

**UNIVERSITY OF NEVADA LAS VEGAS
RADIOGRAPHY PROGRAM**

Course Information

<u>Course No.</u>	RAD 370
<u>Course Title</u>	Radiographic Positioning and Anatomy I
<u>Course Meeting</u>	
<u>Prerequisite</u>	Formal Admission to the Program or consent of instructor
<u>Instructor</u>	
<u>Office</u>	
<u>Office Hours</u>	
<u>Office Phone</u>	
<u>E-mail</u>	
<u>Course Hours</u>	3

Course Description

An introduction to X-ray production, radiographic terminology, radiation protection, and technique. Lecture and demonstration of radiographic positioning and anatomy of the thoracic, abdominal, and pelvic viscera, extremities, shoulder girdle, and digestive system. Discussion of enteric contrast media, its uses, and possible patient reactions.

Course Objectives

Upon completion of this course, the student will be able to:

- Critique routine radiographic examinations of the extremities, chest, abdomen, and pectoral girdle for errors in positioning and proper patient care and radiation protection.
- Define contrast media, describe various types of enteric contrast media, and possible patient reactions
- Critique contrast media studies of the digestive system to include the esophagus, stomach, small and large intestine for positioning or procedural errors.
- Given a series of radiographs students will be able to delineate normal radiographic anatomy.
- Given radiographs of the above anatomy, the student will be able to critique them in terms of proper positioning and appropriate technical factors.

Weekly Schedule

Two and a half lecture hours per week.

Attendance policy

This class directly impacts your chosen career; therefore, the following attendance policy will be enforced. You are allowed up to 3 absences of any reason, thereafter, any unexcused absence will result in an automatic reduction of 5 points off your final grade and an additional point for each unexcused absence following. Excused absences will be given for appropriate reasons which are at the discretion of the instructor. Excused absences will be given at the discretion of the instructor and if a message is left prior to the start of class via e-mail or voice message at 702-895-3811.

Make up examinations will be administered only for excused absences and must be taken within one week of the originally scheduled test. Failure to do so will result in a grade of 0. No make-up tests will be allowed for unexcused absences.

Class Assignments

- (4) Chapter Tests – 50 points each = 200 points (50%)
- (1) Comprehensive Final – 100 points = 100 points (25%)
- (9) Worksheets – 10 points each = 90 points (22.5%)
- (2) Activities – 5 points each = 10 points (2.5%)

Total Points = 400 points

Testing and Student Evaluation

Each student will accumulate several hundred points in this course predicated on several scheduled tests, a comprehensive final, and various assignments. Tests and assignments will be returned within one week of the last date. The students' final grade will be based on his/her percentage of total points given. Grade determination is based on the following percentage:

A = 93.4-100	A- = 90.1-93.3	
B+ = 86.7-90	B = 83.4-86.6	B- = 80.1-83.3
C+ = 76.7-80	C = 73.4-76.6	C- = 70.1-73.3
D+ = 66.7-70	D = 63.4-66.6	D- = 60.1-63.3
F = 0-60		

Required Text

Lampignano, John P., and Leslie E. Kendrick. *Bontrager's Textbook of Radiographic Positioning and Related Anatomy*. 10th ed., Elsevier, 2021.

Cell Phone policy

All cell phones will be kept off while in class. Cell phones while an important part of our culture, is very distracting if heard or used in class. If the instructor finds a student talking OR texting during class the student will be asked to leave and will be counted as an unexcused absence for that class.

Any use of a cell phone or electronic device during a test will be considered cheating and the student will receive a "0" for the test.

Public Health Directives

[Face coverings are mandatory for all faculty and students in the classroom](#). Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at [Health Requirements for Returning to Campus](https://www.unlv.edu/coronavirus/health-requirements), <https://www.unlv.edu/coronavirus/health-requirements>. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf, including being administratively withdrawn from the course.

Academic Misconduct

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), <https://www.unlv.edu/studentconduct/student-conduct>.

