

**VIRGINIA WESTERN COMMUNITY COLLEGE
RADIOLOGICAL SCIENCE 1
RAD 111 FALL 2024**

INSTRUCTOR INFORMATION

Susan A. Nolley M.S., R.T.(R)

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OFFICE HOURS

Monday and Friday – 8:00am – 10:00am

Wednesday – 8:00am – 11:00am

Thursday – 12:30pm – 3:30pm

COURSE CREDIT

4

CONTACT METHODS AND RESPONSE TIME

Personal meetings available by appointment. Emails, phone calls, voice messages, and text – 8am to 4pm Monday – Thursday, will be answered within 48 hours. Any communications received after 4pm Mon. – Thur. will be addressed the following day and any communications received after 4pm on Friday will be addressed on Monday.

ATTENDANCE POLICY

- Attendance is important in order to be successful in this class, as well as this program. Keep in mind at all times, this program is preparing you to function as entry-level technologists. A technologist must be reliable. Gaps in attendance create instructional and learning inconsistency.
- Consistency is an integral part of learning, especially in a competency-based program.
THEREFORE, ANYONE ABSENT FOR MORE THAN A TOTAL OF SIX HOURS OF CLASS TIME, EITHER LECTURE, LABORATORY, OR A COMBINATION OF THE TWO, WILL HAVE THEIR FINAL GRADE REDUCED ONE LETTER GRADE.
- Students who cease attendance prior to the withdrawal deadline for a class will need to withdraw themselves from the course. If the student does not withdraw and withdrawal deadline has past, the student will receive a grade of “F”. The student may request an administrative withdrawal because of mitigating circumstances if applicable. Such requests should be submitted to and approved by the Admissions and Records Coordinator in the Admissions Office during the term which the discontinuation of attendance occurs. Students must be making satisfactory progress in the course at the time of “withdrawal” for an administrative withdrawal.
 - **College Policy:** If a student accumulates the sum **equivalent** to 30 percent of the total instructional time in absences, the student will have a consultation with the Program Director and receive an F for the course or the student may withdraw from the course if before the last day to withdraw without grade penalty. (See the College Website for a full explanation of withdrawal procedures and deadlines.)

*****The instructor reserves the right to modify based on mitigating circumstances*****

GRADING POLICY

95 – 100	A
88 - 94.9	B
80 - 87.9	C
75 - 79.9	D
0 - 74.9	F

****Grades will not be rounded****

An average test score of 75% and an overall course score of 80% is required to pass the course.

MAKE-UP/LATE WORK POLICY

Students are expected to attend class regularly, turn assignments in on time, and participate in class discussions.

1. A grade of “0” will be given for any assignment not turned in. Items due may be submitted by e-mailing a picture of the completed assignment before the assignment deadline. Assignments will **NOT** be accepted late unless mitigating circumstances are documented. All assignments are expected to be completed, regardless of lateness.
2. **Students are expected to take tests and quizzes on regularly scheduled days as outlined on the class schedule.** Make-up tests and quizzes are not given unless a student experience mitigating circumstances and can provide one of the following forms of documentation:
 - an original doctor’s excuse
 - hospitalization with documentation
 - other mitigating circumstances will be reviewed as necessary. Documentation and verification may be required.

CLASSROOM POLICY

1. All electronic devices including smart watches must be turned OFF or on SILENT mode, placed in purse or book bags during class time. Anyone who cannot do this will be asked to leave the classroom.
2. During test, image, or worksheet review, all electronic devices will not be allowed to be out on the desk or used unless preapproved by the instructor.
3. Recording or taking pictures of test, images, or other class materials, is strictly prohibited without prior permission.
4. The instructor reserves the right to modify these guidelines based on the individual needs and circumstances of students.
5. If the statements listed above are breached, the student will be in violation of the Academic Honestly Policy and may be placed on probation with or dismissed from the program.

