



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

Course Name:	Independent Study: Advanced Placement Clinical
Course & Section Number:	MIT 103_XXX
Meeting Day(s) & Time(s):	Clinical DATE
Credits:	1.0
Contact Hours:	5 clinical
Instructor's Name:*	
Student Hours (Formerly Office Hours) & Location:	
OCC Phone:	
OCC Email:**	
Additional Contact Information:	

**Please only use your student OCC email to contact me.

Catalog Description:

MIT 103– Advanced Placement Clinical experiences are designed to allow the student to complete the clinical competencies required to challenge the A.R.R.T examination. Clinical experience offers opportunities for application of program concepts. Requires participation in the performance of all aspects of patient care and medical imaging under the supervision of clinical staff.

Prerequisites: Approval by Program Director

Co-Requisites: none

Course Materials:

1. Owens Community College Radiologic Technology Department Procedure Manual. Copied can be found under Documents on Blackboard shell and Trajecsys.
2. Owens Community College 1st year and 2nd year Notebook. Copies can be found under Documents on Blackboard shell and Trajecsys.

OER and Owens Community College Library Resources (*Open Educational Resources are free online materials for instructor and student use. Some OER material may be available in print in the Owens Community College Library.*)

Course Objectives:

1. Offer students opportunities to participate in effective communication, utilize professional behaviors, and provide patient care in the clinical setting.
2. Provides planned experiences which require students to practice and refine the technical skills necessary for a Medical Imager.
3. Provides opportunities for application of learned concepts in the clinical setting.
4. Provide opportunities for students to complete the clinical competencies required to challenge the A.R.R.T. Registration examination.

Student Learning Outcomes:

Students will:

1. identify the basic devices of medical imaging equipment and computer mechanisms utilized to produce images.
2. identify, and discuss the function, construction and optimal use of imaging accessories.
3. identify anatomical structures related to clinical competencies successfully completed in this and previous courses.
4. perform procedures in the clinical setting as permitted using the direct and indirect supervision guidelines.
5. demonstrate the technical competency and professional characteristics expected of a student medical imager.

Outcome The student will:	Where assessed (List assignments, exams, discussions, items to be graded)
Identify the basic devices of medical imaging equipment and computer mechanisms utilized to produce images.	Final clinical preceptor evaluation

Identify, and discuss the function, construction and optimal use of imaging accessories.	Final clinical preceptor evaluation Clinical competency (clearances)
Identify anatomical structures related to clinical competencies successfully completed in this course.	Clinical anatomy competency
Perform procedures in the clinical setting as permitted using the direct and indirect supervision guidelines.	Clinical competency (clearances)
Demonstrate the technical competency and professional characteristics expected of a student medical imager.	Final clinical preceptor evaluation Clinical competency (clearances)

Program Outcomes

Goal 1: Students will be clinically competent.

Goal 2: Students will utilize critical thinking skills.

Goal 3: Students will be able to communicate effectively.

Institution General Education Outcomes

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 or others identified.

1. Communicate effectively.
2. Act with professional responsibility.
3. Demonstrate sensitivity to other's beliefs and values.
4. Think analytically, critically, and creatively.

Institution General Education Competency	Where Assessed
Communicate effectively.	Final clinical preceptor evaluation Final clinical instructor evaluation Clinical competency (clearances)
Act with professional responsibility.	Final clinical preceptor evaluation Final clinical instructor evaluation Clinical competency (clearances)
Demonstrate sensitivity to others' beliefs and values.	Final clinical preceptor evaluation Final clinical instructor evaluation Clinical competency (clearances)
Think analytically, critically, and creatively.	Final clinical preceptor evaluation Final clinical instructor evaluation Clinical competency (clearances)

Technology, Lab, & File Requirements:

The Blackboard Learning System is an online course environment available for all Owens courses, even those that are not web-based. Blackboard offers students a resource where they can communicate and collaborate with instructors and fellow students outside of the physical classroom. The Radiologic Technologies Department integrates Blackboard into each course, and it is essential for all students to become familiar with the system. Check the STUDENT HELP AND RESOURCES tab on the blackboard shell for information on technical support and Software/Hardware requirements for utilizing Blackboard to complete assignments and communicate with peers and faculty.

Calculators: Please be sure that you have a calculator available as necessary for lecture class and testing sessions. Cell phones/iPads or laptops may be used for testing but may not be used as calculators. When testing, the Respondus calculator will be activated.

