

Course Syllabus

Normal Radiographic Anatomy – CLSC 6202 A

TRIMESTER OFFERED: Fall 2009

PREREQUISITES: Tri II or higher & Systemic Anatomy or concurrent enrollment

CREDIT HOURS: 4

TOTAL CONTACT HOURS/TRI: 75

LECTURE HOURS PER WEEK: 3

LABORATORY HOURS PER WEEK: 2

LECTURE TIME: Monday, Wednesday, Friday 10:00 – 10:50 AM

INSTRUCTOR: Kenneth D. Garrett, DC, DACBR

OFFICE LOCATION: Suite 200, East Building
Center for Academics

OFFICE HOURS: Monday 12:00 noon – 12:50 pm

Tuesday 11:00 – 12:50 PM

Wednesday 12:00 noon – 12:50 PM

Thursday 12:00 noon – 12:50 PM

OFFICE TELEPHONE: (972) 438-6932 ext. 7340

COURSE DESCRIPTION:

This course focuses on the recognition and understanding of normal images, variations of normal and congenital anomalies of the neuromusculoskeletal structures of the axial and appendicular skeleton. Although conventional radiography will be the main imaging modality studied, computerized tomography and magnetic resonance imaging will also be evaluated. An introduction to roentgenometrics of the axial and appendicular skeleton, scoliosis and spondylolisthesis will also be provided. Osseous dysplasias will also be studied.

MISSION OF PARKER COLLEGE:

"To educate individuals in chiropractic wellness to be leaders in education, research, and service."

PURPOSE OF COURSE AS IT RELATES TO THE COLLEGE'S MISSION AND OUTCOME EXPECTATION:

This course will support the mission of Parker College of Chiropractic by familiarizing the student with the recognition and understanding of normal images, variations of normal and congenital anomalies of the neuromusculoskeletal structures of the axial and appendicular skeleton. Although conventional radiography will be the main imaging modality studied, computerized tomography and magnetic resonance imaging will also be evaluated. An introduction to roentgenometrics of the axial and appendicular skeleton, scoliosis and spondylolisthesis will also be provided. Upon completion of this course the student will have the knowledge and understanding of normal and variant interpretation which will allow them to advance to pathologic radiographic interpretation courses.

REQUIRED TEXT(S):

- 1. Essentials of Skeletal Radiology, Yochum and Rowe, 3rd edition, 2004 or Clinical Imaging with skeletal, chest and abdomen pattern differentials, Marchiori 2nd ed. 2005.**
- 2. Supplemental Class Notes - Normal Radiographic Anatomy - Hansen**
- 3. Pocket Atlas of Radiographic Anatomy, 2nd edition, Moller, Reif**

REFERENCE TEXT(S):

1. Atlas of Radiologic Anatomy, Wicke
2. Roentgenometrics in Chiropractic, Macrae
3. Atlas of Normal Roentgen Variants, Keats
4. Atlas of Human Anatomy, Netter

EVALUATIONS:

Lecture Exams

Written Exam 1	10%
Written Exam 2	15%
Written Exam 3	15%
Final Examination	15%

Practical Exams

Practical Exam 1	20%
Practical Exam 2	20%

Quizzes

A quiz will be given at the beginning of some labs. The quizzes are worth **5%** of the final grade.

Report writing

Dates TBA *.

* Report writing will include the evaluation of technical quality as well as the pertinent radiographic findings. These exercises are designed to further develop the student's ability to describe the important findings concisely and accurately, as well as the understanding of salient findings and the associated significance.

LAB : It is your responsibility to inform your lab instructor of legitimate illness/excuse prior to the end your scheduled lab period. If this is not done, a 0 will be given. If the instructor is notified, you have until the end of the week to complete the assigned work.

Lecture exams will be based on material in the required notes, lecture material and material covered in the text along with any information handed out in class.

