



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

Course Name:	RAD Directed Practice VIII
Course & Section Number:	RAD 204-XXX
Meeting Day(s) & Time(s):	
Credits:	2
Contact Hours:	0.5 lecture, clinic
Instructor's Name:*	
Student Hours (Formerly Office Hours) & Location:	
OCC Email:**	
Additional Contact Information:	

** Please call me (name), my preferred name. If you have a preferred name, please let me know so that I can use it.

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

Catalog Description:

RAD 204 - Rad Directed Practice VIII

The eighth clinical course which offers opportunities for application of program concepts. Requires participation in the performance of all aspects of patient care and radiographic imaging under the supervision of clinical staff. Satisfactory completion of clinical competency with continual refinement of the competencies achieved is required.

Co-requisite: NONE

Prerequisite: RAD 203

Course Materials:

MOSBY'S COMPREHENSIVE REVIEW OF RADIOGRAPHY

WILLIAM CALLAWAY

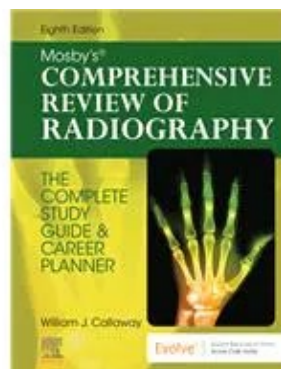
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OER and Owens Community College Library Resources (*Open Educational Resources are free online materials for instructor and student use. Some OER material may be available in print in the Owens Community College Library.*)

What You Will Learn in This 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 radiologic technologist.
3. Provide opportunities for students to complete the clinical competencies required of an accredited radiologic technology program.
4. Provides opportunities for application of learned concepts in the clinical setting.
5. Provide opportunities to participate in service learning and reflect on the experience.

Student Learning Outcomes:

Students will:

1. Identify the basic devices of the radiographic equipment and computer mechanisms (computed and digital radiography) as well as utilized them to produce radiographic images.
2. Identify, and discuss the function, construction and optimal use of radiographic imaging accessories.
3. Identify anatomical structures related to clinical competencies successfully completed in this and previous courses.
4. Perform radiographic 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 radiologic technologist.
6. Plan, implement and reflect on professional and personal benefits of service learning.

Outcome The student will:	Where assessed (List assignments, exams, discussions, items to be graded)
Identify the basic devices of the radiographic equipment and computer mechanisms (computed and digital radiography) as well as utilized them to produce radiographic images.	Final clinical preceptor evaluation Final clinical instructor evaluation
Identify, and discuss the function, construction and optimal use of X-ray imaging accessories.	
Identify anatomical structures related to clinical competencies successfully completed in this and previous courses.	Clinical anatomy competency
Perform X-ray 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 Radiologic technologist.	Final clinical preceptor evaluation Final clinical instructor 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](#) 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.

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, LOCATION, TELEPHONE, or 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?

Calculation of Course Grade:

Final Clinical Evaluation	88 points	40%
Clinical Competency (Clearances)	88 points	40%
Attendance	<u>44 points</u>	<u>20 %</u>
TOTAL	220 points	100%

A course grade of “C” (76% 167 points) or better is required for continuation in the program.

Assessment	Points/Percentage of grade		SLO it measures	Gen Ed Assessment
Final Clinical Evaluation	88	40%	1, 5	1, 2, 3, 4
Clinical competencies	88	40%	4, 5	1, 2, 3, 4
Attendance	44	20%	5	2
Total	220	100%		

How Grades are determined and major assignments:

93 – 100%	(204-220 points)	A
85 – 92%	(186-203 points)	B
76 – 84%	(167-185 points)	C
60 – 75%	(132-166 points)	D
59% or below	(131 and below)	F

A course grade of “C” (76% 167 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 for RAD 101 must be completed before a grade is assigned and must be completed prior to the beginning of RAD 103. 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.

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 the clinical preceptor and clinical instructor when completing the Final Clinical Evaluation. Students repeatedly earning scores of 1 or 2 on one or more of the evaluation points on the clinical evaluations may not pass the course.

