



Center for  
Healthcare  
Professionals

# Houston Community College

## Radiography Program

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

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### **RADR 2366: Clinical Practicum IV | Lecture | #15598, 15599**

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)

Clinical | M, W, & F 7:30 a.m.-4:00 p.m.

3 Credit Hours | 384 hours per semester

\*Some clinics operate during other hours

### **Instructor Contact Information**

Instructor: Vasanthi Raman M.A.,M.Phil.,,RT(R),CT Office Phone: 713-718-5530

Office: Coleman, Room 515 Office Hours: T 1:00 p.m.-4:00 p.m.

W-2:00 p.m.-4:00 p.m.

HCC Email: [vasanthi.raman@hccs.edu](mailto:vasanthi.raman@hccs.edu)

Office Location: Coleman Campus

Clinic Location: St. Joseph Medical Center

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

### **Instructor's Preferred Method of Contact**

[Vasanthi.raman@hccs.edu](mailto:Vasanthi.raman@hccs.edu)

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

### **Catalog Description**

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

## **My Personal Welcome**

Welcome to Clinical Practicum IV —I've been expecting you! I will be your professor this semester. I am here to facilitate your learning. To be successful in this course, I encourage you read everything and study routinely. This will help to develop your use of the vocabulary. Stay on task and study well. By learning these concepts, you will be equipped with the knowledge and skills to enter one of the more advanced courses. You will use what you learn!

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of what is expected in the health care radiology profession. So please visit me or contact me by email whenever you have a question.

## **Learning Outcomes**

As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

## **Prerequisites and/or Co-Requisites**

RADR 2260 & RADR 2331

Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## **Instructional Materials**

### **Textbook Information**

No textbook is required for clinic

### **Recommended Textbooks**

None

## **Reference/Resource Materials**

***"Textbook of Radiographic Positioning and Related Anatomy"*** (9<sup>th</sup> edition) by Bontrager, K.L., & Lampignano, J.P. 2017 (Mosby). ISBN: 9780323399661

## Other Instructional 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](#) 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 <http://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 <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

### Core Curriculum Objectives (CCOs)

RADR 2366 satisfies the radiography science requirement in the HCCS core curriculum. The HCCS Radiography Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome.

### Program Student Learning Outcomes (PSLOs)

Can be found at:

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

## 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. 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 clinic
- 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.

## Course Objectives

In the clinical education setting, using the checklist prescribed for this course, while performing radiographic procedures and with 75% accuracy (90% when competency testing), the student will be able to:

1. Ready the imaging room with appropriate supplies
2. Complete all paperwork, charting and patient education and screening tasks
3. Perform imaging exams using correct patient positioning techniques
4. Perform imaging exams using correct equipment manipulations
5. Give proper breathing instructions to the patient
6. Use gonadal shielding as appropriate
7. Demonstrate proper collimation to the part of interest
8. Correctly label and mark each image using lead markers and / or annotation
9. Determine the appropriate technique settings
10. Identify primary & secondary anatomic structures on the image
11. Inform the patient of any post procedure instructions
12. Insure the privacy and safety of the patient
13. Demonstrate good patient care
14. Demonstrate an attitude of cooperation with staff technologist and supervisors
15. Be dependable and accountable by regular attendance and punctuality
16. Follow dress code and professional ethics as outlined in the HCCS student handbook
17. Make proper decisions when given assignments without direct supervision
18. Display motivation and interest by asking questions and demonstrate a willingness to practice skills
19. Use proper body mechanics to assist patients from a wheelchair to table without incident
20. Use radiation protection to protect self and peers
21. Utilize proper techniques for sterile procedures
22. Follow department procedure manual for positioning and projections
23. Demonstrate good verbal communication
24. Clean and supply imaging room on a daily basis
25. Prepare contrast media for all contrast studies
26. Complete examinations in a timely manner
27. Correctly program digital equipment for each examination

## Student and Instructors

Students (Freshman or Sophomore) shall not take the responsibility or place of qualified staff radiographers. All students enrolled in this course are part of the HCC Radiography Program Competency Based Clinical Education Plan (CBCE).