Parker College of Chiropractic in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 provides assistance to eligible students. Institutions of higher education are required to provide reasonable accommodations to qualified and eligible persons with disabilities that are logically associated with the type and level of impairment of the student. If you believe you are eligible for these services please contact the Student Assistance Program which is located in the Student Affairs office.

Examinations

MISSED EXAM POLICY

The course director should be contacted prior to an exam if a student has any questions about the validity of an excuse to miss an exam or lab practical. If a student has to miss an exam or lab practical, the course director must be notified PRIOR to the exam unless the student is physically incapable of notifying the course director and then written documentation must be provided to this effect. Notification must be email or a phone call to the course director. If a student fails to notify the course director prior to exam start time (or in the case of documented physical incapacitation within a 24-hour period of a missed exam) the exam grade will be calculated as a "0".

Students must be on time for all examinations. If a student is late, and no one has left the examination room, they will be allowed to take the examination, but no additional time will be allowed. If a student comes in late for any exam (including final exams) and another student taking the exam has already left the classroom, the late student will not be allowed to sit the exam, and the exam grade will be calculated as a "0".

With documentation of extenuating circumstances for late arrival or for missing a written exam, faculty may either give a written make-up (multiple choice, true/false, essay, etc.) or move the points to the final exam. The make-up exam (which will be a different exam and may or may not be of the same format or same level of difficulty as the exam given to the rest of the class) must be taken within 5 business days of the missed exam unless the student is physically incapable of doing so or unless other arrangements are made by the course director. The exam time will be scheduled at the discretion of the course director.

With documentation of extenuating circumstances for late arrival or for missing a lab practical, points may be moved to the final lab practical or student must take a make-up lab practical (which will be a different lab practical and may or may not be of the same format or same level of difficulty as the lab practical given to the rest of the class) within 5 business days unless the student is physically incapable of doing so or unless other arrangements are made by the course director. The time of the make up lab practical will be scheduled at the discretion of the course director.

If a student encounters an extenuating circumstance where they feel they will not be able to perform to their abilities on any given exam, lab practical or final exam, they must

notify the course director prior to the exam start time. Once a student takes an exam, even if the student is in a less than optimal physical or emotional condition, the exam grade will be final.

VACATION, LEISURE TRAVEL, SEMINAR ATTENDANCE, OVER SLEEPING, FORGETTING WHEN THE EXAM IS GIVEN, STUCK IN TRAFFIC, etc. DO NOT CONSTITUTE EXTRA ORDINARY OR EXTENUATING CIRCUMSTANCES FOR MISSING ANY EXAM.

Student Bereavement Policy

In the unfortunate event that you experience a death in your family, please rest assured that Parker College will help you during this time of your loss. When you are ready, the Dean of Academic Affairs will review the accommodations available to you to help you resume your studies.

Action Steps:

- If you experience a death in your family, please notify the Dean of Academic Affairs' office as soon as possible. You may send the notice by telephone or email. You may send the notice personally or have it sent by a roommate, friend, or family member. The Dean will contact your instructors and ask them to assist you when you resume your studies.
- When you return to campus, please schedule a meeting with the Dean of Academic Affairs to discuss support resources available to you through the Office of Student Affairs and to discuss strategies for catching up with missed academic work and for completing the trimester successfully.
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Assistance and Accommodation:

The options for assistance or accommodation include the following:

- Excused Absences.
- Counseling with the counselors in Student Affairs or referral to another counselor.
- Alternate arrangements for completing coursework, subject to the Missed Exam Policy.
- Withdrawal from some courses to reduce your course load.
- Incomplete grades in one or more courses.
- Withdrawing from the College and taking a leave of absence.

The Dean of Academic Affairs will hear your situation and then help you decide what actions are in your best interest and will facilitate the communications between you and your instructors.

Excused Absences:

We understand that in the immediate aftermath of the loss of a loved one, your classes and labs may be the farthest thing from your mind. We encourage students to take the following excused absences from their classes and labs:

- 5 school days if bereavement is for the death of the student's spouse or child (including step-children, foster children, adopted children and in-laws).

