

## SONO 205 Syllabus Course Information

<b>Online Course Instructor:</b>	Linda Hughes, RDCS
<b>Face to Face Lab Instructor:</b>	Linda Hughes, RDCS
<b>Phone:</b>	All Clinical Faculty 240-567-5563
<b>Office:</b>	Health Science Center #435, Takoma Park, Montgomery College
<b>Office Hours:</b>	Office Hours - By Appointment
<b>E-Mail:</b>	There is an internal email tool on the Blackboard course site that you can use to communicate privately with any of the instructors or with other students in the class. Email response is within 48 hours of when the email was delivered for both faculty and students.
<b>Credits:</b>	2 credit hours
<b>Pre-Requisites and Co-Requisites:</b>	Sono 105 or permission from DMS Program Director
<b>Textbooks:</b>	<p><b>Montgomery College Bookstore</b>  <a href="http://cms.montgomerycollege.edu/distance/after/books/">http://cms.montgomerycollege.edu/distance/after/books/</a></p> <p><b>Required Texts:</b>  <u>Understanding Ultrasound Physics</u>, 4<sup>th</sup> Edition Sidney K. Edelman, Ph.D. ; ISBN 0-9626444-5-5; Published 2012</p> <p><b>Required Materials:</b>            Weekly Course Content Power Points</p> <p><b>Recommended Materials:</b>  <u>Sonography Principles and Instruments</u>, Frederick W. Kremkau, 9<sup>th</sup> Edition; ISBN Number 9780323322713; E-ISBN 9780323322720; Published 2016</p>
<b>Course Description:</b>	Sono 205 Acoustical Physics and Instrumentation reviews the physics concepts and principles as it applies to the field of sonography. The

	<p>course satisfies the required standards as provided for by the SDMS National Curriculum Standard. It covers topics including, but not limited to Transducer Construction and Function, Pulsed Echo Instrumentation, Optimizing Imaging, Artifacts, Quality Assurance, and Bioeffects.</p>
<p><b>Course Methodology:</b></p>	<p>This is a Hybrid online course. You will be expected to attend 7 face to face labs and all quizzes and exams will be conducted on campus during the semester (See course schedule for dates.). The face to face labs will focus on course material review, lab demonstrations and experiments, case studies, participation in groups. All other course content and interaction (e.g. the Syllabus, Calendar, Grade Book, Assignments, Assessments, Discussion Board, wikis, blogs, weekly modules, external links, course documents, etc.) will require your participation in Blackboard. The objectives and learning activities are designed so that you will gain experience using online educational technology, as well as gain an understanding of the course content.</p> <p>All quizzes, midterm and final exams are proctored on the TP/SS campus in the Medical Learning Center (MLC) located in the Health Science Building, room 221 (See course schedule for dates).</p>
<p><b>Course Learning Objectives:</b></p>	<p>The SONO 205 course learning objectives follow the 2016 National Curriculum Standards established by the Society of Diagnostic Medical Sonography (SDMS) to include:</p> <ul style="list-style-type: none"> <li>• Displays and Image Processing, and Ultrasound System Controls</li> <li>• Dynamic Range, and Harmonics and Contrast Agents</li> <li>• Doppler Principles</li> <li>• Attenuation, Resolution, and Propagation Artifacts</li> <li>• Color Doppler Artifacts and Optimization</li> <li>• Bioeffects and Safety</li> <li>• Quality Assurance</li> <li>• Sonographers in the Clinical Setting</li> <li>• Properties of Sound</li> <li>• Pre and Post Processing</li> <li>• Infection Control</li> </ul>
<p><b>Attendance:</b></p>	<p>Attendance for Face to Face labs is required. The Lab attendance policy for this course is the same as that of the College. Please see the College Student Handbook for the specific Attendance policy.</p> <p>Discussion Board participation requires a minimum of three postings, each posting on a different day of the week. You must respond to the</p>

	<p>discussion topic by Wednesday and post a response to a minimum of two of your classmates' postings by Saturday.</p> <p>The course instructor's response to your emails will normally be provided within 48 hours.</p>
<b>Face to Face Lab Location:</b>	Face to Face lab sessions will be held on campus in the Health Science Center #426, Takoma Park/Silver Spring Campus of Montgomery College.

