Valencia College Radiography Program

**Radiographic Seminar** **Year II, Session II, Spring 18**

**RTE 2061-22333 3 Credits (3 contact hrs.)**

Room AHS - 239

Class Time: T 8:30 – 11:30

**Instructor:**

 Susan Gosnell, Ed.D., RT (R )(CT)(QM)(MR)

 Office Hours: By appointment

 Office: West Campus, AHS - 249

 Phone: 407-582-1433

 Email: sgosnell@valenciacollege.edu

Mukesh George M.A, R.T.(R)(CT)(MR)

Office: AHS 243

Office Hours : By appointment

Email: mgeorge34@valeciacollege.edu

Phone: 407 582 5012

Mon, Thu, Fri – 10 to 12 pm | Tues, Wed – 1 to 3 pm

**Course Description:**

This course is designed to provide a forum for student research of all aspects of radiography.

**Course Objectives:**

1. Review the five major areas of radiography as defined by the course content specifications of the American Registry of Radiologic Technologists.
2. Practice test-taking strategies.
3. Assess knowledge of all aspects of radiography.
4. Demonstrate employability skills related to resume and interview preparation.

**Prerequisites:** RTE 2563

### Valencia Student Core Competencies

Valencia faculty has defined four interrelated competencies (Value, Think, Communicate, and Act) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, through practice and application, you will further develop your mastery of these core competencies.

**Important Dates:**

|  |  |
| --- | --- |
| **Classes begin** | January 8, 2018 |
| **Drop/refund deadline****Withdrawal deadline** | January 16, 2018March 30, 2018 |
| **Final Exams** | April 22 – 28, 2018 |
| **Holidays** | January 15, 2018 (MLK Day)March 11 – 18, 2018 (Spring Break) |

**Educational Materials:**

CORECTEC Online Review

Previous course content notes

**Required Texts:**

 Textbooks and notes from all previous RTE classes

**References**:

 Available in Classroom

**Evaluation:**

Your grade for this course will be calculated based on the following percentages.

|  |  |
| --- | --- |
| In-class Activities and homework | 10% |
| Corectec Exercises/Quizzes | 40% |
| Corectec Practice Exams #1#2#3#4Students must attain passing scores on attempts 2 – 4. | 0%15%15%20% |

**Grading Scale:**

|  |  |
| --- | --- |
| 93 – 100 | A |
| 85 – 92 | B |
| 76 – 84 | C |
| 69 – 75 | D |
| < 75 | F |

**Grades – A final class grade of lower than a “C” results in failure from the radiography program.**

# CLASSROOM POLICIES

**Professionalism:** Students will be expected to demonstrate professional behaviors in the classroom and adhere to the Valencia College Student Code of Conduct & the Valencia Radiography Program Handbook.

* Student Code of Conduct in the current Valencia Student Handbook
* <http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>

Violations of any classroom, program handbook, or Valencia rules may lead to disciplinary actions up to and including expulsion from Valencia.

Any violation of the classroom rules of professional behavior will result in the following deductions from the final grade in addition to any deduction specifically listed for specific policies:

 1st offense = 1 point deduction from final course grade

 2nd offense = 5 point deduction from final course grade

 3rd and greater offenses = reduction of grade by a letter for each occurrence. This can result in

 Failure of the academic course.

**Homework**

Completion of homework is vital for effective learning and retention of the course content. Students will be expected to have read and studied the assigned sections before coming to class. The best way to assess whether you have learned and understand the material is to review it before participating in the in-class activities and learning opportunities.

* Students should organize past notes for effective review all subject content from previous classes.
* All Corectec exercises and quizzes must be completed by midnight on the Monday prior to class on the day the topic is scheduled. Scores available within Corectec at the due date will be those recorded in the grade book.

**Exams**

Four (4) Corectec exams will be taken.

DO NOT open these from home. Exams #1, 2 and 3 will be taken in class according to the schedule. Exam #4 will serve as your Final Exam.

* Students must attain a passing score (75%) on Exams 2 – 4. These will be repeated as needed to accomplish this. The first attempt will be the recorded score.

**Attendance**:

Regular attendance is necessary for success. The student is expected to attend all classes unless prevented by illness or emergency. Please contact me via email if you are unable to attend.

It is the responsibility of the student to gather make-up work from a fellow student in case of absence or tardy. **Only ONE makeup test will be allowed**. Homework is due at the beginning of class. Late homework will **NOT** be accepted.

