



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

Course Name:	Radiologic Technology Capstone
Course & Section Number:	RAD 215-XXX
Meeting Day(s) & Time(s):	
Credits:	2
Contact Hours:	2 lecture
Instructor's Name:*	
Student Hours (Formerly Office Hours) & Location:	
OCC Phone:	
OCC Email:**	
Additional Contact Information	
Lead Faculty 2nd years :	

*Please call me (name); it is 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 215 - Radiologic Technology Capstone

Prepares students for successful completion of the ARRT credentialing exam in radiography through registry review activities. Deals with issues of professionalism, communication, accreditation, certification, and licensure. A professional portfolio, resume and cover letter are developed and used in conjunction with the interviewing techniques discussed in class.

Co-requisite: **RAD 204 and RAD 205**

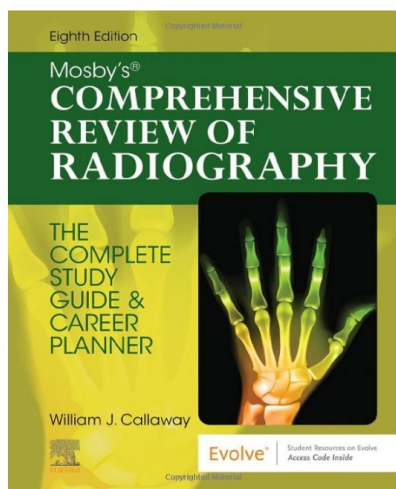
Prerequisite: **RAD 213**

Credits: **2(Lec: 2)**

School: **School of Nursing & Health Professions**

Department: **Radiologic Technologies**
Attributes: **Program Course**

Course Materials



COMPREHENSIVE REVIEW OF RADIOGRAPHY

CALLAWAY, W.

ISBN13:

EDITION: 8TH

FORMAT: PAPERBACK

PUBLISHER: Elsevier

COPYRIGHT: 2022

2. Bushong, Stewart, ScD. Radiologic Science for Technologists. Twelfth Edition, St. Louis: Mosby-Year Book, 2021.

5. Bontrager, Kenneth, Textbook of Radiographic Positioning and Related Anatomy. Tenth Edition, St. Louis: Mosby-Year Book, 2021.

6. Carlton, Richard R., M.S., R.T. (R) CV) and Arlene Adler M.Ed., R.T. (R) FAERS. Principles of Radiographic Imaging an Art and a Science. Sixth Edition, Albany: Thompson Delmar Learning, 2019.

7. Fauber, Terri L. Ed.D., R.T. (R) (M). Radiographic Imaging & Exposure. Sixth Edition, St. Louis: Mosby, Inc., 2020.

Software Requirements:

8. Windows Computer with Web-Cam Access for on-line testing.

9. RAD Tech Boot Camp Software - log in was sent by Chair via email. (give title)

10. Correctec Software – log in was sent by Chair in December via email.

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:

This course will:

1. Discuss information regarding certification, registration, licensure, professional development, continuing educational requirements, and performance evaluations for the medical imager.
2. Provide opportunities to discuss the current issues affecting medical imaging.
3. Develop a professional portfolio, resume and cover letter to be used when applying for employment.
4. Provides opportunity for review for the national credentialing examination.

Student Learning Outcomes:

Student will...

1. Research and develop professional career goals.
2. Develop and submit a résumé and cover letter.
3. Develop and submit a professional portfolio on LinkedIn.
4. Develop a list of employer expectations.
5. Identify appropriate interviewing skills.
6. Identify and distinguish between accreditation, certification, registration and licensure.
7. Utilize the Internet and professional journals when researching issues important to medical imagers.
8. Complete a registry review.

Outcome The student will:	Where assessed (List assignments, exams, discussions, items to be graded)
1. research and develop professional career goals.	Short and long term career goals.
2. develop and submit a resume and cover letter.	Resume and cover letter Professional portfolio Mock interview
3. develop and submit a professional portfolio on Linked in	Professional portfolio
4. develop a list of employer expectations.	Mock interview
5. identify appropriate interviewing skills.	Mock interview
6. identify and distinguish between accreditation, certification, registration and licensure.	Worksheets
7. utilize the internet and professional journals when researching issues important to medical imagers.	Worksheet. Mock interview. Professional portfolio. Short and long term goals.
8. complete a registry review	Rad Tech Boot camp and Corectec assignments. Initial mock registry. Final mock registry. Create a mock registry on Kahoot.

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.	Mock interview
Act with professional responsibility.	Mock interview
Demonstrate sensitivity to others' beliefs and values.	Mock interview
Think analytically, critically, and creatively.	Mock interview Professional portfolio

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.

Student Responsibilities and Instructor Expectations

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 Grades are determined and major assignments.