- 3 school days if it is the death of a student's immediate family, other than a spouse or child. The immediate family includes parents (including step-parents, foster parents and in-laws), legal guardians, brothers and sisters (including step-siblings and in-laws), grandparents, grandchildren, aunts and uncles.
- 1 school day to attend the funeral of a niece, nephew or cousin.
- 2 additional school days if the family member lived more than 200 miles from Dallas or the funeral will be held more than 200 miles from Dallas.

The Dean of Academic Affairs will forward requests for bereavement leave to the student's course directors. The Dean may request a funeral or obituary notice.

Grading System

Evaluation is an integral part of the educational process and is used as an educational tool to help students identify problem areas, to recognize and reward achievement, and to identify students who are unable to meet the rigors of the curriculum. Final course grades and their interpretation are listed below:

A	89.5 – 100	4.0	Excellent
B	79.5 – 89.4	3.0	Above Average
C	69.5 – 79.4	2.0	Satisfactory
F	Below 69.5	0.0	Unacceptable

Posting of Examination Grades

Grades will be entered into MyParker in a timely manner. Every effort will be made to get grades posted within 48 hours, more typically within 24 hours. Practical exam grades will not be posted until all groups have completed testing.

When we need to transmit important information to the class or an individual student, we will contact you via your Parker email address. As a Parker student you are responsible to periodically check your email. If you do not know your Parker email address, or how to log on to collect your email messages, contact Information Services at ext. 7450. If you experience an adverse outcome from missing important information, "I don't check my email" will not be considered a valid excuse.

Final Examinations

Because some students are on special schedules an exception will be made only with documentation of a conflicting Final examination. In this case the student will be required to take the exams back to back. Arrangements must be made at least 24 hours in advance of the scheduled time of the final exam.

Students must be on time for all examinations. However, if a student is late, and no one has left the examination room, they will be allowed to take the examination, but no additional time will be allowed.

If a student comes in late for an exam and another student taking the exam has already left the classroom, the late student will not be allowed to sit the exam, and will receive a grade of "0".

However, if the late student can provide valid documentation of an extraordinary circumstance, arrangements can be made to take the missed exam. At the Course Directors discretion, the make-up exam will be an essay style, an oral exam, or an exam of the course director's choosing.

Lecture Exam Review

The review period for each exam will begin after the posting of the grades and last for five working days only, excluding weekends and holidays. Questions about the final exam and/or final course grades must be reviewed with the Course Director by 3:00 p.m. the third day of the new trimester.

Attendance Policy

A professional education at Parker College requires a full time commitment by the student. Classes are demanding and academic standards are high. Students must expect to spend a significant part of each day in and out of class to successfully complete the program. Full realization of the learning process is reliant upon the fact that students are expected to attend and be attentive and participatory in all lecture and laboratory classes. Students must attend classes on a regular basis to attain the skill, training and expertise they will need to become successful Doctors of Chiropractic. It is in this light that Parker College of Chiropractic considers classroom attendance to be mandatory in all scheduled classes and laboratory sessions and failure of the student to attend classes and/or laboratory sessions could result in poor academic performance by the student, possible grade reduction and/or the student receiving a failing grade in the class.

At the discretion of the individual faculty member, student attendance in lectures, laboratory sessions and/or scheduled academic conferences may be a factor in deriving a student's grade.

Students who are repeating a course because of previous academic failure are required by the Dean of Academic Affairs to attend all lectures and labs of the course in question. A student on Academic Probation is required to attend all lectures, laboratory sessions and scheduled academic conferences. If a faculty member in a department finds that a student is not meeting this attendance requirement, the student will be notified in writing with a copy of the letter sent to the office of the Dean of Academic Affairs.

The student is responsible for obtaining and learning subject materials presented during an absence. When the period of absence is known and may be planned, the student must confer with the appropriate course director and determine a plan of action for that

absence. Absence from any examination (lecture or lab) must be accompanied by a written excuse documenting the extenuating circumstance which prevented the student from sitting the examination. If the excuse is considered valid by the course director then arrangements to sit the exam must be made with the course director within 5 days of returning to class.

