**Course Number, Title, and Credit Hours:**

**MRIT 2268 Practicum - Radiologic Tech/Sci-Radiographer**

**Course Type:**

Credit

**Credit Hours (lab/Lec):**

2

**Prerequisite:**

Admission to the MRI program. Completion of MRIT 2560, 2561

**Corequisite or Concurrent:**

This course is taken in conjunction with MRIT 1191

**Course Description:**

A health related work based experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

**ECCCatalog**

**THECB Info:**

Use Link to Copy Course Info

**Clinical education courses provide meaningful, well balanced MRI experiences for student technologist. The experience is structured and explained in the syllabus. Students will be required to demonstrate clinical competency in the categories listed in the guidelines prior to be eligible for graduation.**

**THECB-Workforce Manual**

**Class Student Learning Outcomes:**

Students should be able to identify patient history, distinguish between MR safe and unsafe materials, accurately demonstrate patient care information, identify patient positioning, protocol selection and anatomical landmarks needed to acquire an MRI image. Students will be able to communicate effectively to patients and their families and evaluate images for technical quality and proper labeling.

**Course Materials And Textbook:**

Disclaimer:
The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

General institutional policies

Course All students must wear their ECC Picture ID Badge. It should be worn on the upper part of the body where it is clearly seen. Program uniforms do not replace the college ID requirement. Students who do not have a college ID will not be permitted in class, after the 12th class day.

Division Policies - Health and Legal:

The student complaint/appeal process outlined in the Dallas Community College District (DCCCD) policies and rules of the Student Catalog/Handbook applies to all students, including students enrolled in the Health and Legal Studies Division courses.

Specifically, the policies and rules relative to student complaints and appeals state that the DCCCD has every expectation that students who enroll in all college classes will behave in the same considerate manner as any competent, responsible adult member of the college and/or of the community. The DCCCD also assumes that all students are aware of and will abide by the principles of mutual respect and good taste. In the interest of fairness and order, the DCCCD has developed an official Code of Student Conduct Policy that is published annually in the El Centro College Catalog.

In compliance with the DCCCD Code of Student Conduct Policy and in an effort to clarify and explain the procedures involved with pursuing a grade appeal or instructional complaint against El Centro College the following information is provided:

How can a student appeal disciplinary sanctions?
The student appeal process for disciplinary action is described in detail in the DCCCD Code of Student Conduct. The student should contact the Ombudsperson, Dr. Bettie Tully, for assistance.

Who needs to follow this policy?
This policy and process is for all students enrolled in courses offered through the Health and Legal Studies Division. Students must follow this “Complaint/Appeal” process to resolve issues of instructional concern and grade dispute.

How can a student get help with problems without filing a formal complaint or appeal?
Frequently there are circumstances that allow for informal resolution of student problems. Please feel free to call Dr. Bettie Tully (214-860-2105), Mr. Jim Handy (214-860-2073) or the division counselor Al Tolentino (972-86-5045) for details on how complaints or appeals can be resolved informally. The Health and Legal Studies Division Office maintains a record of any information received concerning a student complaint/appeal. That information includes:

- Student name
- Date
- Course, section number, and semester
- Instructor
- Nature of complaint/appeal
- Outcome of complaint/appeal

How can a Health and Legal student appeal a course grade or submit a complaint?
To assist the student in understanding the ‘chain of command’ for a grade appeal or complaint, a chart is provided in this document. The student should always approach his/her instructor first. This appeal may be made verbally and informal. If the student is not satisfied with the response from the instructor, then the student must submit their complaint/appeal formally in writing to the instructor. The written statement must include the nature of the complaint/appeal, giving specific details and the outcome sought by the student. (2) The Division Program Coordinator is the next line of complaint/appeal. (3) The third level of the complaint/appeal process is the division’s Associate Dean/Director or Executive Dean, depending upon the program or course. The last level of appeal is the College Vice President. A grade dispute shall not be considered later than the end of the semester following the semester in which the grade was awarded. In a summer session, the dispute must be initiated no later than the end of the following fall semester.