The following operational policies are to be implemented by the Instructor in the clinic:

1. Until a student achieves the prescribed competency level (documented in file) he/she will carry out assignments under the direct supervision of a qualified radiographer.

Direct Supervision: The radiographer evaluates the requisition, the patient's condition and especially the student's competency relating to the condition of the patient, observes the student's work and reviews the images with the student following the procedure.

2. Once the student has achieved documented competencies he/she may complete assignments under indirect supervision.

Indirect Supervision: Means that a qualified radiographer must be in the immediate area to assist the student regardless of the competency level of the student. Under no circumstances should a student be assigned alone to an area. A qualified radiographer should review all images with student.

3. Repeat Images: Unsatisfactory or unacceptable images may be repeated by a student only in the presence of a qualified radiographer (includes portable images).

## **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 before and after class as required

As a student, it is your responsibility to:

- Participate actively by continuous practice and review of course material, interacting with peers, clinical staff, and responding promptly in your communication with the clinical instructor
- Complete the required competency exams
- Ask for help when there is a question or problem
- Keep copies of clinical syllabus
- Be aware of and comply with academic integrity policies in the HCCS Student Handbook

## Assignments, Exams, and Activities

### Competencies

During this semester each student must complete a minimum of 13 competency exams to receive a clinic grade but no more than 16 competency exams. Up to 3 competency exams can be carried over into the next semester.

Before a student attempts to competency test on an exam they must be prepared. When the student feels they are ready to test, he/she can notify the instructor in the clinic or the designated instructor and test on the exam. If the student achieves 90% or above, they pass the competency exam. If a student scores below 90%, the test will be counted as an attempt\*\* and, at a later date, after practicing, the student can retest over that exam.

If a student does not complete and pass at least 11 competency exams along with 2 attempts by the end of the semester, the student will receive a failing grade "F" in clinic. If documentation of competencies and attempts is satisfied, the student will receive an incomplete "I" in the course. If this "I" is not corrected, i.e. a grade earned, by the end of the following semester that "I" will become an "F".

\*\*After an exam has been successfully completed the attempt will be discarded and not counted. Only 1 attempt per exam can be documented toward the total number of attempts. To adequately assess a student's clinical ability, for each failed attempt of a competency examination, a penalty of 10 points will be subtracted from the raw score of the passed competency exam. Exam attempts will carry over to the following semester or until the exam is successfully completed.

Example: A student has failed a competency exam of a wrist twice but on the 3rd attempt achieves a 95.

Raw Score	95
Minus	-
-10 pts for each failed attempts	<u>20</u>
Recorded Score	75

***Simulation testing is not allowed in the 4th semester.***

### How We Competency Test

A student enters clinic "A" and wishes to test on, for example, a routine "hand".

#### I. Testing

When the hand comes through the department, they inform the instructor that they wish to test. The test involves everything required to successfully perform that exam and its ancillary functions. If the student passes the test with a 90% or above, this is deemed a successful test.

#### II. Attempts

- A. An attempt occurs when a student has progressed through the proper channels to indicate he/she is ready to test, picks up the requisition and patient and begins the exam.
- B. The Professional Considerations have been met.

- C. After getting into the exam the student errors such that the exam must be repeated or has diagnostic deficiencies or is substandard in some way.
- D. An attempt is registered for that exam.
- E. Attempts used as part of the clinic grade (to receive an incomplete) cannot be of the same anatomical part.

## Grading Formula

### Expectations:

Each student will be expected to make regular appointments with the instructor in the clinic to review their clinical progress and to discuss their evaluations. Students must log on to Trajecsys and electronically sign all evaluations and test forms placed in their files.

If a student's behavior is such that a letter is written concerning them from the clinic (asking they be removed or not return to that facility) that student will be dismissed from the RADR program.

### Grade Policy:

All students are expected to check Trajecsys daily or weekly for any signatures needed.