## Face to Face Labs

All Face to face lab sessions are announced at the beginning of the semester. Face to face lab sessions are an important part of this course, they will provide an opportunity to clarify issues, provide demonstrations, provide interaction with your classmates and instructor and enhance the group's socialization and understanding of one's individual needs. Face to face labs will be your opportunity to obtain valuable skills, present projects, and perform at a higher level through demonstrating, observing and discussing your work with your peers and instructors.

Face to Face lab sessions follow a given structure, as follows:

- Begin with a review of course content and a question/answer session.
- Followed by an ultrasound physics lab experiment group activity

There is an assigned Didactic Instructor and Lab Instructor for this course. Lab is not on a drop-in basis, but rather required, from start to finish.

Face to Face Lab Section:	Face to Face Lab Dates 2019	Lab Assignments:	Due Dates:
Week 1	01/25	Lab Topic 1: US Machine Knobology	02/02
Week 3	02/08	Lab Topic 2: Doppler Controls	02/09
Week 5	2/22	Lab Topic 3: Doppler Errors and Artifacts	02/23
Week 7	Midterm Exam Friday March 8	Midterm Exam	03/08
Week 10	04/05	Lab Topic 4: Pre and Post Processing	04/06
Week 12	04/19	Lab Topic 5: Semi-Interactive Console	04/20
Week 14	05/03	Lab Topic 6: Course Project Presentation	05/04
Week 15	Final Exam Thurs May 9	Final Exam	05/09

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## Course Schedule at a Glance

Dates 2019	Topic	Requirements
<b>Week 1</b> <b>01/22 to 01/26</b>  <b>Face to Face Lab One:</b> <b>01/25/2019</b>	<b>Displays and Image Processing, and Ultrasound System Controls</b>  Lab Topic 1: <b>US Machine Knobology</b>	<b>Readings:</b> Edelman Chapter 15 Course Content Resources  Video Assignment  Discussion
<b>Week 2</b> <b>01/28 to 02/02</b>	<b>Dynamic Range, and Harmonics and Contrast Agents</b>	<b>Readings:</b> Edelman Chapter 16 and Chapter 17  Video Assignment
<b>Week 3</b> <b>02/04 to 02/09</b>  <b>Face to Face Lab Two:</b> <b>02/08/2019</b>	<b>Doppler Imaging and Optimization</b>  Lab Topic 2: <b>Doppler Controls</b>	<b>Readings:</b> Edelman Chapter 19 and Chapter 20 Course Content Resources  Video Assignment  Discussion
<b>Week 4</b> <b>2/11 to 2/16</b>	<b>Attenuation, Resolution, and Propagation Artifacts</b>	<b>Readings:</b> Edelman Chapter 21 Course Content Resources  Video Assignment  <b>Quiz 1 is due this week.</b>
<b>Week 5</b> <b>2/18 to 2/23</b>  <b>Face to Face Lab Three:</b> 2/22/2019	<b>Color Doppler Artifacts and Optimization</b>  Lab Topic 3: <b>Doppler Errors and Artifacts</b>	<b>Readings:</b> Edelman Chapters 19 and 20 Course Content Resources  Discussion