Procedures for Complaint/Appeal

Decision/Recommendation for an Instructional Concern or Grade Dispute

Step 1: Student will contact instructor

Prior to meeting with an instructor with whom a student has a complaint or grade appeal, the student should do the following:
Please ensure that you have read and clearly understand the course syllabus prior to expressing an instructional concern or grade dispute about that class. As a student at El Centro College, it is your responsibility to review and understand the course syllabus for policies, learning objectives/outcomes, grading criteria, and your role/responsibilities as a student in the course.

Follow these steps in order to have a meaningful consultation with your instructor.

To prepare for the consultation with your instructor, assemble the following documents:

1. all relevant syllabi that may include instructor's Course Policies, final grade calculation formula and assignment list
2. any relevant email exchanges
3. homework or other assignments in question
4. related tests, then

- Contact your instructor for an appointment. Agree on time and place for the consultation. This may be an on-line appointment, by phone or in person.
- Prior to the meeting with your instructor, write out your concern. Include the resolution you seek.
- Keep the appointment time.
- Clearly and politely state your concern and the resolution you seek.
- Present the relevant documentation.
- Listen openly to the instructor’s response and take notes as appropriate.
- Express appreciation to the instructor for taking time to hear your concern even if the decision is not what you had wanted.

**Step 2: If student decides to appeal to the Program Coordinator**

If you decide to appeal your instructor’s decision/recommendation regarding your instructional concern or grade dispute, you will need to contact the Program Coordinator. The division office (contacts listed below) will assist you with identifying the program coordinator, if needed. Once contact is made with the Division Office, the Division Office staff will ask you to complete the “Instructional Concern/Grade Dispute” form detailing the concern/dispute and to supply documentation supporting your position before an appointment can be made with the Program Coordinator.

After the appointment is made, please prepare for the appointment by assembling the following documents

- all relevant syllabi that may include instructor’s Course Policies, final grade calculation formula and assignment list
- related assignments including homework, essays, and projects
- relevant tests
- copies of email exchanges with your instructor about this issue

Once the Instructional Concern or Grade Dispute (Form A) on page 6 is completed, return the form and all documentation to the Division Program Coordinator. The form and documentation will be reviewed by the Division Program Coordinator. The Program Coordinator will contact you to arrange an appointment either face to face or email exchange. The Program Coordinator will review all facts, documentation and other information that you may present during the meeting. The Program Coordinator will render a decision after careful research. The Program Coordinator will provide his/her decision in writing to you.

**Step 3: If student decides to appeal to the Associate Dean/Nursing Director/Executive Dean**

If you wish to appeal the decision further, you must inform the Program Coordinator within Five (5) working days of having received the Program Coordinator’s decision. The Program Coordinator will forward the correspondence related to the concern to the Associate Dean/ Nursing Director or Executive Dean (as applicable). When you meet for the appointment, the Associate Dean/Nursing Director or Executive Dean will have read your completed appeal form. You can then present additional documents you have prepared and explain why the instructor’s and program coordinator’s decisions were not satisfactory to you. Please be aware that at this level of appeal a decision will not be made during this meeting. The dean or director must research your concern including consulting with the instructor and program coordinator to get their view of the situation. After the dean/director has researched the concern or dispute, you will be contacted in writing with the decision. This decision may take up to 30 days.

**Step 4: If student decides to appeal to the Vice President**

If you wish to appeal the decision further, you must inform the Executive Dean within five (5) working days of having received the Executive Dean’s decision. The Executive Dean will forward the correspondence related to the concern to the Vice President. The Vice President will contact the student after receiving all forms and documentation and arrange either a face to face meeting or email exchange. The Vice President will research fully the concern. The Vice President makes the final decision about the student’s grade appeal or instructional concern. The Vice President notifies the student, Dean, Coordinator and Faculty member of the decision.