



**Coleman College for Health Sciences  
Course Syllabus**

**DMSO 2467 Practicum (or Field Experience) - Diagnostic Medical Sonography/  
Sonographer and Ultrasound Technician  
CRN 60711 - Fall 2013**

Students are assigned to various clinical rotations Tuesday – Friday from 8:00 am to  
4:30 pm  
32 External Hours / 512 Hours per Semester / 16 Weeks

**Instructor contact  
information (phone  
number and email  
address)**

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**Office Location and  
Hours**

Lucy Quinn  
Room 528  
Monday 12:00 pm to 4:00 pm

Elizabeth Ho  
Room 527  
Appointment Only

**Course description:**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Course Semester  
Credit Hours (SCH)  
(lecture, lab) If  
applicable**

Credit Hours: 4

**Type of Instruction**

Practicum

**Course Prerequisite(s)**

**PREREQUISITE(S):**

- All DMSO Courses

**CO-REQUISITE(S):**

- DMSO 2243
- DMSO 2230

**FREQUENT REQUISITES**

- Departmental approval
- Admission to the Program
- College Level Reading
- College Level Mathematics
- College Level Writing

**Academic  
Discipline/CTE  
Program Learning  
Outcomes**

1. Provide basic patient care and practices in general diagnostic medical sonography, including employ professional judgment, ethics and communication skills.
2. Recognize sonographic appearance and/or Doppler patterns of normal structures, disease processes, and pathologies.
3. Apply acoustic physics and Doppler ultrasound principles to operate the ultrasound machine.
4. Perform sonographic examinations according to protocols.

**Course Student  
Learning Outcomes  
(SLO): 4 to 7**

1. Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws
2. Interact within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
3. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills
4. Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

**Learning Objectives  
(Numbering system  
should be linked to  
SLO - e.g., 1.1, 1.2, 1.3,  
etc.)**

**Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws**

1. Perform basic patient care tasks.
2. Explains the examination procedure to the patient.
3. Uses accessory equipment, when appropriate.
4. Analyzes sonographic findings throughout the course of examination so that a comprehensive exam is completed and sufficient data is provided to the physician to direct patient management and render a final diagnosis.
5. Performs measurements and calculations according to laboratory protocol.
6. Demonstrates proficiency in performing ultrasound exams on the breast, thyroid, scrotum, and Doppler (pulsed wave, color flow, power Doppler) studies.
7. Discuss the role of the sonographer in performing interventional/invasive procedures.
8. Minimizes patient exposure to acoustic energy without compromising examination quality or completeness.

**Interact within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry**

1. Works in partnership with other health care professionals to provide the best medical care possible for all patients.
2. Communicates with all members of the health care team regarding the welfare of

the patient.

3. Shares knowledge and expertise with colleagues, patients, students, and all members of the health care team.

**Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills**

1. Maintains a safe workplace environment.
2. Maintains confidentiality of acquired patient information.
3. Protects the patient's right to privacy based on current federal standards and regulations.

**Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry**

1. Maintains clinical records.
2. Interacts with the interpreting physician or other designated physicians with oral or written summary of findings as permitted by the employer's policies and procedures.

**SCANS and/or Core Curriculum Competencies: If applicable**

**SCANS**

**Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws**

Workplace Competencies - Resources -Allocates Money

Workplace Competencies - Information -Organizes & Maintains

**Interact within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry**

Workplace Competencies - Interpersonal -Participates as Team Member

**Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills**

**Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry**

**Instructional Methods**

Web-enhanced (49% or less)

Face to Face

In-person

**Student Assignments**

**Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws**

Presentations

Clinical competencies

**Interact within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry**

Presentations

Clinical competencies

**Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills**

Presentations

Clinical competencies

**Use appropriate written and verbal communication skills using the**

**terminology of the occupation and the business/industry**

Papers

Writing assignments, journals

**Student Assessment(s)** **Apply the theory, concepts, and skills involving specialized material, tools, equipment, procedures, regulations, and laws**

Presentations

Competency check-off forms

**Interact within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry**

Various assigned readings from textbooks

Competency check-off forms Clinical evaluation forms

**Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills**

Presentations

Competency check-off forms, Clinical Summative Evaluation forms

**Use appropriate written and verbal communication skills using the terminology of the occupation and the business/industry**

Writing papers including essays, analyses, reviews, research, comparing and contrasting

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

**Instructor's Requirements**

Students will be expected to follow the program rules and regulations as outlined in the program's Student Handbook for DRESS CODE and PROFESSIONAL CONDUCT.