<p><b>Week 6</b> 2/25 to 3/2</p>	<p><b>Bioeffects and Safety</b></p>	<p><b>Readings:</b> Edelman Chapter 5 and Chapter 24</p> <p>Video Assignment</p> <p><b>Quiz 2 is due this week.</b></p>
<p><b>Week 7</b> 3/04 to 3/09</p> <p><b>Midterm Exam</b></p> <p><b>Friday March 8, 2019</b></p> <p><b>10:00 am to 12 noon in the MLC</b></p>	<p><b>Quality Assurance - Equipment</b></p> <p><b>Sonographers in the Clinical Setting</b></p>	<p><b>Readings:</b> Edelman Chapter 22 and Chapter 23</p> <p>Course Content Resources</p> <p>Video Assignment</p> <p>Discussion</p> <p><b>Midterm Exam</b></p>
<p><b>Spring Break</b> 03/11 through 03/17</p>	<p><b>Spring Break</b></p>	<p><b>Spring Break</b></p>
<p><b>Week 8</b> 03/18 to 03/23</p>	<p><b>Properties of Sound Review</b></p>	<p><b>Readings:</b> Edelman Exam Review Textbook pages 423 to 480</p> <p>Course Content Resources</p> <p>Assignment</p>
<p><b>Week 9</b> 03/25 to 03/30</p>	<p><b>Infection Control Review</b></p>	<p><b>Readings:</b> Edelman Exam Review Textbook</p> <p>Course Content Resources</p> <p>Video Assignment</p> <p>Discussion</p>
<p><b>Week 10</b> 4/01 to 4/06</p> <p><b>Face to Face Lab Four: 04/05/2019</b></p>	<p><b>Sonography Principles and Instrumentation (SPI) Preparation Part 1</b></p> <p>Lab Topic 4: <b>Pre and Post Processing</b></p>	<p><b>Readings:</b> Edelman Exam Review textbook pages to 481 to 522</p> <p>Course Content Resources</p> <p>Assignment</p>

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<p><b>Week 11</b> 4/08 to 4/13</p>	<p><b>Sonography Principles and Instrumentation (SPI) Preparation Part 2</b></p>	<p><b>Readings:</b> Edelman Exam Review textbook pages to 523 to 552</p> <p>Course Content Resources <a href="#">Assignment</a></p> <p><a href="#">Discussion</a></p> <p><b>Quiz 3 is due this week.</b></p>
<p><b>Week 12</b> 4/15 to 4/20</p> <p><b>Face to Face Lab Five:</b> 04/19/2019</p>	<p><b>Pre and Post Processing and Knobology Review</b></p> <p>Lab Topic 5: <b>Semi-Interactive Console (SIC)</b></p>	<p><b>Readings:</b> Edelman Chapter 15</p> <p>Course Content Resources</p> <p><a href="#">Video Assignment</a></p>
<p><b>Week 13</b> 4/22 to 4/27</p>	<p><b>Review for Final Exam</b></p>	<p><b>Readings:</b> Review all SONO 105 and 205 Course Content</p> <p><a href="#">Discussion</a></p> <p><b>Quiz 4 is due this week.</b></p>
<p><b>Week 14</b> 4/29 to 5/04</p> <p><b>Face to Face Lab Six:</b> 05/03/2019</p>	<p><b>Review for Final Exam</b></p> <p>Lab Topic 6: <b>Course Project Presentation</b></p>	<p><b>Readings:</b> Review all SONO 105 and 205 Course Content</p> <p><b>All graded work and course survey must be in this week</b></p>
<p><b>Week 15</b> 5/06 to 5/10</p> <p><b>Final Exam</b> Thursday 05/09/2019 10:00 am to 1 pm in the MLC</p>	<p><b>Study for and accomplish the Final Exam</b></p>	<p><b>Final Exam</b></p>

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## Skills Enhancement Lab

Students are encouraged to attend the optional Skills Enhancement labs (SEL) to scan one another or provide their own models. A published schedule of Skills Enhancement lab dates and times will be provided on the clinical wiki <http://mcdmsclinical.pbworks.com/> . Skills Enhancement labs will be your opportunity to practice the valuable skills learned in the didactic labs, and perform at a higher-level scanning through seeing, practicing and discussing your skills with your classmates.

Students may scan in any SEL; however, all images submitted for evaluation must be done in an SEL that is supervised by Faculty who hold the credential specific to the concentration.

Please log onto the clinical wiki page at <http://mcdmsclinical.pbworks.com/> to sign up to scan. Read and abide by the Skills Enhancement Scan lab rules stated on the clinical wiki page.

