Valencia College

School of Allied Health

Radiologic & Imaging Sciences Program

Advanced Technical Certificate

# RTE 3765-11584 - Anatomy for the Medical Imager

# Syllabus – Fall 2023

## (3 credits)

| ***Instructor*** | Susan Gosnell Ed.D., RT (R) (CT) (QM) (MR) |
| --- | --- |
| ***Office*** | AHS - 249 |
| ***Office Hours*** | By Appointment  |
| ***E-mail***  | sgosnell@valenciacollege.edu  |
| ***Phone*** ***Fax*** | 407-582-1433407-582- 1984 |

## Course Description and Overview

A detailed study of gross anatomical structures will be systematically conducted for location, relationship to other structures and function. Identification of anatomical structures in axial (transverse), sagittal, coronal and orthogonal (oblique) planes will be achieved using illustrations and anatomy images comparing Computed Tomography, Magnetic Resonance Imaging and Ultrasound images, when applicable.

This is an online course delivered through the Canvas learning platform. Students must have consistent access to a computer, a webcam with a microphone and reliable internet service.

**Prerequisites:**

Admission into the Radiologic and Imaging Sciences BS degree or Advanced Technical Certificate program.

**Meeting days/times/location:**

This is an instructor-facilitated course in the online Canvas learning management system. All learning activities, discussions and assignments are completed online. There is 24/7 access to the course, and students are expected to plan their own schedules to complete the readings, learning activities and assignments within the deadlines indicated. There are no required class meetings on campus. The expected time commitment for this 3 credit online course is a minimum of 9 hours of student work and participation per week.

## Valencia Student Core Competencies

Valencia faculty have defined four interrelated competencies (Think, Value, Communicate, Act) that prepare students to succeed in the world community. These competencies and include:

In this program, through lecture and discussion, group work, and other learning activities, you will further develop your mastery of these competencies which are also outlined in the College Catalog.

**Think—**Critical thinking is a vital skill for healthcare professionals. You need to think clearly, critically, and creatively in workplace settings. You need to be able to analyze, synthesize, integrate, and evaluate information quickly and correctly to be able to meet the needs of your patients and the profession.

**Value--** Making reasoned value judgments and responsible commitments are a part of being a health professional. With empathy and fair-mindedness, individually and in groups, a health professional needs to:

* Recognize values as expressed in attitudes, choices, and commitments among personal, ethical, aesthetic, cultural, and scientific values
* Employ values and standards of judgment from different disciplines
* Evaluate own and others’ values from individual, cultural, and global perspectives
* Articulate a considered and self-determined set of values

**Communicate—**Effective skills and strategies for communication with different audiences using varied and appropriate methods (oral, written, visual/graphic, nonverbal) is essential in the medical fields. In speaking, listening, reading and writing, in verbal and non-verbal ways, with honesty and civility, in different disciplines and settings, health professionals need to:

* Identify own strengths and need for improvement as a communicator
* Employ methods of communication appropriate to audience and purpose
* Evaluate the effectiveness of own and others’ communication

**Act—**Medical professionals must integrate all their technical skills and knowledge in to act purposefully, reflectively, and responsibly in their personal and professional community. A health professional needs to:

* Apply disciplinary knowledge, skills, and values to the workplace and beyond
* Implement effective problem-solving, decision-making, and goal setting strategies
* Act effectively and appropriately in personal and professional settings
* Assess the effectiveness of personal behavior choices
* Respond appropriately to changing circumstances

## Required Textbook:

Kelley, L.L. & Petersen, C.M. (2018). Sectional anatomy for imaging professionals. 4th Ed. Mosby-Elsevier. (ISBN: 978-0-323-41487-6).

The 3rd edition is also acceptable.



\*Workbook – optional resource for additional image labeling practice

## Course Learning Outcomes:

* Identify anatomical structures located in the human body.
* Relate selected anatomical structures to topographic or palpable landmarks.
* Describe interrelationships between normal structures and state the basic functions of each.
* Identify normal anatomical structures demonstrated on multi-plane sections as demonstrated by CT, MR or ultrasound images as applicable.