### Students will be assessed in the following manner:

4 Staff Evaluations	10%
4 CI Evaluations	50%
13 Clinical Competencies	15%
Attendance	<u>25%</u>
	100%

All Class Grades will be available online on **Trajecsys**.

It is the student's responsibility to keep track of grades. The student is to record their own grades when they receive their grades. All students are to make sure that they have access to Canvas.

### Grading Scale

Grade	Total Points
A	93 - 100
B	85-92
C	75-84
D	60-74
F	<60

**\*A minimum of 75% is required for successful completion of this course.**

**\*A "D" is not accepted as a passing grade in a RADR Clinic course (Refer to Program Handbook)**

- The instructor does not argue about competency tests. If a student believes something on the test to be wrong, they can respectfully show the instructor the documentation supporting their belief.

After the matter is discussed that day it is not discussed anymore.

- The instructor has office hours available during the semester to discuss any classroom/lab concerns. Office hours are posted outside of the instructor's office door.
- Please email the instructor to request an appointment.
- All clinic matters will be discussed in a professional manner and must be discussed with the instructor FIRST before any further action is taken. Any behavior from the student that is perceived as unprofessional will result in the immediate termination of the meeting. Any additional meetings/discussions will require the Program Director and the Clinical Coordinator to be present.

### **Incomplete Policy:**

Refer to Competencies.

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>



## 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.

## Instructor's Practices and Procedures

### Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

Scholastic dishonesty includes, but is not limited to cheating on a test, plagiarism and collusion. For detailed definitions of these terms, refer to the HCCS Student Handbook.

Possible punishments for academic dishonesty may include a grade of 0 or F on the particular assignment, failure in the course and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Students for disciplinary disposition.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

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

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

### Repeating Courses

Students who repeat a course three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. In 2007, the Texas Legislature passed a Law limiting students to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree. HCC has instituted an Early Alert process by which your instructor will "alert" you and the HCC Student Services of the chance you might fail a class because of excessive absences and/or poor academic performance. You should visit an HCC counselor or HCC Online Student Services to learn about what, if any, HCC interventions might be offered to assist you – tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance. You must visit with a Faculty Advisor prior to withdrawing (dropping) a class and this must be done prior to **November 1st, 2019 4:30 pm**. Faculty will not be able to assign a W for classes dropped after this date.

The readmission policy is published in the HCCS Radiography Program Handbook.

### Attendance Procedures

All students are required to "clock-in" each day upon arrival and "clock-out" upon departure from the clinical education site. Clinic begins at 7:30 a.m. Any time clocked in after 7:37am is late. Just because a student has clocked in and is in the clinical facility does not constitute

being "on-time". At 7:30am each student is expected to be in their assigned area ready to participate in the day's activities. The 7 minute grace period can be revoked any time a CI feels that this privilege is being abused. Students using Trajecsyst will be shown a specific computer or site where they will log in and out at. Students may clock in and out with their cell phones only with the prior approval of their clinical instructor and must use the institution's Wi Fi when doing so. If a student has problems clocking in or out with Trajecsyst it is the students responsibility to immediately contact their Clinical Instructor. Failure to comply with these rules will result in punitive action ranging from a tardy up to dismissal from clinic, depending on the circumstances involved.

Students who are 2 or more hours late or depart clinic more than 2 hours early will be considered absent for that clinic.

If a student is going to be late or absent, it is absolutely necessary to call the instructor or clinical person in charge at the clinic site within 30 minutes of your scheduled arrival time in clinic. Failure to call by the scheduled time will reduce your final grade by ONE (1) letter grade for each offense.

### ***Catastrophic leave will be handled on a case by case basis***

Students in RADR 2366 are permitted 2 absences. A 3<sup>rd</sup> absence will be permitted but must be made up during the week of finals. The day of makeup time will be at the discretion of the instructor. If the 3<sup>rd</sup> absence is made up during finals week there will be no impact on the clinical grade. If the 3<sup>rd</sup> absence is not made up during finals week One (1) letter grade will be deducted from the final average. If a student exceeds the above absences, ONE (1) letter grade will be deducted from the final grade for EACH absence over the permitted number. Documentation for exceptions must be provided to the instructor. Consideration for these needs regarding program status must be discussed with the Program Director and the Clinical Coordinator.