ACADEMIC HONESTY POLICY

The ***Student Conduct Policy*** is accessible on-line on the student website, which can be accessed through the VWCC homepage. If a student is caught cheating in this class, the following may occur:

1. A grade of “0” will be given for the assignment/test, meeting with the Program Director, and a formal program notice of academic dishonesty placed in the student’s program file.
2. A grade of “0” will be given for the assignment/test, meeting with the Program Director, and a formal notice of academic dishonesty will be documented and placed in the students’ program file **and** a student misconduct form will be completed and submitted.
3. If a student is observed cheating by the instructor, the student may receive a “F” for the course and dismissed from the program.

CLASS SCHEDULE

Lecture: Tuesday and Thursday - 8:30am –10:00am.

Laboratory: Tuesday 10:30am – 1:30pm

REQUIRED TEXT

Essentials of Radiologic Science, 2nd Ed.

Robert Fosbinder & Denise Orth

Radiologic Science for Technologist, 12th Ed.

Stewart C. Bushong

GRADING FORMAT

Tests.....	50%
Comprehensive Lab Project	10%
Final Exam.....	35%
Lab and Other Assignments.....	5%
-----	100%

POST TEST REVIEW

The student will correct the error/errors on the test. If the student does not correct their test, the student will get a “0” on the assignment portion of their grade for that assignment. If the student is absent from class on assignment date, the student will have the opportunity to make corrections during the next class meeting time. If the corrections are not completed during the next class meeting, the student will receive a “0” on the assignment.

ADVISING INFORMATION

Office hours are posted on my door. Please do not hesitate to come to me with any problems you might have or special accommodations that you might need. Student Services has many modes of assistance that may benefit you. The Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act provides protection from illegal discrimination for qualified individuals with disabilities. It is the policy of Virginia Western Community College to make reasonable accommodations for qualified students with documented disabilities. These disabilities include but are not limited to physical, psychiatric or learning disabilities. A student who wishes to request accommodations in this class should notify the Office for Disability Services early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Office for Disability Services, Student Life Center, or call for an appointment. 857-7286.

ELECTRONIC COMMUNICATION DEVICES FOR TESTING

Electronic Communication Devices such as cell phones, I-Pads, Apple Watches etc, may not be used during a test. During a testing situation, they **MUST BE TURNED OFF or TAKEN OFF.** Any student found to be using an electronic communication device during a test will be assumed to be cheating and will face the same consequences for academic dishonesty. A **FOUR-FUNCTION** calculator or preapproved calculator may be used. When testing using Respondus Lockdown Browser and Monitor, the student must download Respondus Lockdown and complete the task required to use webcam monitoring during the test.

INCLEMENT WEATHER SCHEDULE

In the event of delayed opening, class will meet from 10:20am until 11:45am. Lab will meet from 11:55 to 1:25pm. Refer to the inclement weather policy at: [I-60: Inclement Weather – Academic & Student Affairs Policies – Virginia Western Community College](#)

ZOOM POLICY

The Radiography profession is highly dependent upon in-person contact and instruction for adequate retention of educational material. Therefore, Zoom may be offered to a student by the course instructor in the event of an emergency or mitigating circumstance. The instructor reserves the right to allow or deny zoom attendance.

RADIOLOGIC SCIENCE LAB: Lab rules are posted in the energized lab and must be followed at all times. The instructor must be present when the lab equipment is energized. When lab is in session all students in the energized lab **must wear their dosimeter** assigned to them for the program. If the student does not have their dosimeter for lab, they will not be allowed to participate in making exposures in the lab; therefore, the lab grade for that day will be a “0”. If a student is absent on a lab day, the lab will be documented as a “0” for that day, as students cannot make up a lab session. While students are in the Lab/Study area, cell phones are prohibited during this time, as it is class time.

SPECIAL CONSIDERATIONS FOR COURSE COMPLETION

In the event of campus closure or courses being required to move to an online or remote learning format, this course will continue via Zoom with modified Lab assignments. If the Lab assignments are unable to be completed or modified to fit the learning outcomes for the course, the students in the course will be given a grade of “I” (incomplete) and the lab requirements will be completed upon return to campus.

[ADA Statement \(PDF\)](#)

[Title IX Statement \(PDF\)](#)