A combined total of **3 (three) instances of** absence and/or tardy will lower final grade by one letter grade.

A combined total of **4 (four) instances of** absence and/or tardy will result in class failure and program dismissal.

A tardy is recorded if the student arrives after the start of class time and/or misses less than

25% of class time (between 1 and 45 minutes). An absence is recorded if the student does not attend at least 75% of class time (2 hours, 15 minutes).

All makeup tests must be completed in Valencia’s Testing Center before the day of the next regularly scheduled class, or you will receive a grade of 0 (zero) for the missed test.

**Honor Code**

We believe in a person’s honesty, self-discipline, and sense of responsibility. Cheating, lying, and stealing are subject to disciplinary action and/or dismissal as outlined in the student handbook. This class will adhere to the Valencia honor code as presented in the catalog.

1. Cheating (representing someone else's work as being your own) includes:

a. Copying

b. Collaboration - working with another person or persons in the execution of a test, report, or paper without authorization to do so.

c. Plagiarism - the intentional or unintentional use of someone else's words or thoughts without giving proper credit. All un-cited work will be assumed to be the sole product of the author. When using a source for material, it must be cited, footnoted, or referenced.

 d. Use of crib notes - referring to notes brought to class for use during an examination.

e. Acquiring tests or other academic materials belonging to faculty or other students.

f. Use of textbooks and/or class notes during an examination without authorization to do so.

g. Falsifying documentation in a clinical area.

2. Lying (deliberate misrepresentation of the truth) includes:

a. Deliberate misrepresentation of the truth to persons acting in an official capacity (technologists, instructors, school faculty, medical director, etc.)

3. Stealing (taking possession of another's property without permission to do so) includes:

a. Taking any books (or other items) from someone else without permission or from the library without properly signing them out.

b. Taking any hospital or personal property from another individual.

**Electronic Devices**

Portable electronic devices must be on silent mode and **put away** during classroom or lab time.

Students may NOT use electronic devices during class time. All electronic communication devices must be **turned off** during tests (silent and/or vibrate mode still disrupts class and will not be tolerated). If a cell phone rings (or makes any noise including vibrations) during testing, the student will lose 10 points off the test grade earned.

Audio and video recording (including photography) is strictly prohibited without the consent of the instructor. Permission may be granted on a case-by-case basis, but covert recording is unethical and will incur disciplinary action up to and including dismissal.

Valencia’s classroom laptops may be provided as a privilege for students to access Blackboard and take notes during class. Wireless internet use is provided, but should not be used during class time. Abuse of internet access or laptops will result in lost privileges.

Students are required to use the laptop number which coordinates with their seat number. Please remember, these are Valencia computers and personal files should never be saved on the laptops.

You may save your data to an external USB storage device (flash or jump drive) or email the file to yourself. Background images, desktop styles, and laptops settings should never be adjusted.

Quizzes and tests may be administered via Respondus LockDown in Blackboard. Please review the Honor Code discussed previously. Copying of test or quiz items in any fashion is strictly prohibited.

Valencia provides a classroom set of Classroom Performance System (CPS) “clickers” known as a personal response system. Students are required to use the clicker that corresponds to their name/number on the attendance roster, unless directed otherwise.

**Grievance**

Situations of academic probation, suspension, and dismissal will be handled according to the policies of Valencia College. Issues of discipline, grievance or appeal will be handled in compliance with policies listed in the Valencia Catalog.

If a student feels he or she has a justifiable grievance in the program, the student has recourse through the grievance process. Students are more likely to receive satisfaction if they follow proper procedure:

1. Meet with the instructor involved (Susan Gosnell/Mukesh George) and discuss your concern(s).

2. If you still feel you have not received a satisfactory resolution, meet with your program director (Beverly Bond).

3. If the matter cannot be resolved, you may then meet with the dean of the Allied Health

Programs (Penny Conners).

4. Finally, if you still feel you are justified in your concern, you should meet with the president of West Campus (Dr. Felicia Williams), who will resolve the conflict.

**Food and Drink:**

Because of the use of laptop computers, there will be **no food or drinks** other than closed contained water allowed in the classroom at all times.

**Make-up Test Policy**:

If a student misses a test due to illness or emergency, arrangements to make up the test at the Valencia College Testing Center must be made **before** the next class day. **No** unannounced quizzes or class activities can be made up because of absence or tardiness.

**Students with Disabilities**

"Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus, SSB 102, ext. 1523)."

**Syllabus Revision** - This syllabus may be revised at the discretion of the instructor.