### **Attendance In Specialized Rotations**

In addition to what has already been stated, when a student is in a special rotation any change of schedule (known absence, early leave, and late arrival) must be approved by the HCCS instructor in the clinic. Students are not to ask the Coordinator in the Special Rotation for permission to leave early or permission to change their clinic rotation in any way. If approval has not been granted by the HCCS instructor in the clinic, you will adhere to your rotation schedule as distributed. Failure to follow this policy will result in the reduction of the student's final semester grade by one letter grade. Students must notify both their HCCS instructor in the clinic and the Special Rotation Coordinator if they will be late or absent. It is the student's responsibility to have the necessary phone numbers.

### **How Clinic Attendance is Maintained and Recorded**

Clinic attendance is recorded based on the Attendance-By-Minutes system. At the beginning of the semester the total number of minutes a student will spend in clinic during that semester is calculated. Minutes reflecting holidays, lunch and other accepted minutes are deducted accordingly. Total minutes for the week are calculated. When a student is tardy, absent, leaves early, is unaccounted for or does something else that influences time, those minutes are deducted from the total number of minutes the student is in clinic that week.

### How the Attendance Portion of The Grade is Calculated

At the end of the semester, the total number of minutes a student has missed is subtracted from the total semester minutes. That total is divided by the total semester minutes to get the student's attendance percentage. From that attendance percentage, deduct (5) percentage points for each day that shows time was missed. This is the adjusted percentage figure. Multiply this number by the appropriate class attendance percentage, i.e., attendance being 25% of the grade, and calculate the final grade.

### Example RADR 2366

Full Day:

480 Minutes x 43 Days = 20,640 Total Semester Minutes:

subtract the minutes missed (take this number from total minutes)  
then divided by 20,640 to equate the student's attendance percentage  
The number of tardies and early departures is then multiplied by 5  
and this is also subtracted from the attendance percentage. The  
final attendance percentage is multiplied by 25 % which is the  
weight of clinic attendance.

### Withdrawal

The last day to drop and still receive a "W" is **November 1, 2019 at 4:30 pm.**

In accordance with the HCCS Withdrawal policy, the instructor may not withdraw any student after the drop deadline of the semester. Faculty is not able to assign a grade of "W" after the college drop date. If a student has not withdrawn themselves from a course, the grade assigned will be the grade the student earned by the end of the semester, which more than likely will be an "F".

### Clinical Remediation Plan

Student and Instructor tutoring are available. The Department Chair and/or instructor will let the class know who is available and their hours of availability.

The Clinical Instructor can be available for individual instruction during scheduled office hours, please schedule ahead for this help.

Peer tutoring is available with advance scheduling.

### Course Requirements

Students will be expected to follow the program rules and regulations as outlined in the program's Student Handbook for: Attendance, Dress Code, and Professional Conduct.

### Presentation of Course Material

Clinical practice

## Clinical Code of Conduct and Clinic Policies

A student must:

