



# ADV Ultrasound Physics-16006

DMSO-2243

F8A 2022 Section 1 2 Credits 08/23/2021 to 10/17/2021 Modified 08/17/2021

## Course Meetings

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### Course Modality

Online Anytime (WW)

Traditional online course without scheduled meetings

### Meeting Days

Online

### Meeting Times

Online

## Welcome and Instructor Information

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### What's Exciting About This Course

This course is exciting because it will help you thoroughly review all Ultrasound Physics materials, practice your test taking skills and get fully prepared to sit for and pass the ARDMS SPI exam.

### My Personal Welcome

Welcome to the course!

I'm Mr. Asif Ahmadov. Together with PD Dr. Elizabeth Ho, I will continue supporting you in your study and successful completion of the Ultrasound Physics course this Fall Semester.

### Preferred Method of Contact

I can be contacted by email [asif.ahmadov@hccs.edu](mailto:asif.ahmadov@hccs.edu). For urgent issues and quick questions you can text or call me at 832-291-0198.

### Office Hours

Upon request

Monday, Tuesday, Friday, 1:00 PM to 3:00 PM, Virtual

## Course Overview

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### Course Description

Theory and application of ultrasound principles. Includes advances in ultrasound technology.

## Department Website

<https://www.hccs.edu/programs/areas-of-study/health-sciences/diagnostic-medical-sonography/>

## Core Curriculum Objectives (CCOs)

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1. Discuss ultrasound principles and instrumentation including modes of operation, techniques for recording sonographic images, and advances in ultrasound technology.
2. Review for the Sonography Principle & Instrumentation examination

## Student Learning Outcomes and Objectives

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Discuss ultrasound principles and instrumentation including modes of operation, techniques for recording sonographic images, and advances in ultrasound technology.

1. Discuss how an ultrasound machine works.
2. Apply techniques for recording sonographic images.
3. Discuss advances in ultrasound technology: Contrast Enhanced Ultrasound, Tissue Harmonics, and Elastography.

**Review for the Sonography Principle & Instrumentation examination**

1. Review concepts of sonography in preparation for the Sonography Principle & Instrumentation exam

## Departmental Practices and Procedures

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### Department Specific Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

### Program-Specific Student Success Information

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content.

Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely.

Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructional Materials and Resources

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### Instructional Materials

Edelman, S. (2012). Understanding Ultrasound Physics. Texas: ESP, Inc.

ISBN: 0-9626444-5-5

## Course Requirements

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### Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Weekly Quizzes	60		Quizzes will be given weekly over topics in the textbook
Final	40		Cumulative Final

### Grading Formula

Grade	Range	Notes
A	100- 90	4 points per semester hour
B	89 - 80	3 points per semester hour  * To pass the ARDMS Registry Board, students must make at least 80 or higher to pass the exam on the first attempt*
C	79 - 70	2 points per semester hour  * Student must make a 75 or above to progress in the DMSO program*
D	69 - 60	1 point per semester hour
F	59 and below	0 point per semester hour

## Instructor's Practices and Procedures

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### Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete. Students have to complete all course work and earn a letter grade before the first day of the next semester.

### Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>  
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

### Attendance Procedures

- Each student is responsible for any material missed during an absence.
- It is mandatory for students to attend classes/labs that they have registered for. If a student must miss a class, please

discuss it with the instructor for further guidance.

- Please refer to the Disciplinary Guidelines in case of absence or tardiness.

## Student Conduct

- Students are expected to follow the program rules and regulations as outlined in the program's Student Handbook for Dress Code, Professional Conduct, and the Disciplinary Guidelines.
- If a student exhibits, unprofessional behavior in the classroom, The Disciplinary Guidelines will be used to hold the students accountable for their actions. Please see the Disciplinary Guidelines in the attachment and in Trajecsys.  
<https://www.trajecsys.com/programs/admin/docnames.aspx>
- If you have any questions or are unclear of any topic regarding this class, please come see the instructor first before going to any other instructors. After you met with instructor, if you feel that your concerns have not been met, then you are free to discuss your concerns with the Program Director of the DMSO program.
- Please refer to the Disciplinary Guidelines regarding student conduct.

## Devices

- Students cell phones, watches, tablets, iPad and any other electronic devices must be stored with their personal belongings during a quiz or exam.
- Students are responsible to bring their laptop on quiz or exam day. If the laptop is not charged or not working, students will not be permitted to take the quiz or exam. The point percentage will go toward the next quiz or exam.
- Students are not allowed to use the classroom computers for their quizzes or exams.
- Any student that answers his or her cell phone during a quiz or an exam will automatically receive a zero for that quiz or exam.

## Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

## Assignment Policy

- Assignments may be given by the instructor for writing activities to be carried out either in the classroom or outside the classroom setting.
- Nomenclature for naming files when paper are uploaded: please put your first name when saving the assignment, such as ElizabethJournal1.docx. Papers without names will not be accepted
- Submission of assignment in Word document or PDF only (.doc, .docx, .pdf). Other formats will not be accepted and will be considered as late work.
- Twenty (20) points will be deducted for incomplete forms or assignments. Incomplete forms or assignments will be returned

to the students and the students will have one week to correct it. If the students do not return the completed form or assignment, it will be given a zero (0).