## Communication Tools

Are you concerned this course will be just you and your computer? Think again! Though this course requires you to be a self-directed learner with great time management skills, you will have several different ways to communicate with instructors and classmates.

### Email

Students are expected to check their email regularly. Students are held responsible for information, assignments, and announcements that are distributed via e-mail.

The Course Mail function of Blackboard allows you to email instructors and classmates privately and can be found under the  button. Blackboard Course Mail, is the email we would like students to use when asking questions pertaining to this course. Response time to emails (for both faculty and students) is within 48 business hours.

Blackboard mail allows you to “turn-on” a notification option that will send a notice to an external email account when you receive new course email. You cannot reply to the notice. You must login to the course site and use Blackboard course mail to reply to messages.

### Communication Accountability

If a student has a concern, complaint or grievance regarding any aspect of the course, the following steps are to be taken:

- Step 1: Meet with course faculty.
  - If issue is unresolved, move to step 2.

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- Step 2: Meet with the Program Coordinator.
  - If issue is unresolved, move to step 3.
- Step 3: Meet with the Department Chair.
  - If issue is unresolved, move to step 4.
- Step 4: Arrange a meeting with the Dean of Health Sciences.

## Course Announcements

Weekly announcements will be posted. A complete list of the entire semester announcements (to date) can be found by clicking on the Announcements **Announcements** tab. Weekly announcements should be checked at the beginning of each week. In addition to weekly announcements blackboard e-mail will be used for general course announcements, reminders and communication.

## Online Office Hours

Students are encouraged to make an appointment with the course instructor through Blackboard Mail to ask questions and get feedback. For instance, you might have some questions about your progress in the course, course content, or concerns about the lab portion of the course. Office hours can be held online or can face to face. Face to face office hours are published in the beginning of the syllabus.

## Course Structure at a Glance

This course consists of fifteen online weekly content modules and seven face to face on campus lab sessions. These lab sessions are specified in the course schedule and more information about them can be found in the weekly content modules.

**Note:** Out of fairness to learners who work hard to get high-quality work in on time despite all their personal and professional life challenges, all late work will receive a 15% mandatory deduction daily for no more than 2 days. After 2 days, the work will receive a zero.

Each weekly content module will have similar components, as outlined below:

- ◆ **Learning Objectives, Readings, and Introduction** - This page will begin each weekly module. The required readings will be in the assigned textbook and a weekly content outline is provided each week. Additional resources can be found under the Required Course Material **Required Course Material** tab.
- ◆ **Weekly Content** - Each Weekly Content Module will contain a content outline which will state the weekly learning objectives, reading and provide you with an introduction to the week. In addition, each week will outline how to meet the weekly learning objectives, an overview of the weekly material including an optional self-test. It is recommended that you print out the weekly outlines, which can be accomplished by clicking the print icon in the upper right hand

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menu bar. Try not to print the entire course out in advance, just print out one week in advance as course material may be added as the semester advances.

- ◆ **Over View** - After reading the content modules and/or completing the assigned resource/assignment, assessment, discussion board topic and self-test questions you will have addressed the weekly outcomes. This includes:

**Assignments** –There are several different types of assignments that will be posted under the Course Content [Course Content](#) tab and then under each Weekly Module, where you will find assignments posted. Assignments may consist of (but are not limited to) scanning lab assignments, video assignments, case studies, questions development, and/or pathology sheets. The purpose of these assignments will allow you to review and reflect the material that was presented during weekly module. Assignment topic due dates can be viewed on the Assignment page. The Grading Rubric can be found in the course syllabus as well as via an active link under each assignment. The assignments are available the entire week, Sunday 8:00 am through Saturday Midnight.

**Self-test Questions and Practice Exams** At the end of each weekly content outline you will find self-test questions. The self-test questions are provided to help you review through the material covered that week. Completion of the self-test questions are optional. Completion of the Practice Exams are optional. Completing the self-test questions will help you prepare for quizzes and completion of the Practice Exams will help you prepare for the midterm and final exams.