1. Provide safe and professional patient care at all times and implement measures to promote a safe environment for each patient.
2. Comply with policies, procedures, and rules related to academic and clinical performance that are issued by Coleman College, by a Coleman health science program, by HCCS, or by any clinical agency.  
Not commit acts of omission or commission that cause or are likely to cause harm to patients/clients.
3. Not attempt care/activities without adequate orientation, theoretical preparation, assistance, or supervision.
4. Maintain patient/client confidentiality.
5. Take appropriate action to assure the safety of patients/clients, self, and others.
6. Provide care for the patient/client in a timely, compassionate, and professional manner.
7. Communicate with patient/client and healthcare team in a truthful, timely, and accurate manner.
8. Actively promote the highest level of moral and ethical principles, and accept responsibility for his/her actions.
9. Treat others with respect and promote an academic and clinical environment that respects human rights, values, and choice of cultural and spiritual beliefs.
10. Collaborate and cooperate in every reasonable manner with the academic faculty and clinical staff to assure the highest quality of patient/client care.
11. Abstain from the use of substances that impair judgment.
12. Report and document all patient/client assessments or observations, the care/ practice provided by the student for the patient/client, and the patient=s/client's response to that care/practice.
13. Accurately and timely report to the appropriate practitioner errors in or deviations from the prescribed regimen of care/practice.
14. Not falsify any patient/client record or any other document prepared or utilized in the course of, or in conjunction with patient/client care/practice.
15. Delineate, establish, and maintain professional boundaries with each patient/ client. When providing direct patient/client care, the student shall provide privacy during treatment and care/practice and shall treat each patient/client with courtesy, respect, and with full recognition of dignity and individuality.
16. Not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient/client; or engage in behavior toward patient/client that may reasonably be interpreted as physical, verbal, mental or emotional abuse.
17. Not misappropriate a patient/client's property or engage in behavior to seek or obtain personal gain at the patient's/client's expense; engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's/client's expense; engage in behavior that constitutes inappropriate involvement in or interference with the patient's/client's personal relationships; or engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient=s/client's personal relationships.
18. For the purpose of this paragraph, the patient/client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
19. Not engage in sexual contact or romantic relationships with a patient/client; engage in conduct that may be reasonably interpreted as sexual or romantic; engage in any verbal behavior that is seductive or sexually demeaning to a patient/client; or engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient/client. For the purpose of this paragraph, the patient/client is always presumed

incapable of giving free, full, or informed consent to sexual or romantic activity with the student.

## CLINICAL INSTRUCTOR EVALUATION SUPPLEMENT GUIDELINES

This form may be used in conjunction with the Instructor in the Clinic's Evaluation Form. It is intended to be used for those incidents which fall into the following:

- A. Cause harm to a patient or place a patient's safety in danger
- B. incidents or infractions of clinic policies for which the student has been counseled verbally and on at least three(3) clinical instructor evaluation forms during the current semester
- C. Unprofessional behavior which has been repetitive
- D. Violation of the ARRT Code of Ethics

Under the section "Type of Incident", the instructor may cross-reference to the existing Instructor in the Clinic Evaluation Form. This will allow you to document to a full extent the reasons for the "zero" or "poor" evaluation.

This form should be used only for MAJOR or chronic problems. The impact on the grade would be:

- 1st use: The semester grade is lowered 5 percentage points
- 2nd use: The semester grade is lowered an additional 10 percentage points
- 3rd use: The semester grade is lowered an additional 15 percentage points and the student is removed from clinic and will receive an "F" for the semester.

### **Unsafe or Unprofessional Practice**

A student whose clinical practice is judged unsafe or unprofessional may be removed from clinic. In order to be eligible to resume the clinical experience, the student who has been removed, must comply with stipulations prescribed by the faculty for readmission in to the clinic.

The faculty responsible for the clinic will review the clinical care/practice of a student who exhibits weaknesses that may lead to unsafe or unprofessional practice. The faculty, with appropriate input from the student, will develop a set of expectations that the student is to attain to remedy those weaknesses in the current and subsequent semesters.

### Rationale:

Faculty have a legal and professional responsibility to assure for the public, other students, Coleman College, and the Radiologic Technology (Radiography) program that students can practice safely and professionally in their various clinical duties.

A student shall provide safe and professional patient care at all times. Performance that will result in disciplinary action by the Radiography Program include, but is not limited to, the following:

1. does not meet the practice standards for Radiography as published on the American Society of Radiologic Technologists website at <http://www.asrt.org> ,
2. does not comply with the Standards of Ethics as published on the American Registry of Radiologic Technologists website at <http://arrt.org>
3. does not comply with HCCS Policy
4. does not comply with Radiography Program Policy

Depending upon the degree of actual or potential harm a patient may suffer, a one time deviation from safe practice may be sufficient to judge a student unsafe.