The course grade is divided as follows:

Homework Worksheets	22%
<i>Ethics Worksheet</i>	
<i>Licensure/Certification/CPR worksheet</i>	
<i>LinkedIn Activity</i>	
<i>TJC Clinic Assignment</i>	
<i>Group worksheets 1-5</i>	
<i>Short and Long Term Goals</i>	
Mock Interview	20%
Final Cover Letter	6%
Final Resume	6%
Professional Portfolio/Linked In	18%
Registry Review- Practice exams	12%
Corectec module assessments – 5	4%
RAD tech boot camp 5 lessons	4%
Kahoot assignment and presentation	4%
Initial Mock Registry Exam	3%
Final Mock Registry Exam	13%
Exit Graduate Survey – course requirement	Pass/Fail
Complete volunteer hours/second year rotations	

Grading Procedure:

Grading Procedure: The grading scale for the course is

93 – 100%	A
85 – 92%	B
76 – 84%	C
60 – 75%	D
59% or below	F

Assessment	Percentage of grade/Value	Student learning outcomes assessed	Gen Ed Assessment
Homework worksheets	22%	SLO 1, 6, 7	Act with professional responsibility.
Mock interview	20%	SLO 2, 4, 5, 7	Communicate effectively, act with professional responsibility, demonstrate sensitivity to other's beliefs and values, and think analytically, critically, and creatively.
Final resume Final cover letter	6% 6%	SLO 2, 4, 5, 7	Communicate effectively and act with professional responsibility
Professional portfolio	18%	SLO 2, 3, 7	Communicate effectively, act with professional responsibility, demonstrate sensitivity to other's beliefs and values, and think analytically, critically, and creatively.
Registry review	12%	SLO 8	Act with professional responsibility
Initial Mock registry Final mock registry	3% 13%	SLO 8	Act with professional responsibility

Lecture Class Assignments:

All assignments and testing will be submitted online in the RAD215-002 course shell.

Class Assignments

Lecture Tests

All digital testing will utilize Respondus Lockdown Browser. All off-campus testing will utilize Respondus Lockdown Browser with Web Cam. **If students are not logged into Respondus during assessments, no credit will be issued for the assessment.** A repeat exam consisting of fill-in-the-blank questions on campus will be administered.

Homework worksheets:

Worksheets have been posted on Blackboard. Assignments will be submitted to the course instructor under Assignments on Blackboard.

Mock Interview:

Students will be participating in mock interviews. All students will be required to be a part of the panel interviewers and be professionally interviewed by peers and instructor(s). The students will come in professional attire and be prepared to answer interview questions as if they were in a professional environment. Students will prepare professional portfolios and incorporate them

into their interview. Grades will be based on interviewing skills and professional dress/actions during the interview as well as resume and cover letter based on the grading rubric found on Blackboard.

Short- and Long-Term Career Goals:

Students will develop, research, and write short- and long-term career goals. This document will be used as a submission in the professional portfolio. The assignment will be posted in the Assignment on Blackboard.

Final Cover Letter:

Students will use the position announcement for a Radiographer position posted on Blackboard. Using the position announcement, the student will write a cover letter to accompany a resume. This assignment will be posted in the Assignment on Blackboard.

Final Resume:

Students will submit a resume following the guidelines discussed in class. This document must be written so it will be current as to the date of graduation. This assignment will be posted in the Assignment on Blackboard.

Linked In Assignment/Professional Portfolio:

Information regarding the Professional Portfolio was presented in RAD 111 and professional development activities have been offered to students throughout the program. This assignment is a capstone project and should communicate the professional development as they progressed from through their college career and the Radiography program. As most applications are now online, this assignment will be posted on Linked In.

Registry Review Practice Exams:

Students are given access to practice quizzes online to complete throughout the course. Students will complete exams to the best of their ability to prepare for their final mock exam that is graded. An initial mock exam will be taken in the first weeks of the course. Further practice exams will be completed before the final mock test and will be graded as a completion grade. Practice quizzes with modules will be assigned via Corectec. The other practice quizzes along with video reviews will be provided via RAD Tech Boot Camp. Students must be signed up for both of these platforms by the first day of class. See course schedule for dates and times these assignments are due. If no practice quizzes are completed, students will receive a 0% for the course assignment.

Initial Mock Registry Exam:

You will be assigned an initial mock registry examination. This is Corectec Mock #1. Please see the course assignment schedule below for deadline date. If you do not earn at least a 70% on this assessment, you will be assigned to a review group.

Final Mock Registry Exam:

Students will take a Final Mock Registry exam via Corectec online and will have 3 hours to successfully complete the exam. This is Corectec mock 2. Students will receive a grade upon completion and that score will be recorded for 13% of the final grade. Practice exams and in class registry review will help students prepare for the FINAL mock exam and the ARRT Registry upon graduation.

Exit Graduate Survey

Students will be required to complete an exit graduate survey. This is a course requirement. No grade will be earned for this assignment.