**Quizzes and Exams** Click on the Course Content [Course Content](#) tab to find the Module quiz. Everything presented, discussed and reviewed during the week (and/or prior week) may be included on the quiz. The quizzes are intended to test your knowledge and experiences, so it might be best to wait toward the end of the week the quiz is due to complete the quiz so that you can benefit from the entire week's learning. Quizzes, Midterm and Final Exam are taken in the MLC during open MLC open hours. Midterm and Final exams are taken at specific times and on specific days, see the course schedule for time/days. Quizzes and Exams are timed and approximately 1 minute is provided for each question. Quiz and Exam testing must be completed in one sitting and once the time has expired, Blackboard will automatically submit your test. MAKE SURE TO SAVE as you progress through a quiz or exam or answer selections will be lost.

**Discussion Board Forum** Discussion Topics can be found under the weekly modules or under the Discussion Board [Discussion Board](#) tab. Find and click on the active links to the weekly discussion topic. Discussion topics are an important part of this course. They provide an opportunity for students and the instructor to share ideas, experiences and socialize. The discussion topic is available online the entire week Sunday 8:00 am through Saturday Midnight. First posting to the discussion board topic is due by Wednesday at midnight and two follow-up postings to classmates are due on separate days.

**Course Project** Course project details can be found under the Course Content  
**Course Content** tab.

## Student Expectations

What successful students should expect in this course:

1. **Successful students** understand that the retention and comprehension level of the material covered in this course depends on the degree of their commitment to learning.
2. **Successful students** recognize that the syllabus, textbook, and online course materials are the primary source of instruction in a web-based course, so they read them carefully and refer to them regularly.
3. **Successful students** will be challenged and encouraged to accept learning responsibilities.
4. **Successful students** recognize the importance of communicating with the instructor and their classmates. Successful students call or email their instructor to discuss questions or concerns; they participate in online discussions.
5. **Successful students** meet all due dates. Successful students plan their time wisely. Due Dates have been established for the completion of the course work. Students are responsible for submitting assignments and completing the required activities.
6. **Successful students** are self-motivated and keep up with all assignments and activities.
7. **Successful students** set aside 12-15 hours per learning module to complete the required reading and weekly requirements of a course.
8. **Successful students** exhibit online courtesy.
9. **Successful students** check course email daily and respond back to email within 24-48 hours. After the start date of the course, all emails must be sent using the course email, not the instructor's college email account.
10. **Successful students** ask questions and seek clarification before assignment/assessment due dates.
11. **Successful students** look up information first so that they ask informed questions, not questions they already have the answers to. If they cannot find the answers, they contact the instructor using the course email.

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12. **Successful students** pay close attention to how they can best and most easily learn the material in a subject area. Students who are having difficulty figuring out how best to learn the material in this class should contact the instructor.

## Instructor Expectations

What students can expect from their instructor:

1. **Successful instructors** communicate frequently with their students. Instructors will respond to emails within 24-48 hours. Given the significant number of student postings to the discussion area, the instructor will comment to the group as a whole about their responses. Occasionally, the instructor may interject comments during the week to help steer the discussion or to highlight posts that are significantly good in some respect and provide a model for others. The instructor will provide individual comments using the course email and/or via comments attached to the rubric feedback when it is clear that a significant misunderstanding of the concept has occurred or where a student needs additional assistance to be successful in subsequent lessons.
2. **Successful instructors** facilitate the learning process, encourage students, and provide constructive feedback on assignments. The instructor will attempt to post grades for assignments within one week after their due date.
3. **Successful instructors** design the course and learning activities to enable students to learn and understand the content, interact with the materials, and apply the concepts.
4. **Successful instructors** evaluate assignments fairly using published grading rubrics. The grading scale is included in the syllabus.
5. **Successful instructors** inspire students to teach themselves to learn.

## Online Participation

### Online Participation Requirements

In an on-campus course you can expect to be graded on your attendance and participation. In this online course, your attendance and participation are required and will be evident by your completion of the weekly assignments, discussion topics and active participation in the online activities.