Specific download and installation instructions are posted in Blackboard.

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](#) found at <https://www.owens.edu/trustees/wp-content/uploads/sites/45/2023/06/11-4-17->

[Anti-discrimination-harrassment-procedures.pdf](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines found at <https://www.owens.edu/trustees/wp-content/uploads/sites/45/2020/08/11-4-17-Title-IX-Sexual-Misconduct-Procedures-and-Guidelines.pdf> . 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 <https://studentprivacy.ed.gov/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.

All written assignments, projects, and exams must be completed independently.

Instructor's Responsibilities:

Attendance/Class Time:

We will be respectful of your time and begin and end class on time. If class needs to be canceled for any reason, I will notify students as soon as possible by email announcement.

Grading Assignments:

Assignments that are submitted by the due date will be graded and returned/recorded in the Blackboard grade center within 7 days. Assignments that are submitted after the due date *may* take up to 10 days before I am able to grade it.

Answering Emails:

I will do my best to respond to your emails within 24 hours on weekdays and within 72 hours on weekends. Please use your Owens email account to contact me.

Announcements:

I will post any updates and/or reminders on the Blackboard Announcement page, as well as send it out to your Owens email account.

Student Hours:

These posted times (posted outside my office door, HEC 132 K) are designated for me to be available to meet with and assist you, outside of normal class time, with any concerns/questions you may have regarding this course or program.

Facilitating Successful Completion of the Course:

I welcome questions, concerns, and experiences relevant to the topic, course and/or professional field. We learn from each other. If appropriate, I encourage you to share and ask during class. If not, please see me during student hours or email me. If there is a need, I will reach out to the student or class to address that need. I will make referrals to other campus resources as needed.

Student Responsibilities:

Attendance/Participation:

Class discussions, activities and participation are an integral component of learning and understanding the course material and therefore, attendance is expected in this class. If you are going to be absent, please notify the appropriate instructor prior to missing the class, if possible. Please look at the assignment calendar to see what was missed (topic, assignments, etc.), review the power points and contact the instructor if you have any questions. Class will begin on time, so please plan accordingly. It will only become an issue if your lateness becomes habitual: 5 points *could* be deducted from your final grade.

Make Up Tests

A make-up test consisting of fill in the blank questions and answers may be administered if a student misses a regularly scheduled examination. To receive maximum credit, the student must notify the instructor at least 30 minutes prior to the scheduled testing time. If no notification

is received, the student will receive a five (5) point reduction from the score of the make-up examination.

Inclement Weather

In the case that the campus closes due to inclement weather, online lecture may take place at the discretion of the instructor. Communication from instructor will be sent out the day of.

Assignment submission:

Students are to be familiar with the assignment calendar and how to submit assignments (on the assignment instructions on the blackboard shell). If you are unable to submit an assignment by the end of the day on the due date (on assignment calendar), you are encouraged to still submit it. Although full credit *may not* be given if the assignment is late, you may be able to earn *at least* partial credit.

Check Email/Blackboard Shell:

Any announcements and updates will be sent to your email and/or posted on the Blackboard shell. Students are encouraged to check their email *at least* once daily and to log into their Blackboard shell several times a week to remind themselves of upcoming assignments, etc.

Tests/Quizzes:

All dates for assignments and tests are listed on the assignment calendar. All tests and quizzes will be administered on Blackboard and taken during the designated class time. Please bring your laptop/tablet with you on these days with Respondus software loaded. If you do not have a device, please let us know ahead of time and we will make other arrangements for you.

Phones:

We have found phones to be a distraction in class. Please silence your phone and keep it out of sight. However, there may be circumstances you may need your phone available for personal reasons. If this is necessary, please be discreet and leave the classroom.

Contacting the Instructor:

Email is the best way to reach me, outside of student hours. Please include your course number and section in the subject line.

Asking for Help/Clarification:

I expect questions and that is ok. **Unless I am told otherwise, we will assume that every student understands everything said in class, on the Blackboard shell and through emails.** Sometimes the best thing you can say is "I am not following this concept" or "I have no idea where to begin with this assignment." All classes, and courses in this program, will build on and further develop the information we discuss. Please reach out as soon as you have questions or need clarification.

Instructor Discrepancies:

If at any time throughout the semester you have a problem with the course and/or instructor, contact the instructor. If the issue cannot be resolved after discussion with the instructor, see the Department Chair: NAME, OFFICE, TELEPHONE NUMBER, EMAIL.