# Course Policies:

## Attendance/Tardiness/Withdrawal Policy

Regularity in classroom attendance and punctuality is vital to academic success. Students are expected to attend class regularly and punctually. Students who do not maintain regular attendance and who fall behind in their work may be withdrawn by the professor. For online courses, attendance is determined by consistency in logging in and accessing the course content and completing assignments according to the schedule.

**According to Valencia policy, students who are not actively participating in an online class must be withdrawn by the instructor at the end of the first week. In order for me to document that you are actually in the class and actively participating, you must submit the first assignment by the scheduled due date.**

If you have decided not to complete this course, it is better for you to drop the course yourself during the drop/refund period to avoid negative consequences. During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

### Withdrawal Deadline and Policy:

According to Valencia College policy: “A student who withdraws from class before the withdrawal deadlinewill receive a grade of “W.” It is the student’s own responsibility to withdraw before the withdrawal deadline. A student is not permitted to withdraw class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you will receive a grade of A, B, C, D, F or I, based on work completed. An “I” grade will only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive an “I”, the work missed must be made up during the following semester, at which time you will get an A, B,C,D or F. Failure to make up the work during the following semester will result in you getting a grade of “F” in the course. Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of “F.”

In the event that a student does not meet the online participation and attendance requirements described in the syllabus, the faculty member is permitted to withdraw a student from their class up to the beginning of the final exam period. If withdrawn by the instructor, your transcript will reflect a “W” and this will count as one attempt for this course.

**Note**: Students on financial aid should consult an advisor or counselor before withdrawing from a course; there may be financial implications to the student which he or she must know about to make an informed decision before withdrawing from a course. Students with certain forms of scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class. Other scholarship sponsors may also require repayment.

## Important Valencia Dates \*

The student is responsible to keep track of important dates and events. These can be accessed at: [College Calendars](http://valenciacollege.edu/calendar/)

| Classes Begin | August 21, 2023 |
| --- | --- |
| Drop/refund deadline | August 28, 2023 |
| Withdrawal Deadline | October 27, 2023 |
| Final Exam Period | December 4 - 10, 2023 |
| Holidays | September 4, 2023 (Labor Day)November 22 – 26, 2023 (Thanksgiving holidays) |

# General Course Guidelines

## Evaluation/Grading Scale

### Your grade will be determined by:

| Labeling Assignments (7) | 20 % |
| --- | --- |
|  Assessments Quizzes (9) | 20 % |
| Midterm Exam | 30 % |
| Final Exam | 30 % |

### Grading Scale:

| A | 93 - 100% | Excellent |
| --- | --- | --- |
| B | 85 - 92% | Proficient |
| C | 75 - 84% | Base level |
| D | 69 - 74% | Not Proficient |
| F | Below 69% |  |

A minimum grade of C is required to earn credit for all BS level program courses.

## Module Assessment Quizzes:

The purpose of these assessments is to allow you an opportunity to think about the module content and enhance your learning by answering related questions. You may use your module content and other print or online resources, but you may not collaborate with any other person(s).

Although the module assessments use the course “quiz” tool, they are not quizzes in the traditional sense. There will be a time limit, and you must complete the assessment and submit your answers the same way you would for a quiz, however, because this is a learning exercise, you may complete each assessment up to 3 times and your highest score will be recorded as your grade. Therefore use this as a learning tool to practice answering questions and to assess whether you have mastered the module content. It is strongly recommended that you use all 3 attempts since the questions are randomly selected and some of the questions on each attempt will be new.

To gain the most benefit from this activity you should always spread out the attempts and not try to complete them all in a single day. Complete your first attempt early in the week to allow time to reread the chapter and power point slides before the next attempt. All 3 attempts must be completed prior to the due date listed on the course schedule.

### Late Quizzes:

The correct answers to the questions will become available to you after the assigned due date. Because of this, only a single attempt will be accepted for late assessments. In addition, there will be a 20% late penalty applied to your earned score.

## Labeling Assignments

There are seven (7) anatomy labeling assignments spread out through the modules. The purpose of these assignments is to provide opportunities for you to practice identifying anatomical structures on diagnostic images.

