



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

<i>Course Name:</i>	MRI Directed Practice IV
<i>Course & Section Number:</i>	MRI 214-XXX
<i>Meeting Day(s) & Time(s):</i>	Thursday 9:00-9:50 or 1:00 pm – 1:50 am
<i>Credits:</i>	3
<i>Contact Hours:</i>	0.5 Lecture 2.5 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 offers opportunities for application of program concepts. Requires participation in the performance of all aspects of patient care and MR imaging under the supervision of clinical staff. Satisfactory completion of clinical competency with continual refinement of the competencies achieved is required.

Prerequisite/Corequisites:

Co-requisites: MRI 215

Prerequisites: MRI 213 with a 'C' or better

Course Materials:

Owens Community College Magnetic Resonance Imaging Department Procedure Manual,
Owens Community College Magnetic Resonance Imaging Program Student Clinical Education
Notebook

*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.*

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.)

What You Will Learn in the Course

Course will:

1. Offer students the opportunity 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 an MRI technologist.
3. Provide opportunities for students to complete the clinical competencies required of an accredited MRI program.

Students will:

	Outcome	Where Assessed
1	Identify the basic steps of the MRI scanner and computer protocols utilized to produce MR images.	Clearances, Evaluations
2	Identify and discuss the function, construction, and optimal use of MR imaging accessories.	Clearances, Evaluations
3	Perform MRI procedures in the clinical setting as permitted, using the direct and indirect supervision guidelines.	Clearances, Evaluations
4	Demonstrate the technical competency and professional characteristics expected of a student MRI technologist	Clearances, Evaluations

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.

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 116.

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 perspective 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.

NOTE: Some instructors will also list specific acceptable and unacceptable uses or include a

statement like “All written assignments, projects, and exams must be completed independently.”

Student Responsibilities & Instructor Expectations

Students represent themselves, their program, and the department and are expected to maintain professionalism in attitude, behavior, and appearance. In lecture, lab, or clinical settings, students must:

- Arrive early, stay the full session, and notify faculty of absences at least 30 minutes in advance. Make-up work is at the instructor’s discretion.
- Come prepared with required materials and complete readings.
- Submit all assignments on time; late work may not be accepted or may be penalized.
- Show respect and courtesy to peers, faculty, patients, and visitors.
- Listen attentively and support others’ contributions.
- Seek feedback from instructors and MRI professionals.
- Address concerns promptly by speaking directly with faculty or appropriate individuals.

Instructor Expectations:

The instructor is committed to providing a structured, respectful, and engaging learning environment that supports student success. Students can expect the following:

- The instructor will be prepared for each class session with relevant content, materials, and activities aligned with course objectives.
- The instructor will respond to student emails and inquiries within 24–48 hours on weekdays and will communicate clearly regarding assignments, deadlines, and expectations.
- Timely, constructive feedback will be provided on assignments and assessments to support student learning and improvement.
- The instructor will promote a respectful and inclusive classroom atmosphere where all students feel valued and supported.
- The instructor will be available during posted office hours and by appointment to offer additional academic support or clarification as needed.

Students are encouraged to engage fully in the course and uphold their responsibilities as active participants in the learning process.

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 be removed from 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 for MRI 213 must be completed before a grade is assigned and must be completed prior to the beginning of MRI 214. The deadline for all course requirements is 1/09/2026 at 5:00 p.m. 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.

The final course grade is to be computed using the following weights.

Evaluation Measure	Value	Student Learning Outcome Assessed
Clinical Competencies	40%	1,2,3,4
Final Clinical Evaluations	40%	1,2,3,4
Attendance	20%	4

Final Clinical Evaluation

The Final Clinical Evaluation completed by the course instructor is worth a maximum of 88 points or 40% of the course grade. The course instructor will consider the input from the clinical evaluations completed by Clinical Preceptor and Clinical Instructor when completing the Final Clinical Evaluation. The course instructor will complete this evaluation and meet with students individually to discuss clinical progress. Students repeatedly earning scores of 1 or 2 on one or more of the evaluation points on the evaluations completed by clinical staff may not pass the course.