Respectful Class Communication:

Our classrooms are a safe space. Faculty and students show respect for each other in class and all communication. There is also a short power point on the Blackboard info tab regarding polite, professional email communication.

Social Media Use:

The use of YouTube, Facebook, Instagram, Twitter, Discord, SMARTkapp or any other internet share site to distribute any course, campus lab, or clinical photos, audio recordings, or video recordings is prohibited unless written permission is received from all people involved. Using these sites to display comments about faculty, peers, staff, and/or patients is in conflict with our policies. Such comments may result in disciplinary action. Written permission involves completion of "OWENS COMMUNITY COLLEGE CONSENT FORM".

How Will Your Grade Be Determined and What Are the Major Assignments for the Semester?

Weighted Grade Scheme:

Breakdown of Course Grades

Calculation of Course Grade:

10 Clinical Competency (Clearances) (50 each)	500 points
Clinical Attendance	100 points
8 Staff Evaluations complete by deadline (50 each)	200 points
<u>1 Clinical preceptor evaluation</u>	<u>200 points</u>
TOTAL 1000 points	

Grading Procedure:

93 – 100%	(925-1000)	A
85 – 92%	(845-924 points)	B
76 – 84%	(755-844 points)	C
60 – 75%	(595-754 points)	D
59% or below	(594 and below)	F

A course grade of "C" (76% 755 points) or better is required for continuation in the program

A course grade of "I" (incomplete) will be assigned if the above criteria are not met by **DATE**. The deficiencies must be completed by the beginning of the next semester.

All assigned clinical time and requirements must be completed before a grade is assigned and must be completed prior to the beginning of **DATE**. The deadline for all course requirements is **DATE at TIME**. Students are expected to start their makeup days the following Monday after the end of the current course and agree to their makeup days with the CP and to notify their DP Instructor accordingly. Failure to meet this deadline will result in grade of "D or F" for the course.

Course Requirements:

Course requirements, as indicated in the information found later in this syllabus have due dates provided. Items that are due on a day class is held must be submitted either in electronic or paper form immediately prior to the class start time unless other arrangements are made with, and approved by, the course faculty.

Unless otherwise indicated by the faculty member, all course requirements must be submitted even if they are so late that they would earn a grade of 0 points. If not submitted, a course grade of Incomplete "I" will be awarded until the course requirement is successfully completed; an Incomplete grade form will be sent to you by the course instructor. Deadline dates are in effect for rectification of all Incomplete grades.

Clinical Competency (Clearances)

A minimum and maximum of five (5) clearances clinical clearances must be successfully completed for each eight (8) weeks of clinical experience. New clearances will count towards the program total. Repeated clearances will not count toward the program total. The recomp total will start over when the student enters the next directed practice or independent study clinical course. The clinical preceptor will approve/reject clearances submitted by the student on Trajecsyst. The clinical competency grade will be calculated by 50 points per clearance, with a maximum total of 500 points.

Clinical Attendance

Attendance is mandatory. During this course, the student is expected to schedule a minimum of 5 hours per week of clinical education with the clinical preceptor plus a half an hour lunch. Students will document attendance on Trajecsyst. Students can be in clinical as scheduled for a maximum of 10 hours per day with a maximum of 40 hours per week. The proper development of technical and interpersonal skills requires active and consistent participation. **The student is expected to develop a schedule with the clinical preceptor and inform the course instructor and clinical instructor of this schedule the first week of clinicals.** If for any reason, a student is unable to attend a scheduled clinical day and time, the student is required to inform the clinical education site and course instructor at least 30 minutes prior to the scheduled time. **A 24-hour notice is required** for a reschedule of a clinical day. If 24-hour notice is not given, this will result in an unscheduled absence. If the student has an unscheduled absent for more than four (4) days during this course, a grade of "F" will be assigned. The student is expected to be punctual and arrive in the clinical area ready to participate at the assigned time. The student is expected to remain until the scheduled clinical time has ended. Also please note whether lunch was taken or not.

Perfect attendance	100 points
Each unscheduled absence	25 point loss.
Each instance of tardiness or leaving early	- 5 points

The Owens Community College policy will be followed for legal holidays. Please refer to the Department of Radiologic Technologies Procedure Manual for clinical attendance guidelines for *Inclement Weather & County Safety Advisories*.

All clinical makeup time will be completed at the end of the semester if clearances need to be completed and at the discretion of the Clinical preceptor.