* Each labeling exercise is your homework assignment for the related module. You only have one attempt for each of these, however, there is no time limit set, so you can keep it open or save it and come back to it later. You must save your answers and submit them before the deadline posted on the course schedule.
* You may want to print the images to use as you look for the structures that need to be labeled and then go back in when you are ready and input your answers.
* The correct answers will become available after the published due date.

Each assignment in this course is designed to enhance your learning and retention of the material. To derive the intended benefit, it is imperative for you to do your own work. Therefore, unless otherwise specified, all quizzes and assignments are expected to be an individual effort. Communicating the content or answers to any of the quizzes is considered cheating and may result in academic action according to the Student Code of Conduct in the current Valencia Student Handbook.

## Midterm and Final Exams:

The Mid-term and Final exams will be administered online in Canvas.

**Proctored Exam Requirement**

This course utilizes Honorlock, an online exam proctoring service, to promote academic integrity during online testing. You do not need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7. After you verify your identity and scan your room, you can begin your exam. Honorlock will record you via webcam, as well as record your screen activity. Honorlock’s system also includes a process that can detect inappropriate search-engine use, while protecting the privacy of your personal information. The recorded information will be subject to the protection of the College’s policy on Student Records.

To take an online exam, you will need:

* A laptop or desktop computer with a microphone (not a tablet or phone)
* A webcam
* Reliable Internet connection
* Photo identification in the form of a Valencia-issued student ID card or government-issued ID card (i.e. driver’s license, passport)
* [Google Chrome](https://www.google.com/chrome/?brand=CHBD&gclid=CjwKCAjwqJ_1BRBZEiwAv73uwOdMgfo6w2jRYwQeMaGP_zdF8jUt2fxhF6RJTyd17J37_K7IdkhjthoCF3kQAvD_BwE&gclsrc=aw.ds) downloaded (required browser)
* [Honorlock Chrome Extension](https://word-edit.officeapps.live.com/we/www.honorlock.com/extension/install) downloaded

When you are ready to test, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Good luck! Honorlock support is available 24/7/365. If you encounter any issues, you may contact them by live chat, phone (**844-243-2500**), and/or email (support@honorlock.com).

For answers to common questions on online proctoring, visit the [Student FAQ](https://valenciacollege.edu/faculty/canvas-resources/online-remote-proctoring-students.php) page or [Honorlock’s student information website](https://honorlock.kb.help/).

Exams will be made available for a specified four-day period. Students will select a one-hour window on one of the specified dates to complete the exam. No outside resources or assistance may be utilized in completing the exams. Academic integrity policies are expected to be followed. There will be only one attempt for these exams and no make-ups available.

Completed exams will not be routinely made available for review by the student; however, this may be scheduled by contacting the instructor via phone or e-mail. The printing and/or distribution of any quiz or exam items are strictly prohibited. Missing the final exam will result in a grade of F until the student takes a make-up final, at which time a grade of A, B, C, D or F will be given.”

**The printing and/or distribution of any quiz or exam items is strictly prohibited.**

## Late assignments and Make-up exams:

Assignments are due before midnight (11:59 p.m.) on the assigned date according to the attached schedule. Any assignments turned in after this time will be subject to a late penalty of 20 %. No credit will be given for assignments submitted more than 24 hours late.

If you are unable to take an exam as scheduled, you must notify the instructor prior to the beginning of the scheduled test window. Make up exams may not be available unless prior arrangements have been made. Approved make-up examinations must be scheduled within 24 hours of the missed exam.

## Extra Credit Policy:

There will be no opportunities to earn extra credit or to make up for missed assignments. In the case of extenuating circumstances, these must be communicated to the instructor at the time of the missed assignment and a make-up opportunity may be approved.

# Additional Classroom Information

## **Faculty/Student Communication**:

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division. We are committed to working together to resolve any issues that may arise.

*Please note:*

*Post any questions you may have regarding course assignments to the specified discussion topic (Open Forum). Please do not send me questions about assignments via e-mail. If you have a question, chances are someone else may have the same question and the whole class will benefit from seeing the answer.*

*Personal questions or comments should be sent through course mail.*

You can expect me to respond to your emailed questions or concerns within 24 hours (during the normal business week). I am generally unavailable on the weekends or holidays.