Students are required to have a one-inch clinical notebook with them at all times during clinic hours. The clinical notebook should have the following items arranged in the following order: SYLLABUS, TIME SHEETS, PATIENT LOG SHEETS, ASSIGNMENTS/ JOURNALS, ARTICLES, COMPETENCIES and CLINICAL EVALUATION. **Ten points (10) will be deducted from the final grade if the notebook is not organized in this manner.**

Students will also participate in a reading/writing program to improve their communication skills. The reading program consists of articles which will be tested on throughout the semester. The writing program consists of completing the assignments and journals on the assigned date. In addition, the students are responsible to keep a log of their time and all the exams which they participated in daily. **These forms must be documented in ink and signed by the clinical instructor/sonographer or clinical supervisor.**

**Program/Discipline Requirements: If applicable**

**INSTRUCTIONAL METHODS**

This course is designed to prepare students for the real world work force in ultrasonography. The students play an active role as a team player and are expected to complete the competencies with indirect supervision. The students must be able to complete exams as well as present cases to a physician (following the rescan of a sonographer). This practicum class is a capstone experience of all skills needed for entry-level into the work place.

**Course Content/ Competencies:**

**During this semester, each student is expected to complete all the required and elective competencies listed on the Master Competency list, which the student has not passed in previous semesters.**

Student who does not complete the required competencies from last semester must complete those competencies prior testing on the new competencies for this semester. Student who does not complete the required competency(ies) from previous semester will result in an "F" for this semester.

Students' success is important to an instructor. If the student feel that he/she is not able to complete the required competencies, it is important that he/she share that concern with the instructor early in the semester so the instructor could make all attempts to resolved this matter or find alternative solutions to help the student.

Before a student can proficiency test on an exam, he/she must practice that exam on actual patients. When the student is prepared, he/she can notify the certified sonographer in the clinic and perform the exams practiced. Each student is expected to play an active role as team players and is expected to complete the Master Competencies List with indirect supervision. **If a student does not pass all the required exams listed in the Master Competencies List, this will result in an "F" in clinic.** The clinical instructor (CI) is not responsible for students who wait until close to the end of the semester to "test out" on exams that the student could have achieved during the semester. If little initiative is shown by the student to test out during the semester, this will be noted and the student will be in hazard of failing clinic.

**HCC Grading Scale:**

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended

class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

*Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.*

### Instructor Grading Criteria

#### GRADE DETERMINATION:

Log Sheets, Time Sheets, Student Eval of Clinic	10%
Articles	10%
Attendance	10%
Assignments and Journals	20%
Summative Evaluations	20%
Competencies	30%

**\*Late work will not be accepted.**

**\*Incomplete forms will not be accepted.**

**\*Instructors will not accept any work send via email. It must be uploaded to Eagle Online.**

**\* Do not wait until the last minute to upload your assignment. If there is a computer issue, and you cannot upload your assignment you will still receive a zero.**

**\*Journals and assignments MUST be typed. No hand written work will be accepted.**

**\*If a student's behavior is such that a technologist, supervisor, department head or physician writes a letter requesting that the student be dismissed from or not return to their clinical facility will result in dismissal from the program.**

#### ATTENDANCE POLICY:

Students will not be allowed to attend clinical unless they have an acceptable physical examination, all immunizations, a negative drug screen, acceptable background check and valid CPR certification.

#### How Clinic Attendance Is Recorded

Clinic attendance is recorded based on the accumulative hours. At the beginning of the semester, the total number of hours a student will spend in clinic during that semester is calculated. Hours reflecting holidays and lunch are deducted accordingly. Total hours for the week are calculated. When a student is tardy, absent, leaves early, is unaccounted for, those hours are deducted from the total number of hours the student is in clinic that week. Any misrepresentation on the clinical time sheet is a major infraction.