Certain information about your online activity is automatically logged by the software, such as the date you last entered the course, the number of discussion board messages read, the number of discussion board messages posted, and which course content pages you have read. This information

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will only be used if your participation is questionable. Most of the time this information is unnecessary as your attendance and active participation will be evident by your completion of the weekly assignments, discussion topics and quizzes.

## Netiquette Rules

There are many ways to communicate in an online course. Please remember that, without physical and verbal cues, written work can easily be misunderstood. Take some time to read through the Rules of Netiquette and All about Discussion Board Posts.

### Netiquette

It is important that you follow the basics of Netiquette while communicating/participating online.

**Netiquette**—online jargon for “Internet etiquette”—is a series of customs or guidelines for maintaining civilized and effective communications in online discussions and email exchanges. When composing a message, it is important to carefully consider your audience and the message you want to convey because you don’t have the benefit of facial expressions, voice inflections, and body gestures that accompany face-to-face conversations. Students in this course will be expected to demonstrate netiquette when interacting with classmates and instructors.

Written communication in our online classroom is an extremely important factor in all our online courses. The ability to communicate clearly and effectively is crucial to the success of online learning and demonstrates you have good communication skills, which is an essential part of becoming a sonographer. Below you will find a list of rules to follow as you communicate in your online course.

**Considerate:** Treat each other with respect. Take time to read and respond to each other in a way that fosters a learning environment.

**Encouraging:** Not everyone has had previous online experience. Some may spend more time observing (reading other students postings, remaining invisible for some time) than others. Provide encouragement for creative and critical thinking. Make sure your input continues the discussion.

**Helpful:** Even a well presented course can create some confusion. It is very easy to lose your place or miss reading information on certain links or pages. When other students are lost, offer helpful hints or suggestions by pointing them in the right online direction.

**Aware:** We all have had different life experiences and from diverse backgrounds. Be aware that your written word is the only form of communication in an asynchronous learning environment. Use your words carefully. Ask yourself if your comment could possibly be interpreted as insulting, disrespectful, discriminating, mocking, or rude. Before you post, reread your comments and think about how your words would make you feel if this comment was directed toward you?

### The following behaviors should be avoided:

**Shouting:** Using all capital letters when communicating in an online environment is known as shouting. The usage of all caps is considered a rude method of communicating. Avoid using all capital letters in your online communications.

**Impatience:** Once you have posted a question or concern to your classmates, please wait patiently for a reply. There is no reason to bully or make judgment calls about their performance. In an online community, patience is a virtue.

## All about Discussion Posts

### Discussion Board

The Discussion Board is like a classroom setting online where students don't need to be in the same place at the same time, however they can share. Students can share experiences, ideas and ask questions, as well as seek input from their classmates and instructor. Online discussion topics are a common way the group will interact in this course. Discussion board topics can be found under the

[Discussion Board](#)

link.

Each discussion board will have a designated topic. When a classroom discussion is in progress, you will find that the instructor will post to the discussion board to answer questions and to provide clarifications. Some of the best online discussions are ones that are guided by students, this is your chance to steer the conversation with your classmates. Discussion Boards provide an opportunity for students to talk about their experiences, share ideas and encourage others engage. You'll soon find you are not the only one with the same questions or concerns. Don't worry, faculty will jump in and guide the discussion when appropriate. If you find you have questions that require specific clarification from the course instructor, please email them directly within the blackboard course mail tool.

Discussions are graded (see the discussion board rubric in the course syllabus). You can look for comments under the topic in the grade book. You'll find grading criteria for discussions in the Syllabus/Rubric, but you'll also find it helpful to look at the example posts in the Course Orientation section or under the Required Course Material tab, this is where you will find examples of how to complete discussion board posts.

**Don't Forget:** Discussion Board participation requires a minimum of three postings throughout the week. Each posting must be on a different day of the week. You must respond to the discussion topic by Wednesday and post a response to two of your classmates' postings, by Saturday.