- Late work will be accepted with 20 points deduction within 7 days after the due date. Late work will not be accepted after that.
- The instructors will not accept assignments or any course work through Canvas or HCC e-mail without prior knowledge.
- Due Dates and Grade Distributions are based on what is listed on the syllabus and not on Canvas. Should there be a discrepancy, please let the instructor know as soon as possible.

## Lab Policy

- Points will be deducted for failure to bring supplies to lab class (USB, towels, sheets, and scanning notes). Refer to the Disciplinary Guidelines.
- Students are not allowed to use the printer in the lab to print pictures, but only texts.
- Paper towels in the lab are for hand wiping only. Students are not allowed to use the paper towels in the lab for cleaning the transducers or on patients.
- All lab supplies may not be left in the lab. It must be stored in the assigned locker. The locker must have a lock on it. HCC is not responsible for lost or stolen items.
- During lab class, students are not allowed to close the curtains unless they have an accommodation letter or they are scanning a human breast, scrotum, or transvaginal female pelvis. If the curtain is pulled, under no circumstance should you enter the scanning area.

## Testing Policy

- Test questions will be taken from the reading materials and lectures.
- Test questions may include content from previous chapters or prior classes.
- Test questions may require knowledge from earlier parts of the course or previous semesters.
- Generally, multiple choice question will be given up to 70 seconds per question, other type of questions will have various time per questions.
- Online quizzes are to be done confidentially. You may not print or share the questions or answers with other students.
- If a student isn't able to start the exam because he/she has forgotten the password, the time spent recovering a lost password will be deducted from the exam time.
- Students may not step away from an exam once it has started. If the students stepped away from the exam, 25 points will be deducted from that exam
- The student can only miss up to one (1) quiz per semester. The student will receive a zero "0" for any missing quizzes after that.
- If a student misses a written quiz or exam, make-up is allowed within a week and 20 points will be deducted from that quiz or exam. Make-up is not allowed for a scanning quiz or exam.
- All students must take the last quiz or exam. If the student does not take the last quiz or exam, he/she will get a zero for that last quiz or exam.
- For in-person exam, students may only bring a pen and/or the laptop with them on testing days.
- For in-person exam, students belongings must be stored in the back of the room or in their lockers during a quiz or exam.
- If the student arrives after the test has begun, the missed time will be deducted from the exam time. For example, if you are 15 minutes late to a 60 minutes exam, you will only have 45 minutes to take the exam.
- During a quiz or an exam, the instructor can only answer to questions that relate to the make-up of the exam. The instructor will not be able to answer questions relating to grammar, vocabulary, anatomy, or medical terminology.
- If there is a final exam, the student must take the final exam. If not, 25 points will be deducted from the course final grade.
- If a student fails a quiz or exam, he/she must schedule a tutoring session with an instructor or tutor within two weeks of the quiz or exam date. The faculty will create an incident report in Trajecsyst stating that the student is willing or unwilling to accept the faculty or tutor's help.

## Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. If the student gets an incomplete in this course, he/she has until the first day of the next semester to make-up the missed or incomplete work. If the student fails to make up or complete the work, he/she will have to retake this course in the following year. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

## HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

## Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>) In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore

- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://www.hccs.edu/departments/police/campus-carry/>)

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<https://www.hccs.edu/departments/institutional-equity/> (<https://www.hccs.edu/departments/institutional-equity/>))

## Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-services/>)

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
 Director EEO/Compliance  
 Office of Institutional Equity & Diversity  
 3100 Main  
 (713) 718-8271  
 Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>)

## Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your



communication with me

- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook \(https://www.hccs.edu/resources-for/current-students/student-handbook/\)](https://www.hccs.edu/resources-for/current-students/student-handbook/)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/\)](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## Student Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/resources-for/current-students/tutoring/\)](https://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu>).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

### Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>  
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

## Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

## Student Basic Needs Application:

[https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)  
([https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH))

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

## COVID-19 Vaccine and Voluntarily Disclose

HCC's students are expected to comply with the reasonable directives of the clinical site placement, including health and wellness directives. Some clinical sites require health testing, such as testing for COVID-19 infection, or additional vaccinations, such as flu shots or COVID-19 vaccinations. Students may volunteer information related to their testing or vaccination status through their Castlebranch account or may choose not to disclose. If a student chooses not to disclose, a student will be placed at a clinical site without the requirement, as long as those sites remain available.