The licensing requirements of the states vary widely. Some state boards require a specific number of classroom hours in order to obtain a license to practice as a Doctor of Chiropractic in their respective states. It is the student's responsibility to determine, fulfill and document the requirements of the state(s) in which they are planning to apply for licensure. These requirements are available from the individual state boards and kept in the Office of the Registrar for the student to review.

Attendance roll sheets are passed out at the beginning of each class. To be counted present for a class you must be present, in your seat and you must sign the roll sheet when the roll sheet comes past your seat. Roll sheets will be picked up by the instructor once they have passed through all rows of the classroom. No student will be allowed to sign the roll sheet once it is picked up by the instructor. It is the student's responsibility to be on time and in their seats when the class starts and the roll sheets are passed out. Tardiness is disruptive to the class. Each student should make every attempt to get to class on time. A professor may refuse to allow a tardy student to enter the classroom. A student who is tardy to a class and does not sign the roll sheet when it passes his/her seat will be counted absent for that class period.

Absences for religious holidays

Parker College will excuse students from attending classes and other required activities for the observance of religious holidays, including travel for that purpose.

A religious holiday means a day of observance by a religion whose places of worship is exempt from property taxation under Section 11.20 of the Texas Tax Code (or would be exempt if the place of worship was located in Texas).

A student whose absence is excused under this policy may not be penalized. Those students will be allowed to take examinations or complete any assignments they missed due to observance of the religious holy day (see missed exam policy). With the student's agreement, the course director may move the points from the missed examination or assignment to the final exam in that course or make other arrangements to make up the missed exam or work. A student may be required to show written documentation.

A student who will miss an examination or assignment for the observance of a religious holy day should notify the course directors of all courses affected **prior to** the absence.

If a student and a faculty member disagree about whether an absence is for the observance of a religious holy day or whether the faculty member has allowed the student

a reasonable time to complete any missed examinations or assignments (see missed exam policy), the faculty member or the student may request a ruling from the Dean of Academic Affairs. The student and the faculty member will abide by the decision of the Dean of Academic Affairs.

Academic Dishonesty

Cheating will not be tolerated. If you are caught cheating, you will receive a "0" on that exam and disciplinary action will be taken which could result in your dismissal from Parker College. If you are suspected of cheating on an exam you may be singled out and required to sit in the front of the classroom so that you can be clearly watched. The cheating policy includes lecture exams, lab quizzes and lab practicals.

Professional Decorum

Students are expected to behave in a professional manner at all times. Positive contributions to the learning environment and participation in classroom learning activities are expected. Students should demonstrate courtesy to the instructor, to special guest speakers, and to other classmates. Focusing your attention on anything other than pertinent classroom material could be considered discourteous. Any person who is discourteous or disrupts the class with unprofessional conduct may be asked to leave the classroom and will be counted absent for that class period. Cell phones and pagers should be turned off while in the classroom.

Computer Use

Students are encouraged to utilize personal computers in the classroom for taking notes, following the lecture outlines or reference materials, etc. Other uses unrelated to the lecture topic are not allowed. As an example, surfing the Internet or playing games during lecture or lab time is strictly prohibited and will result in the student being asked to discontinue use of their computers. Also, the student may be asked to leave the classroom and will be counted absent for that class period.

Audio/Video Taping

Since the courts have ruled that a professor's voice and physical image are their personal property, the prerogative of the audio taping and/or video recording of lectures/laboratories is a right specifically reserved to faculty. Should you wish to record, using any device you must obtain the permission the respective instructor in all classes.

Important Note

The provisions contained in this syllabus do not constitute a contract between the students and Parker College of Chiropractic. These provisions may be changed at any

time for any reason at the discretion of the course director. When necessary, in the view of the college, appropriated notice of such changes will be given to the student.

If you have comments or suggestions, email me at kgarrett@parkercc.edu