-19	84
17	76
16 or less	0

Exam Logs

Exam logs are out of 100 points and worth 5% of the course grade. Students must log exams daily in Trajecsyst. Five (5) points will be deducted for every day a student was in clinic but did not log exams. Logs that are backdated will count as a missed day of logging.

Clinical Competencies

Competencies are out of 100 points and worth 10% of the course grade. At minimum, 19 total Spring 1 competencies must be successfully completed in this course as stipulated on the Competency Tracking Form found on Trajecsyst. Students who desire to enhance their course grade may attempt to earn extra competencies as designated on the Competency Tracking Form. Specialty competencies do not count towards extra competencies for the course. Any competencies added by the Clinical Coordinator, per the Sonography Procedure Manual, will adjust the number of minimum required competencies for the course. The Competency Tracking Form must be submitted on Trajecsyst when complete in order for a grade to be issued.

Spring 1 Competencies Earned	Points Earned
19 total by 230 hours	59
19 total after 230 hours	51
Less than 19 by the deadline of 5/29/26	0
Each Extra Competency Earned before deadline	+ 1 point
Overall Competencies Earned	Points Earned
90 or more by 230 hours	25
76-89 by 230 hours	15
61-75 by 230 hours	5
0-60 by 230 hours	0

Students who have not met the minimum required number of competencies by their last scheduled clinic date will earn an “I” (incomplete) for the course and are expected to continue in clinic, Monday through Friday, until the requirement is complete. Students who have not completed all clinical competency requirements by the deadline of **DATE at TIME** will not be able to continue in the program and should meet with the Department Chair to discuss options.

Clinical/Course Assignments

Clinical and course assignments are worth 10% of the course grade and may consist of in-class activities, clinical requirements, discussion posts, etc. All clinical assignments must be submitted by the due date for full credit. Clinical Assignments submitted late will have a 50% reduction in points. Any assignments not submitted by 3/6/26 will be assigned a grade of zero. Students who are absent for class due to a legitimate, documented circumstance, as defined by [Owens Community College Board Policy No. 3358:11-2-64](#), may be eligible for a makeup assignment. To be eligible for a make-up assignment, the student must notify the course instructor at least 30 minutes prior to the start of class. Absences without appropriate documentation or without timely notification will not be eligible for a make-up assignment, and the student will forfeit the in-class participation points for that activity.

Required Assignments

Below is a list of required assignments. These must be submitted by the last scheduled clinical day or a grade of “I” will be assigned until all assignments are complete.

1. Contracted Clinical Calendar with Approvals
 - a. Failure to submit the contracted clinical calendar with approvals by the due date will result in a deduction of attendance points as an absent day for each clinical day the calendar is late.
2. Equipment Manipulation Form
3. Clinical Orientation Checklist
4. Clinical Expectations Form
5. Clinical Goals
6. Self-Evaluation
7. Mid Rotation Scan Log Summary
8. Final Scan Log Summary
9. Spring 1 Competency Tracking Form
10. Additional requirements, if assigned, by the Clinical Coordinator or Owens Clinical Faculty

Course Calendar

Week/ Date	Classroom Topic	Classroom Activity	Classroom Assignment (Due by TIME)	SLO
Week 1	Syllabus, Success Strategies	Assignment 1	Contracted Clinical Calendars (Due DATE)	1, 2 & 4
Week 2	No Class- Holiday		Assignment 2 (Due DATE)	1, 2 & 4
Week 3	Clinical Discussion	Assignment 3		1, 2 & 4
Week 4	Clinical Discussion	Assignment 4		1, 2 & 4
Week 5	Clinical Discussion	Mid Rotation Scan Log Summary Assignment 5		1, 2 & 4
Week 6	Individual Meetings	Students will be scheduled for one 15-minute meeting during this two-week period.	Assignment 6 (Due DATE)	1, 2 & 4
Week 7	Individual Meetings		Assignment 7 (Due DATE)	1, 2 & 4
Week 8	Clinical Discussion	Final Scan Log Summary Assignment 8		1, 2 & 4

Clinical Calendar

Weeks	Clinical Assignment & Evaluations	Due Date (Due by 11:59pm)	SLO
Week 1	Equipment Manipulation Form Clinical Orientation Checklist Clinical Expectations Form Contracted Clinical Calendar Approvals Update Pocket Notebook	DATE	1, 2 & 4
Week 2	Clinical Goals	DATE	1, 2 & 4
Week 3	OCF Evaluation	DATE	1 & 4
Week 4	Midterm Clinical Preceptor Evaluation	DATE	1 & 4
Week 5	NONE	DATE	
Week 6	Clinical Staff Evaluation	DATE	1 & 4
Week 7	NONE		

Week 8	DATE	3/4	1 - 4
CLINICAL MAKE-UP WEEKS IF NEEDED		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.