## Course Calendar

Holidays	
Sept- Labor day (Monday)	DMSO 2243 Adv Physics
Nov- Thanksgiving (Thursday)	
Check Edelman conference	
Textbook	
1) Edelman, S. (2012). Understanding Ultrasound Physics. Texas: ESP, Inc. ISBN: 0-9626444-5-5	
Week 1	Lecture: • Go over syllabus • Mock Quiz: Lab A
	Lab: None
Week 2	Lecture: Ch. 1-4 Quiz
	Lab: None
Week 3	Lecture: Ch. 5-8 Quiz
	Lab: None
Week 4	Lecture: Ch. 9-12 Quiz
	Lab: None
Week 5	Lecture: Ch. 13-16 Quiz
	Lab: None
Week 6	Lecture: Ch. 17-20 Quiz Do EGLS3 Survey in People Soft

	Lab:	None
Week 7	Lecture:	Ch. 21-24 Quiz
	Lab:	None
Week 8	Lecture:	Cumulative Final Exam
	Lab:	None

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Additional Information

### Departmental/Program Information

Students in the DMSO program are expected to behave in a professional manner in the classroom, lab and clinical setting. If a student exhibits, unprofessional behavior in the classroom, lab and/or clinical setting, there will be consequences. Please follow the disciplinary guidelines below.

Categories	First Offense	Second and additional Offenses
<b>Attendance</b>	<b>(point deduction on overall final grade)</b>	
1. Classroom- tardy or leaving class early, including exam days (no grace period)	Written Warning	.25
2. Classroom- After the third tardy or leaving class early	1	1
3. Classroom (per class) and Clinical- each absent except for doctor's note, accident report, court paperwork, and obituary for immediate family. Up to two incidences per semester. (see the DMSO Handbook)  <b>Reminder:</b> Students can only miss up to one (1) quiz or exam per class per semester. The student will receive a zero (0) for any missing quizzes or exams after that.	1	1
4. Clinical- after the third absent	10	10
5. Clinical- If you do not email the clinical instructors and your clinical preceptor through Trajecsys that you are arriving late/leaving clinic early	1	2
6. Clinical- If you do not email the clinical instructors and your clinical preceptor through Trajecsys of your absence <u>60 minutes before</u> your clinic start time.	1	2
<b>Behavior</b>		
7. Offensive language in the clinic or on school premises	Written Warning	5

8. Demonstrating disruptive and/or unprofessional behavior (including but not limited to fighting or yelling at classmates, clinical preceptors or instructors) in class, lab, and clinical site	5	5
9. Sleeping while in the clinic or class	Written Warning	5
10. Harassing and/or using emotional labor/guilt toward instructors, clinical preceptors or students	Written Warning	5
11. Sitting on the floor during an exam or procedure	Written Warning	5
12. Falsifying the OB competency checklist.	30	30
13. Trajecsys: Clocking in somewhere other than your designated clinical site. (you MUST clock-in, in the designated area)	Written Warning	1
14. Trajecsys: If you forget to clock-in or clock-out.	Written Warning	.25
15. Trajecsys: If you forget to turn on your GPS location tracker.	Written Warning	.25
16. Being anywhere other than the sonography department unless being asked to do so (i.e. do portable ultrasound exams)	Written Warning	5
17. Not having your identification badge with you while in clinic	Written Warning	2
18. Not emptying linen and filling gel bottles	Written Warning	2
19. Challenging the authority of the DMSO instructors, clinical instructor and/or clinical staff.	Written Warning	10
20. Not showing interest during clinic or class	Written Warning	2
21. Cheating on a test, practicum test, quiz or an assignment	25	A grade of zero will be given for that course
<b>Performance</b>		
22. Clinical affiliate asks a student to be removed from their clinic due to unsafe practices/unprofessional behavior	25	25
23. Leaving an exam early because it's time to clock out	Written Warning	2
24. Unwillingness to accept criticism from your preceptor or instructor	Written Warning	5

25. Telling a preceptor any of the following: - "I don't want to scan this exam because I have already comped out on it." - "I didn't learn it this way." - "That's not the way ____ showed me yesterday." - "I haven't learned that yet, so I can't perform this exam."	Written Warning	5
26. Not complying with the sonography department's procedural policies	Written Warning	10
27. Refusing to scan difficult patients in the lab or the clinical setting	Written Warning	5
<b>Electronic Devices</b>		
28. Accessing the department computer without permission	Written Warning	5
29. Using the outlets or computers to charge your electronic device(s) in the clinical setting	Written Warning	1
30. Using your electronic devices outside of designated breaks (you can have your phone, but you cannot use it)	Written Warning	1
<b>Professionalism- Appearance and Hygiene</b>	Written Warning	Written Warning
31. Wrinkled scrubs	Written Warning	1
32. Body odor	Written Warning	1
33. Messy hair	Written Warning	1
34. Strong cologne/perfume	Written Warning	1
35. Excessive jewelry	Written Warning	1
36. Unkempt fingernails, excessive fingernail length, offensive polish, and artificial nails	Written Warning	1
37. Unnatural eye color (color contacts)	Written Warning	1
38. Excessive makeup	Written Warning	1

## Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Dr. Elizabeth Ho

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