Clinical Competency (Clearances)

Clearances are worth 88 points or 40% of the course grade. At minimum, 9 program clearances must be successfully completed in this course as stipulated on the clearance record form. This, added to the required clearances earned in previously completed, will result in a minimum program total of 64 (or more) clearances.

Though not required, students who desire to enhance their course grade may repeat clearances previously earned in previously completed DP (102-203) courses. Clearances may be repeated only one time during the second year of the program. Clearances over the course total of 9, program total of 64, will increase the points earned in this section.

The clearances will be limited to procedures that have been successfully demonstrated in the college laboratory. In addition, two anatomy clearances must be successfully completed. For any procedure in which the clearance is earned, but the anatomy clearance is not passed, the student will be required to successfully complete the clearance again. Anatomy clearances may not be repeated.

Clearances Earned	Points Earned
12 or more, program total of 67 or more	88
11, program total or 66 or more	85
10, program total of 65 or more	82
9, program total of 64 by DATE	79
9, program total of 64 after DATE	76
Less than 9, program total 64 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 after the last day of the semester. Students may not be in the clinical education centers when the college is closed. Please refer to the Radiologic Technology Department Procedure Manual for all attendance and make-up time procedures. Perfect attendance will enhance the course grade.

Number of Days Present	Points Earned
23 = # of clinic days in this course	48
23 with 1 tardy/leave early	44
22	42
21	40
20 or less	0
One tardy/leave early with no absences	44

More than 1 instance of tardiness or leaving early
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- 2 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. Whenever students clock in at other than scheduled clinical times, they must document a reason for doing so in the “Notes” section. If students fail to follow this procedure more than 1 instance, -2 points may occur.

For students absent more than three (3) 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.

A course grade of “I” (incomplete) will be assigned if all course criteria are not met by DATE. The deficiencies must be completed by the beginning of the next course.

All assigned clinical time and requirements for RAD 204 must be completed before a grade is assigned. The deadline for all course requirements is DATE at TIME. Failure to meet this deadline will result in grade of “D or F” for the course.

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

1. Four signed, completed clinical evaluations from staff
2. Semester goals
3. Diagnostic rotation clearance
4. Clinical orientation if rotating to a new clinical setting
5. One clinical preceptor evaluation completed on Trajecsyst at the end of course.
6. One clinical instructor evaluation
7. One completed clinical self-evaluation

Medical Equipment Clinical Competency document

This competency is not due until RAD 205 but may be completed in RAD 204 or 205.

Clinical Evaluations from Staff

It is the students’ responsibility to request and remind the clinical staff to complete clinical evaluations at least every other week. At minimum, evaluations are due on the second, third, fourth and sixth weeks of the course. The feedback provided by staff evaluations must be reviewed as soon as possible, but within the week. This feedback should be utilized by the student to develop a plan for continued clinical progress. **No paper copies will be entered by the DP instructor.**

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.

Assignment Calendar

Week/Date	Topic
1. DATE	Clinical Attendance – 24 Hours per week Clinical practice organization/re-cap.
2. DATE	Clinical Attendance – 16 Hours per week
3. DATE	Clinical Attendance – 24 Hours per week Clinical Orientation Due Registry review Ch. 2 – Patient Care Staff Evaluation Due Clinical Instructor Evaluation Due
4. DATE	Clinical Attendance – 24 Hours per week Classroom topic: Mock Interviews Classroom topic: Independent study Review Worksheet Mid-term reports due - Clinical Instructor Evaluation Due Staff Evaluation Due
5. DATE	Clinical Attendance – 24 Hours per week Classroom topic: IPE with MRI Classroom topic: Independent study Review Worksheet
6. DATE	Clinical Attendance – 24 Hours per week Classroom topic: Registry review Ch. 2- Patient Care Staff Evaluation Due
7. DATE	Clinical Attendance – 24 Hours per week Self-Evaluation (due from student) Clinical Coordinator Evaluation Due Clinical Instructor Evaluation Due Individual meetings as requested.
8. DATE	Clinical Attendance – 24 Hours per week Classroom topic: Final evaluation review and course wrap-up Individual meetings as requested.

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.