Examples of unsafe, unprofessional or unacceptable practice include, but are not limited to, the following and will result in the stated consequences.

The following behaviors will result in immediate dismissal from the HCCS Radiography program:

1. Bring or carry a weapon into the clinic
2. Being under the influence of drugs or alcohol
3. Theft of hospital or college property
4. Students who engage in sexual activity during clinic hours

Falsification of attendance, competencies, evaluations or any other program documentation (including clocking in other students time cards for them) will result in a drop of one letter grade for the 1st offense. Any subsequent offense will result in dismissal from the program.

Altercations, physical or verbal, will result in immediate removal from clinic until the matter is resolved. Punishment can range from reduction of the clinic grade, up to dismissal from the program. The time out of clinic will be deducted from the student's attendance.

The following behaviors will result in a reduction of the final clinic grade by one letter for each offense:

1. Failure to stay in assigned clinic area. This includes not being able to locate a student in a reasonable amount of time
2. Leaving clinic without notifying the Clinical Instructor or Adjunct Faculty
3. Cell phones and pagers will not be worn or used by students during clinic hours and if brought to clinic must be stored and placed in silent mode. A student may use their cell phones during lunch but only in non-patient care areas as defined by the Clinical Instructor.
4. Use abusive or foul language
5. Sleeping or the appearance of sleeping while on clinic hours
6. Lack of professional respect for authority, i.e., the C.I. or clinical staff

**Documented violation of any of these policies will result in a meeting with the clinical coordinator and/or the program director followed by discipline, if substantiated.**

Any behavior that is considered unprofessional or reflects negatively on the college, program or clinic will be viewed as unacceptable. Documented violation of any of these policies will result in the actions(s) indicated. The student has the right to Due Process, i.e., the student can in writing submit their side of the event to the Program Director, within 3 days of the documented violation. The Program Director will follow up within 5 business days. The Program Director may call in the student and others who can give factual information. A decision will be made within 2 days of the final meeting.

**If there is a documented catastrophic event, an extension may be granted:**

- The student contact must be communicated directly with the instructor.
  - Under no circumstances will the extension be granted for more than one (1) class day following the student's return to class.
- It is expected that the student meet with the instructor and/or Program Director if his/her comprehensive course grade falls below 75%.

## Electronic Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not be allowed to use them unless you receive permission from the instructor. Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

## HCC Policies

Here's the link to the HCC Student Handbook <http://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

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) 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.

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

### **Campus Carry Link**

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

<http://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](#) and activate it now. You may also use Canvas Inbox to communicate.

### **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.

### **Early Alert**

The Houston Community College Early Alert program has been established to assist in the overall effort to retain students who are at risk of failing, withdrawing, or dropping a course. This process requires instructional faculty and student support staff to identify students who are performing poorly as early as possible and provide relevant support services to help students overcome their deficiencies. A student is identified when an instructor notices academic or personal difficulties that affect student's academic performance. The possible problem (s) could be tardiness, missed/failed test scores, excessive absences, or a number of other circumstances. Once a referral is made counselors' will then contact students to discuss the issues and possible solutions to their academic difficulties.



### **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.

### **Texas House Bill 1508**

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

## **Office of Institutional Equity**

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

### **disAbility 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 <http://www.hccs.edu/support-services/disability-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)  
<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/>

### **Program Director Contact Information**

Program Director: Faye Strayhorn,  
Email address: [faye.strayhorn@hccs.edu](mailto:faye.strayhorn@hccs.edu)  
Office phone number: 713-718-7588

# Houston Community College

## Radiography Program

### **2366– Radiographic Imaging Equipment**

I, \_\_\_\_\_ have received and read the RADR 2366 syllabus and my instructor reviewed the documents and left time for questions. I understand the information and expectations in the syllabus.

I agree to abide by the stipulations contained in the syllabus and take responsibility for my actions in clinic.

Signature of Student: \_\_\_\_\_

Please give this signed signature page back to your instructor on the same day it is distributed.