## Expected Student Conduct:

By enrolling at Valencia College, the student assumes responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the online classroom environment rests with the faculty. Violation of any online classroom or Valencia rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

## Academic Integrity:

**As healthcare professionals you are expected to adhere to and maintain the highest standards of academic integrity and professional and ethical conduct.** **I expect you to submit only your own original work and not cheat by giving answers to others or taking them from anyone else. Ethics violations will be reported to the ARRT and the Fl. Department of Health for investigation.**

Unless otherwise stated, all assignments, quizzes and exams are to be completed individually by each student enrolled. You may not communicate with other students during completion of a quiz or examination. Working with other students, giving or receiving assistance during quizzes or exams is a form of academic dishonesty and will be considered cheating. **Copying or printing of any quiz or test questions (for any purpose) is expressly prohibited and also considered cheating.**

*Plagiarism and Cheating of any kind on an examination, quiz, or assignment will result in at least an "F" for that assignment (and may, depending on the severity of the case, lead to an "F" for the entire course); and may be subject to appropriate sanctions according to the* [*Student Code of Conduct in the current Valencia Student Handbook.*](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-03-student-code-of-conduct.pdf)

## Online Rules of Student Behavior / Netiquette:

The term **"netiquette"** refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette.

All students are expected to:

* Show respect for the instructor and for other students in the class
* Respect the privacy of other students
* Express differences of opinion in a polite and rational way
* Maintain an environment of constructive criticism when commenting on the work of other students
* Avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

Students should not:

* Show disrespect for the instructor or for other students in the class
* Send messages or comments that are threatening, harassing, or offensive
* Use inappropriate or offensive language
* Convey a hostile or confrontational tone when communicating or working collaboratively with other students
* USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!

If a faculty member feels that a student is violating any of the above guidelines, they will contact that student to discuss the situation in person. If you feel that another student is behaving inappropriately, please send your instructor a private e-mail message explaining the situation as soon as possible.

## Resources and Technical Requirements for Online Courses:

**In order to participate in online courses, students must have access to a computer with reliable internet access. A web cam is also required for online exams.** Valencia offers many online resources to help students with the online learning environment.

“Getting Started Online, Valencia 101” is a great place to start. Steps needed to determine computer system requirements and browser compatibility, as well as tutorials and strategies for online learning using the Canvas learning system, are all available at: [Learning Technology Services](http://valenciacollege.edu/oit/learning-technology-services/student-resources)

## Computer/Equipment Use Policy:

*Computers with Internet access are available for student use. Use of computers in the Business, IT, and Public Service classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:*

* *Use of computer to send E-mail or access Internet sites not specifically assigned in class.*
* *Use of computer for job, internship, homework or other activities not assigned in class.*
* *Modifying any hardware or software system configuration or setting.*
* *Activities not in accordance with the Valencia Student Code of Conduct*

*Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above. Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offenses may be sent to the campus administration for further disciplinary action.*

## Valencia ID Cards:

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain many of these services. The testing centers now accept a valid driver’s license as an alternative form of identification. After you have registered and paid for your fees, bring a photo ID to the Security Department to obtain your Student ID card. Student ID's are free. If your ID is lost, there is a $5 fee to replace it.

## Student Help / Support Services

Your success is very important to us! Students are encouraged to seek assistance from the instructor as needed. When additional support is needed, Valencia provides many student support resources including: Computer Labs, Learning Centers, Student Success Workshops, Online Tutoring, Testing Center Support and Writing Consultations. For more information, go to: [Learning Support](http://valenciacollege.edu/learning-support/)

## Baycare Behavioral Health’s Student Assistance Program:

*Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  Some very helpful resources for dealing with a wide range of stressful issues can be accessed here* [*Student Assistance Program*](https://valencia.personaladvantage.com/gateway.jsp?SingleSignIn:refid=10393936)

*BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.*

## Students with Disabilities:

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class;

Accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The OSD is located on the West Campus SSB, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326.

## Disclaimer:

The course outline and syllabus are subject to change as needed; changes will be announced in Canvas and/or via ATLAS email, in a timely manner. Your continued participation in this course after the drop/refund period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.