Week/Date:	Topic:	Reading Assignment:	Due Today:
Week 1 Session 1	Course introduction Goals/Career Paths Professional Portfolio/Linked In	Callaway Ch7 & 8	Sign up for Corectec. See email sent by CS on 12/13/24. Ensure access to RADTECH Boot Camp.
Session 2	Cover Letter and resume See position announcement posted on BB. <i>Create draft resume and bring to next class for review.</i>	Callaway Ch. 8	
Week 2 Session 1	Cover letter/Resume <i>*Bring an old resume*</i> <i>Sign up for linked in account.</i> Guest: Lori Owens to assist. Sign up for Kahoot group	Callaway, Ch.8	Short and Long term goals: Post in BB assignment a list of 3 short term and 3 long term goals .
Session 2	Professional relationships and networking	Callaway Ch. 9 and 10	Initial Mock Registry Due Corectec Mock Registry 1 by Friday, DATE
Week 3 Session 1	Job Searching techniques /Proactive Strategies Employment expectations Accreditation. JRCERT and TJC	Callaway Ch 9, 10	Corectec: Patient Care Lessons Corectec: Safety modules
Session 2	ODH Licensure, CE requirements Licensure/CPR/Certifications Ethics ARRT Certification Application		
Week 4 Session 1 and 2	Professional interviewing	Callaway Ch 7 pp 203-205	TJC assignment due on BB. RAD Tech Boot Camp: complete Patient Care lesson plan
Session 1 and 2	Mock interviews TIME		Bring 4-5 copies of resume to mock interviews.
Week 5 Session 1 and 2	Mock interviews: TIME TIME - sign up for registry		ARRT Applications. Meet with NAME on DATE at TIME and sign up for ARRT examination. First day to sign up is DATE. Bring your lap top and set up your ARRT account prior.

			Bring 4-5 copies of resume to mock interview.
	DP DATE at TIME IPE with MRI TIME TIME – MRI IPE		Final resume and cover letter due on BB assignment labeled final resume and cover letter. Bring 4-5 copies of resume to mock interview.
Week 6 Session 1	Review Mock Interviews Preparing for the registry	Ch. 9, Callaway	Licensure & Certification Worksheet due Ethics worksheet due Linked In profile created and all required documents posted on linked in and posted in BB assignment.
Session 2	Registry Review: Safety	Callaway Ch 1 and ARRT content specs	Corectec: Module #4 due. Rad Tech Boot Camp – Radiographic positioning
Week 7 Session 1	Registry Review: Safety	Callaway, Ch 3	Rad Tech Boot Camp – Radiography Math Fundamentals
Session 2	Registry Review: Safety	Callaway, Ch 3	Corectec: Module #5 due. Rad Tech Boot Camp – Fundamentals of Digital Radiography
Week 8 Session 1	Registry Review: Safety	Callaway, Ch 3	Rad Tech Boot Camp – Intro to Radiography patient care
Session 2	Registry Review Math	Callaway, Ch 3	Corectec: Safety modules Rad Tech Boot Camp – Radiographic Image Eval and Quality Control
	TBD		SPRING BREAK Corectec Module: Image Production modules
Week/Date:	Topic:	Reading Assignment:	Due Today:
Week 9 Session 1	Registry Review Image Production	Callaway, Ch 6. p 168-183 Bb math sheet	Rad Tech Boot Camp – Radiographic Image Production Mosby's Challenge #1

Session 2	Registry Review Image Production	Callaway, Ch 4	Corectec: Image Production modules Mosby's Challenge #2
Week 10 Session 1	Registry Review Image Production	Callaway, Ch 4.	Rad Tech Boot Camp – X-ray production and safety
Session 2	Registry Review Image Production	Callaway, Ch 4.	Corectec: Procedures Head
Week 11 Session 1	Registry Review: Patient Care	Callaway, Ch 4.	Rad Tech Boot Camp – Fluoroscopic imaging
Session 2	Registry Review: Patient Care	Callaway, Ch 2.	Corectec Procedures Spine and pelvis
Week 12 Session 1	Registry review: Anatomy and procedures	Callaway, Ch 2.	Rad Tech Boot Camp – Math and Procedures
Session 2	Registry review: Anatomy and procedures	Callaway, Ch 2.	Corectec Procedures Thorax and abdomen
Week 13 Session 1	Group 1 Kahoot Registry Review Ch 2	Callaway, Ch 3.	Rad Tech Boot Camp – Digital Imaging Mosby challenge test 3 due.
Session 2	Group 2 Kahoot Registry Review Ch 3	Callaway Ch 4	Corectec Procedures Extremity
Week 14 Session 1	Group 3 Kahoot Registry Review Ch 4	Callaway Ch 5	Mosby Challenge Tests ch 2 and 3 Corectec Review modules
Session 2	Group 4 Kahoot Registry Review Ch 5	Callaway Ch 5	Mosby Challenge tests ch 4 and 5
Week/Date:	Topic:	Reading Assignment:	Due Today:
Week 15 Session 1	Kahoot Group 5 Registry Review Anatomy and Procedures	Callaway Ch 5	Corectec Module 14 Corectec final mock assessment opens. Labeled Corectec Mock Registry 2
Session 2	Registry review anatomy and procedures	Callaway Ch 5	
Exam Week	MOCK Registry EXAMINATION Due online by May 7		Must request a second assessment option by DATE.

			Corectec final mock assessment due by DATE.
Graduation 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.