

Sample Procedures Course Syllabus

**Radiographic Procedures I
RAD 2322**

**University of Arkansas for Medical Sciences
College of Health Related Professions
Department of Radiologic Technology**

**3 Semester Credit Hours
40 contact hours**

**Linda Lingar, M.Ed., R.T., (R)(M) ARRT
Associate Professor & Clinical Director
(501-) 686-6514
e-mail: lingarlindas@uams.edu**

**Fall 2004
(Revised 10/04)**

1.0 GENERAL INFORMATION

1.1 Catalog Description:

A study of radiographic positioning of the chest, abdomen, extremities, and vertebral column.

1.2 Course Rationale:

Because a major portion of the tasks of a radiographer is centered around radiographic positioning, this course is one of the most important and most basic during the two-year program. Mastery of this course will enable the student to correctly position patients for most of the more routine radiographic procedures.

1.3 General Course Objectives:

1. Exhibit knowledge of the basic principles and terminology of general radiography.
2. Exhibit knowledge of human anatomy and the anatomical relationship of the major bones, joints and processes.
3. Exhibit knowledge of and be able to apply the correct centering points and central ray angles for radiographic studies covered in the course.
4. Exhibit knowledge of the proper film holders, immobilization devices and shielding devices.
5. Discriminate orally between technically satisfactory and unsatisfactory radiographs.
6. List, describe, and apply positions of the body or phantom for positions covered for the following anatomical regions:
 - a. Thoracic
 - b. Upper extremities
 - c. Lower extremities
 - d. Bony thorax
 - e. Pelvic girdle
 - f. Vertebral column

2.0 INSTRUCTIONAL METHODOLOGY

2.1 General Techniques

The following teaching techniques will be used during the course:

Radiographic studies
Discussion
Lecture

2.2 Resource-Based Techniques

Powerpoint presentations
Slide presentations
Handouts
Directed readings

3.0 INSTRUCTIONAL MATERIALS/SUPPLIES

It is absolutely essential that the student come to class/laboratory well prepared. It will be impossible to pass this course without preparation. In order to be adequately prepared, study of the listed material is essential.

3.1 References – Text Materials

- Ballinger, Phillip W.
Merrill's Atlas of Radiographic Approach and Radiographic Procedures. 10th Edition, Volume 1.
Pocket Guide to Radography, ISBN 0-323-01603-0
- Required for this course

3.2 References – Audiovisuals

1. Evantash, Allen, An Interactive Approach to Radiographic Anatomy and Positioning. Main Library, 5th floor, WN171N8, 1991

4.0 GENERAL EVALUATION PROCEDURES

4.1 Student Evaluation Procedures

Assimilation of course material will be evaluated by written examination.

Examinations will cover lecture and textbook material. A variety of question types may be used including: multiple choice, matching, short answer, true/false, listing, fill in the black, and essay.

The course grade will be based on the total of accumulated points relative to the total points possible for the course. The course grade will be determined as follows:

100%-93% = A
92%-85% = B
84%-75% = C
74%-70% = D
69%-00% = F

Examinations will NOT be given back to students permanently. Examinations will remain on site and available for review until successful completion of the program. Examinations will remain the property of the Department of Radiologic Technology and may NOT be removed in any form. Examinations may be reviewed for final examination anytime EXCEPT the day of the final examination.

Any grades contested must be resolved within two weeks after the return of the graded test. After this time all grades are final and will not be changed.

An appointment can be made concerning any test, lecture material, test grade, test question, *etc.* by contacting the instructor and requesting a conference. These should be scheduled for your benefit since the instructor is here to help.

4.2 Instructor Evaluation Procedure

Students may have an opportunity to evaluate the instructor following the course.

4.3 Performance, Laboratory, Clinic, and Project Evaluation

N/A

4.4 Makeup and Retake examinations

Makeup (see section 6.1 and 6.2)
Retake examinations are not permitted.

5.0 GENERAL PROCEDURES

5.1 Class will meet in the Education South Building , Room 203 as follows:

Thursday	7:30 - 9:20
Friday	7:30 - 9:20

Cheating is not tolerated in any form. Any student caught or suspected of cheating will be reported and the student's continued progression in the program may be jeopardized. Cheating occurs as a result of: sharing homework, copying answers, plagiarism, verbally giving or receiving answers, copying test questions from previous tests, *etc.* Each student must read the policy on cheating in the CHRP student handbook.

6.0 CLASS ATTENDANCE/CONDUCT/DRESS

6.1 General Remarks

Students should attend every lecture to maximize learning opportunities. Students who are absent reduce the number of hours available for learning.

If unable to attend a class, common courtesy dictates the instructor be notified before the start of class.

If a class session is missed, the student is responsible for obtaining any make-up work. Arrangements must be made with the instructor for any assignment due on the day of the absence that is not turned in. Additionally, each student is responsible for all announcements, subject matter, and assignments for each class. Quizzes CAN NOT be made up.

6.2 Session Absence Grading Affects

Any absent on the day of a scheduled examination will result in a 10-point reduction in total points earned on the make-up examination.

6.3 Session Tardiness Grading Affects

Announced and/or unannounced quizzes will NOT be administered to tardy students. A grade of zero (0) will be recorded for missed quizzes.

6.4 Conduct/Dress

Conduct and dress are to reflect an awareness of the student's role as an aspiring professional and representative of Department of Radiologic Technology as well as the profession.

7.0 Due Dates/Deadlines

See attached tentative course schedule for examination dates and location.

Reading assignments are to be completed prior to attending class.

8.0 Session Schedules

8.1 General Remarks

All Examinations are given in the computer laboratory located on the 8th floor of the Education II Building. Examinations will begin at 7:30 a.m. and end at 9:00 a.m. Students arriving late for any examination will have only the remaining time in which to complete the examination. No additional time will be allowed for late students.

8.2 Tentative Sessions schedule

Syllabus

General Procedures

Chapter 1	Prelim Steps in Radiography
Chapter 2	Radiation Protection
Chapter 3	General Anatomy/Terminology
Examination I	TBA

Thoracic Cavity & Abdomen

Chapter 9	Bony Thorax
Chapter 10	Thoracic Viscera
Chapter 16	KUB (supine & upright)
Examination II	TBA

Upper Limb

Chapter 4	Upper Extremities
Chapter 5	Shoulder Girdle
Examination III	TBA

Lower Limb

Chapter 6	Lower Extremities
Chapter 7	Pelvis & Upper Femora
Examination IV	TBA

Vertebral Column

Chapter 8	Cervical Spine
	Thoracic Spine
	Lumbar Spine

Final Examination TBA

8.3 Tentative Media Schedule

N/A

9.0 INSTRUCTIONAL STAFF

Ms. Linda S. Lingar, M.ED, R.T., (R)(M),ARRT
Associate Professor
Office Telephone: 686-6514
Office Hours: Vary, must make appointment in advance

10.0 POLICIES

CHRP Copyright Policy and Disability Policy

The materials used in this course may include copyright protected materials provided for the personal education use of the enrolled students and may not be further redistributed.

Disability policy (refer to the CHRP College Handbook)