# Tips on Creating Discussion Posts

## Creating an Excellent Discussion Post

The Discussion Board provides a space to explore the concepts we are studying. Full participation will make the discussion forums successful, as the comments made on the discussion board bring the course material to life.

When developing substantive discussion board responses, consider the three steps below:

### Step 1 – Read Before You Write

- Connect the questions to the week’s readings, lab demos and discussions, assignments, clinical experiences or your notes, as appropriate to the discussion.
- Reflect and list all the possible responses.

### Step 2 – Write a Draft Before You Post

- Develop your response(s) by providing examples, quotes, or personal experiences, as appropriate to the discussion, to support your response(s).
- Review the length and content of your response(s). Having only 1-2 sentences is NOT substantive.

### Step 3 – Review Your Post Before You Submit

- Did you completely answer each of the questions?
- If necessary or required, did you use examples from personal experiences to illustrate your point?
- If necessary or required, did you refer to class readings or discussions to demonstrate an understanding of the concepts?
- Did you proofread your post for typos and misspellings? Are the grammar and punctuation correct?
- Did you cite any references to sources you used in your discussion posts?

## Tips on Responding to a Peer's Post

### Effectively Responding to a Peer's Post

In the same way that your own posts should be substantive, response posts should be meaningful and advance the discussion of the issues, ideas, questions that were raised in the initial post. While you can be supportive of your peers by saying, “I agree” or “Wow, I never thought of that”, these statements alone are not sufficient.

To guide you in drafting acceptable response posts, refer to the options below:

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- **Validate** the post by sharing your experiences and stating how it relates to the course material, clinical experiences, and lab experiences or to the initial post.
- **Agree or disagree** with the post and explain why you agree or disagree.
- **Expand** on your classmate's post to demonstrate that you understand the topic.
- **Reply to a question** posted by one of your classmates or by the instructor.
- **Critically evaluate** the post and make a suggestion or respectfully point out an area of the post that was not addressed.
- **Ask a probing question** or ask your classmate for a clarification or an explanation of a point made in the post.
- **Share** an insight or something you learned from reading your peer's posting or from your lab or clinical experiences.
- **Explain** how someone's post helped you understand the material or made you rethink your own views.
- **Offer an opinion** and support it with examples from the text, notes or online resources.
- **Relate** the information in the post to your course assignments.
- **Challenge** a statement in the post. If you would not let a statement go unchallenged in a classroom discussion, do not let it go unchallenged on the discussion board.
- **Tie ideas together:** Discuss how comments other students made relate to your peer's post.
- Make sure you **cite your sources** for all references to the textbook, online resources and for any other ideas that are not your own.

## Discussion Board Do's and Don'ts

### Do...

- Break up long postings into smaller, easier-to-read paragraphs.
- Demonstrate the same professionalism and courtesy you would at clinical or in lab on the discussion board.
- Answer any follow up questions your instructor or classmates may have asked. If you are off topic or did not fully answer the post, your instructor may ask you a follow up question designed to help you answer the questions more fully.
- Stay on topic. You can ensure this by reading all the posts in a threaded message before responding or by rereading the discussion forum topic.
- Always find one positive aspect of another classmate's post before beginning a critique.
- Acknowledge another classmate's point-of-view whether or not you agree.

### Do not...

- Write as if you were texting, chatting, or instant messaging. Avoid slang and acronyms ("btw" for "by the way").
- Use ALL CAPS in your response. Using ALL CAPS is considered yelling.
- Use proper capitalization.
- Take comments personally. We interpret text messages based on our experiences. Because you have no cues other than the written words, you may make assumptions that were not intended.

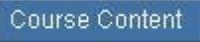
- Make personal attacks on another classmate’s posting. If you disagree, do so objectively and respectfully. Always provide substantive evidence to support your position.
- “Say” anything that you would not tell someone face to face or anything that you do not want discussed in class.
- Post too late. Remember that your active participation is part of your grade. Simply “showing up” to class is not enough; you must create and establish an online presence in the discussion forums. Besides, you want your instructor and classmates to read and comment on your insightful observations!