Clinical Competency (Clearances)

Clearances are worth 88 points or 40% of the course grade. At minimum, 12 scanning or quality control clearances, must be successfully completed in MRI 214 as stipulated on the clearance record form. A minimum program total of 43 clearances is required.

Though not required, students who desire to enhance their course grade, may repeat clearances previously earned in MRI 211, MRI 212, or MRI 213 **one time**. Clearances over the course total of 16, program total of 31, will increase the points earned in this section.

In addition, **two anatomy clearances must be successfully completed**. For any procedure in which the scanning clearance is earned, but if the anatomy clearance is not passed, the student will be required to successfully complete the scanning clearance again. Anatomy clearances may not be repeated.

Number of Clearances	Points Earned
15 or more, program total of 43 or more	88
14, program total of 43 or more	85
13, program total of 43 or more	82

12 program total of 43, by DATE	79
12, program total of 43, after DATE	76
12, program total of 43, after DATE	0

Clinical Attendance

Attendance is worth 44 points or 20% of the course grade. During this course, students are expected to be present as scheduled. Any missed time, including tardiness and leaving early, must be made up at the end of the course. ****Students may not be in the clinical education centers when the college is closed.** Please refer to the Medical Imaging Department Procedure Manual for all attendance and make-up time procedures. Perfect attendance will enhance the course grade.

Number of Hours Present as Scheduled minimum	Points Earned
220	48
212	44
204	40
196	37
188	34
187 or less	0
Each instance of tardiness or leaving early	- 2 points
Each absence	-4 points

Students are responsible for their attendance which documents the actual time of arrival and departure each day. Students must clock in and out utilizing the Trajecsyst website and will choose their Directed Practice instructor as their supervisor in the Trajecsyst website. ****(make sure you log in under the hospital/facility you are at)****

For students absent more than two (2) days during this course, a grade of “D or F” will be assigned. Students are expected to be punctual and arrive in the clinical area ready to participate prior to the assigned time. Students are expected to remain until the scheduled clinical day has ended. The last regular day of clinical education is **DATE**.

If a student is going to be absent or tardy (illness, planned absent/appointment, personal day, car broke down, etc...), you must contact your Clinical Preceptor (the person you report to at your clinical site), your Clinical Instructor (weekly visit person), DP instructor and Clinical Education Coordinator. Please do a group message to all of us, so we are all on the same page and know that all the appropriate individuals have been contacted.

PROCEDURE 5.004 Clinical Absence Due to Inclement Weather and College Closing

When the college closes for inclement weather conditions, students are not required to attend clinical education. If the college opens by 10 am, students are expected to report to clinic. If the college opens later, students may report to clinic, but are not required to do so.

If the closing is announced after students have arrived, they have the option of remaining at the site knowing that no clinical education time will be banked; or leaving the clinical education center knowing that no make-up time will be required. Students must use their best judgment regarding the safety of driving at all times.

Inclement Weather: In the case that the campus closes due to inclement weather, lecture classes may be held online through Blackboard Collaborate during the regularly scheduled class time. The instructor will communicate to you how class will be handled for the day in the event of campus closure.

Please remember that clinical attendance greatly affects professional reputation. If it is safe for students to drive and they choose to attend clinic, they are assured that program officials are available if needed.

Any concerns that arise due to driving and weather conditions should be brought to the attention of the department chair. Each case will be handled on an individual basis.

Appropriate clinical education center personnel must be informed of the situation and of absence, tardiness or leaving early. In addition:

Magnetic resonance students must contact the Clinical Education Coordinator, NAME, TELEPHONE, EMAIL. Reference: Owens Community College Magnetic Resonance Imaging Department Procedure Manual

Students should monitor their health daily. If you are not feeling well or have any symptoms of sickness such as fever, cough, abnormal headaches or gastrointestinal symptoms please do not attend clinic. Contact your CEC and your CC to notify them that you are not feeling well and you will not be at clinic for the day.