Auditing a Course

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

Classroom Conduct

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor. Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Since the COVID-19 pandemic forced some instruction to be delivered remotely starting in Spring 2020, numerous students have asked instructors to record their synchronous classes, so that they can access them at their convenience. Instructors who agree to record their classes (audio only, or video and audio) should inform students in advance. Recorded lectures may not be broadly released to anyone, but made available exclusively to those students enrolled in the class during the particular academic term. Recorded lectures must be stored securely, and are subject to the Nevada System of Higher Education's Records Retention Policy, meaning that the recordings can only be deleted 120 days after the end of class (i.e., after grades are posted). Once this requirement is met, the recordings should be deleted. Class recordings are protected from disclosure, as they are deemed part of an educational record under the Family Educational Rights and Privacy Act (FERPA).

Copyright

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually

and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](#) is available at <https://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC)

The [UNLV Disability Resource Center](#) (Student Services Complex, SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to a permanent disability, temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. Students who are already registered with the DRC should request their accommodations online each semester, and make an appointment to discuss their accommodations with their instructors.

Final Examinations

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](#), <https://www.unlv.edu/registrar/calendars>.

Identity Verification in Online Courses

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](#), <https://www.unlv.edu/studentconduct/misconduct/policy>, which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](#), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

Incomplete Grades

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

Library Resources

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation](https://guides.library.unlv.edu/appointments/librarian) website, <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](https://ask.library.unlv.edu/) questions via chat and text message at <https://ask.library.unlv.edu/>.

Missed Classwork

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Classwork policy, under Registration Policies, on the [Academic Policies](https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=) webpage, <https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=>.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student submits official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

Rebelmail

Rebelmail is UNLV's official email system for students and by University policy, instructors and staff should only send emails to students' Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Sending emails within WebCampus-Canvas is also acceptable.

Tutoring and Coaching

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](https://writingcenter.unlv.edu/), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3-301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

Diversity Statement

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports

understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](https://www.unlv.edu/about/statements-compliance), <https://www.unlv.edu/about/statements-compliance>.

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.

Class Schedule

Aug	23	Introduction and begin Chapter 1
Aug	25	Chapter 1
Aug	30	Chapter 1
		Discussion 1 due
Sep	1	Chapter 1 Test
Sep	6	Labor Day Recess
Sep	8	Chest (Ch 2)
Sep	13	Chest and Abdomen (Ch 3)
Sep	15	Abdomen (Ch 3)
		Chest worksheet due
Sep	20	Test 2 Chapters 2 & 3
Sep	22	Hand/Wrist (Ch 4)
Sep	27	Forearm/Elbow (Ch 4)
		Hand/Wrist worksheet due
		Discussion 2 due
Sep	29	Proximal Humerus/Shoulder (Ch 5)
		Elbow worksheet due
Oct	4	Clavicle/Scapula (Ch 5)
		Shoulder worksheet due
Oct	6	Test 3 Chapters 4 & 5
Oct	11	Foot/Toes (Ch 6)
Oct	12	Calcaneus/Ankle (Ch 6)
Oct	18	Tib/Fib/ Distal Femur (Ch 6)
		Foot/Ankle worksheet due
Oct	20	Study Day
Oct	25	Knee/Patella (Ch 6)
		Knee worksheet due
Oct	27	Pelvis/Hips (Ch 7)
		Pelvis worksheet due
Nov	1	Lower Extremity Review
Nov	3	Test 4 Chapters 6 & 7
Nov	8	GI Contrast and Fluoroscopy
Nov	10	Gallbladder and Biliary Tract (Ch 12)

Nov	15	UGI and SBS (Ch 12)
Nov	17	UGI and SBS (Ch 12)
Nov	22	Lower GI (Ch 13)
		UGI worksheet due
Nov	24	Study Day
Nov	29	Lower GI (Ch 13)
		Lower GI worksheet due
Dec	1	Finals Review
Dec	6	Final 10:10-12:10