Last regular day of clinical education is DATE.

Clinical attendance may be altered for any student who, during enrollment, has completed the list of ARRT competency exams. Each student must communicate their desire to have their clinical attendance altered with the course instructor and clinical preceptor. Each case will be considered on an individual basis.

Staff Evaluations

During clinical education, the student will be evaluated by staff technologists. Regular feedback is essential to allow the student the opportunity for continuous improvement. Assessment will be based on the student's level of achievement relative to the level of experience in the general areas of technical competency and professional characteristics. Please refer to the Medical Imaging *Clinical Education Evaluation* form for specific points of evaluation. These are to be scanned and submitted on blackboard. All staff evaluation **MUST** be signed by technologist. Any instances of a "2" or lower given **MUST** have comments.

Four staff evaluations complete by deadline

200 points (50 points each)

Clinical Preceptor Evaluation

During clinical education, students will be evaluated at least once by the clinical preceptor. Assessment will be based on the students' level of achievement relative to the level of experience in the general areas of technical competency and professional characteristics. Please refer to the *Clinical Education Evaluation* form for specific points of evaluation.

Course Coordinator Grade

At the end of the course, the course coordinator will review all clinical evaluations determine a final course grade. The final clinical preceptor evaluation and staff evaluations will be used to determine the number of points earned out of 200.

A course grade of "I" (incomplete) will be assigned if all the minimal criteria are not met by **DATE at TIME**. unless arrangements are made with course instructor and clinical preceptor. The deficiencies must be completed by **DATE at TIME**. If not completed by this date, an incomplete will be changed to a D or F grade and the student will not be able to advance to the next course. **A course grade of "C" or better is required for continuation in the program.**

Additional course expectations for Radiography students include:

Exchange the radiation monitor by the 10th of the month it expires. Return radiation monitor to the course instructor at the end of final clinic time and when necessary, according to Owens protocols. Failing to do so will result in an “I” incomplete grade until monitor is returned, as this is part of the requirements which could lead to a D or F in the course if not returned.

Final Clinical Evaluation

Students are not to attend clinical if they have a fever, cough, shortness of breath or any signs of illness. Students must take their temperature prior to leaving home. Return to clinical is at the discretion of the clinical preceptor. Students must reach out to NAME if they know that they will be absent for more than one successive clinical day.

In addition, the following **course requirements** must be submitted or a grade of “I” will be assigned:

1. Hospital orientation checklist as needed
2. Room equipment checklist as needed
3. 4 signed clinical evaluations from staff
4. 1 signed clinical preceptor evaluation at the end of the course
5. Attendance

Hospital Orientation Checklist

Students moving to a new clinical rotation must complete the hospital orientation checklist in clinic as found on the Trajecsyst site by the end of the second week of the semester. This form is to be submitted on Trajecsyst.

Professional Behaviors Assessment

Students may have a Professional Behaviors Assessment form completed if deemed necessary by their Clinical Preceptor, Clinical Instructor or their Directed Practice Instructor. Refer to the *Professional Behaviors Assessment* form for specific points of evaluation.

Patient Confidentiality

All patients / clients including relatives, friends and acquaintances have the right to have all information regarding their medical history, treatment, care and prognosis remain confidential. The student will not retrieve, divulge, discuss or remove any patient information without prior approval of the supervising technologist.

When confidential information is being used for educational purposes, all identifying information must be removed from any medical record or diagnostic image prior to removal from the clinical education center.

When removing medical records from a clinical site, the student must follow the medical records removal procedure as found in the procedure manual. Any infraction of this procedure may result in a Group I Violation of Academic / Professional Standards

leading to immediate, permanent dismissal from the program and the School of Nursing and Health Professions.

As a member of the Radiologic Technologies Department, you represent not only the college, but also the affiliating hospital in your contacts with the patients, visitors and members of the community. The impression you leave with each person is very important to the hospital and all the people involved in the health care team as well as your fellow students. The clinical affiliation reserves the right to refuse admission to any Radiologic Technologies student who is involved in any activity not considered professional or conducive to proper patient care.

Personal and Patient Safety

For the protection of the student and patients, whenever there is the potential of contact with body fluids or blood, standard precautions must be followed. Depending on the clinical situation, the use of gloves, mask, gown and goggles will be required. At any time you have a question regarding a specific clinical situation, ask the supervising technologist or clinical preceptor.

Clinical Start Date: week of DATE

Clinical End Date: 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.