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

1. Clinical contract calendar
2. Scanner equipment checklist and Orientation
3. Clinical goals uploaded in Blackboard.
4. ARRT Venipuncture competency in Trajecsyst.
5. 3 staff evaluations completed in trajecsyst
6. Final Clinical Preceptor evaluation at end of course completed in Trajecsyst
8. Final Clinical Instructor evaluation at end of course completed in Trajecsyst
9. Completed ARRT Equipment competency Trajecsyst
10. 2 anatomy clearances
11. Log attendance in Trajecsyst
12. Clearances (minimum of 12)
13. Self evaluation

Clinical Contract Calendar

Students must complete and submit a clinical calendar contract by the end of the first week of the semester. This clinical calendar must be approved and signed by a CP and CI prior to submission.

***This is subject to change with approval of CP and/or CI.

Scanner Equipment Checklist

Students must complete a scanner equipment checklist in clinic by the end of the second week of the semester, if the student has placed on different MRI equipment.

Clinical Goals

Students must document their clinical goals. This assignment will be completed in class in the second week of the semester. It will be reviewed regularly for updates and to discuss progress.

Anatomy Clearances

Students will complete 2 anatomy clearances in correlation with 2 competencies obtained in this course. Students who do not successfully complete the anatomy portion of the competency, will not earn the competency and must re-attempt.

ARRT /Medical Equipment Form

This is a required competency as identified by the ARRT. Students must complete the Competency Form in clinic as found on the course Black board site by the end of the fifth week of the course

ARRT Venipuncture Competency

To be completed by DATE.

Clinical Staff Evaluations

Students must have 3 evaluations completed by the clinical staff. The evaluations are due on the second, fourth and sixth weeks of the semester. **It is the students' responsibility to request and remind the clinical staff to complete the evaluations**.

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.

Clinical Instructor Evaluation

During your clinical education, students will be evaluated by their clinical instructor at least once. 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.

Self-Evaluation

Students must submit a self-evaluation. This assignment will be completed in class near the end of the semester. The course instructor will review this document with the student.

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 Health, Education and Human Services.

As a member of the Magnetic Resonance Imaging 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 Magnetic Resonance Imaging 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.

****Students are not permitted to be in the imaging room when the scanner is in use.****

Specific Course Rules

The course will adhere to the rules and procedures of the department as stipulated in the Magnetic Resonance Imaging Procedure Manual

Week	SLO	Topic	Due Dates
1 DATE	1,2,3,4	Clinical Attendance – 30 hours Review of Course Syllabus Scanner checklist & orientation due Classroom topic; Success strategies for clinical education	Clinical Contract due in Blackboard
2 DATE	1,2,3,4	Clinical Attendance – 20 hours Classroom topic: Clinical Goals	Staff evaluation due in Trajecsyst
3 DATE	1,2,3,4	Clinical Attendance – 30 hours Classroom topic: Accreditation	Clinical Goals due in Blackboard
4 DATE	1,2,3,4	Clinical Attendance – 30 hours Classroom topic: Improving communication in healthcare	Staff Evaluation Due in Trajecsyst
5 DATE	1,2,3,4	Clinical Attendance – 30 hours In-person class due to IPE w/ RAD Classroom topic: self evaluation <i>Students on campus</i>	
6 DATE	1,2,3,4	Clinical Attendance – 20 hours <i>Independent study – HCAHPS</i> <i>Students on campus</i>	Staff Evaluation Due in Trajecsyst Self evaluation due in Blackboard
7 DATE	1,2,3,4	Clinical Attendance – 30 hours Individual meetings	
8 DATE	1,2,3,4	Clinical Attendance – 30 hours Venipuncture class – <i>students on campus</i> Individual Meetings	CI & CP final evals due in trajecsyst by 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.