**When absent, arriving late, or leaving early from clinic, it is absolutely necessary to call or e-mail Ms. Quinn at (713) 718-7343 and the clinical supervisor within 60 minutes of the scheduled arrival time in clinic.**

FAILURE TO PROPERLY NOTIFY THE (CLINICAL INSTRUCTOR and PERSON IN CHARGE) OF IMPENDING ABSENCE/ TARDY IS A MAJOR VIOLATION OF THE PROGRAM

**One (1) letter grade will be deducted for each offense, i.e. for each time a student is absent and does not notify the clinical site person in charge and/or the clinical coordinator.**

When a student is absent from the clinic, the point deduction will be as follow:

1 day missed = 10 points  
2 days missed = 30 points  
3 days missed = 60 points

Any student who accumulates more than three (3) absences in a clinic will be administratively withdrawn from the course without notification.

Arriving late for clinic or leaving clinic prior to the required time must reflect the time missed on the clinical time sheet. Points will be deducted for each incidence of missed time.

0-2 hours = 3 points  
2-4 hours = 6 points  
4-6 hours = 9 points  
6-8 hours = 10 points

Any student who arrives late for clinic or leaves prior to the required time of more than three (3) times will be administratively withdrawn from the course without notification.

THERE WILL BE NO MAKE-UP TIME FOR ABSENCES, TARDIES OR EARLY DEPARTURES FROM CLINIC. (Catastrophic events are reviewed on an individual basis)

### **Program Grading Scale**

A = 100- 90	4 points per semester hour
B = 89 - 80	3 points per semester hour
C = 79 - 75	2 points per semester hour
F = < 74	1 point per semester hour

### **Instructional Materials**

Recommended Text:

Diagnostic Medical Sonography Student Handbook

Hickey, J. & Goldberg, F. (1999). Ultrasound Review of the Abdomen Male Pelvis & Small Parts. New York: Lippincott

Hickey, J. & Goldberg, F. (1996). Ultrasound Review of Obstetrics and Gynecology. New York: Lippincott

## **HCC Policy Statement:**

### **ATTENDANCE**

Research has shown that the single most important factor in student success is attendance! Therefore, attendance and punctuality are mandatory. HCCS policy states that students absent from this course for more than 12.5% of the total hours of instruction will be administratively dropped. This class has 512 contact hours. A student may be dropped after 64 hours of absence.

Poor attendance records tend to correlate with poor grades. If you miss any class, you are responsible for all material missed. It is good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidable miss a class.

### **3-PEATERS**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC has been charging a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### **WITHDRAWAL**

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before you withdraw from your course, please take time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop//withdraw from any class, HCC has instituted an Early Alert process by which your professor may "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you- online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

### **COUNSELING AND GUIDANCE**

HCCS maintains a staff of professional counselors to assist students. Specific counseling and guidance services are detailed in the HCCS Student Handbook. The Sonography program students may visit the counseling department in room 144 on the first floor of the Coleman College for Health Sciences.

### **ADA INFORMATION**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculties are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact the disability counselor, Ms. Hope Pamplin, at 713-718-7082



## **EARLY ALERT**

To help students avoid having to drop//withdraw from any class, HCC has instituted an Early Alert process by which your professor may “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you- online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

Peer tutoring may be available. Contact the program office for further information.

**Access Student Services Policies on their Web site:** <http://hccs.edu/student-rights>

**EGLS3 -- Evaluation for Greater Learning Student Survey System** At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

## **Distance Education and/or Continuing Education Policies**

**Access DE Policies on their Web site:** [http://de.hccs.edu/Distance\\_Ed/DE\\_Home/faculty\\_resources/PDFs/DE\\_Syllabus.pdf](http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf)

**Access CE Policies on their Web site:** <http://hccs.edu/CE-student-guidelines>

The instructor(s) has to right to modify this syllabus at any time.