## Copying of Course Materials

The course materials are made available at this site solely for the educational purposes of students enrolled in this online course offered by Montgomery College. These materials may be protected by U.S. Copyright law and should not be reproduced or transmitted electronically. One printout may be made of each course content item for personal educational use only.

## Course Grading Policy

It is essential that students and the instructor participate and communicate effectively within this course. One way that this can be accomplished is through the grading of course work.

The activities for this course can be found within the weekly module  **Week #** found under the Course Content  tab. Within each weekly module, you will find directions for course content outlines, assignments, discussions, quizzes and course projects and their dropbox links. The Course Schedule also outlines the due dates of all the work due in this course regardless of your GPA in the course.

**Course Grade:** Students receiving a grade below a **78%** in this course must repeat the course satisfactorily before proceeding to the next semester in the DMS Program. Failure to satisfy this requirement will result in not successfully meeting the requirements of this course regardless of your GPA in the course.

**Exams/Quizzes:** Students receiving a grade below a 78% on any quiz/exam are required to remediate (See Remediation Policy). Failure to satisfy this requirement will result in not successfully meeting the requirements of this course regardless of your GPA in the course.

### And

All graded work in this course is due by the end of the 14<sup>th</sup> week in the course (See course outline). Work not completed by the 14<sup>th</sup> week will be recorded as a zero. All coursework must be completed prior to sitting for the Final Exam. Failure to satisfy this requirement will result in not successfully meeting the requirements of this course regardless of your GPA in the course.

Provided below is the grading scale used in this course and for all Didactic courses in the DMS Program. Course grades are not rounded up.

100-93%	A
86-92%	B
78-85%	C
77%-below	F

The following percentages will be used in finalizing each student's grade:

Online quizzes	5%
Online Discussion Participation	5%
Online Resource Assignments and/or Case Studies	5%
Midterm Exam (Administered in the Medical Learning Lab)	30%
Final Exam (Administered in the Medical Learning Lab)	40%
Lab Assignments	5%
Course Project	10%
<b>TOTAL:</b>	<b>100%</b>

## Exam Day Policies

1. A student arriving late for a test must complete the test in the remaining scheduled time.
2. A student arriving late for a test MAY be denied access to the test by the MLC staff.
3. A student who misses the scheduled test will not have an opportunity to make it up and a grade of zero will be recorded.

## Test (Quiz/Exam) Remediation Policy

When a test is not met with a passing grade of 78% or higher a student will be required to remediate the failed test.

- All students who score less than 78% on the test are required to remediate the test within one week of the test date and in one sitting.
- Remediation will require the review of all test questions that were answered incorrectly, researching each correct answer, and explaining the correct answer in a few sentences for each missed question.

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- Remediation will be conducted in a "paper and pencil" format (not electronic).
- The test remediation will take place in the MLC and available references may be used, including class notes, text books, or the internet, but excluding assistance from another person.
- For each incorrect test answer that is researched in this exercise, the source for the correct answer must be cited.
- This remediation exercise will NOT change the test grade, but will help to prepare you for the final exam as well as the board examination.
- All students can review their quiz at the end of the week it is due in the MLC.
- All students can review their exams following the completion in the MLC.
- If you were not successful in passing your test, a copy will automatically be placed in the MLC for you to remediate.
- Students who pass their tests have the option to remediate if they choose. The same remediation deadline date applies (within one week of the test date). Contact instructor if you wish to remediate your test if you scored above a 78%.

**Important Note:** Do not attempt to remediate during/immediately following a scheduled test time. Copying of any test questions is considered cheating, as you cannot copy and paste from any test in the MLC or at any time in this course. Giving or receiving of test questions/information is considered cheating and will lead to the automatic failure of this course.

### Late Work Submission Policy

1. The due date for each course requirement is clearly indicated in the course syllabus.
2. Coursework may be submitted in advance of the due date. Coursework must be submitted electronically in the appropriate format as indicated in Blackboard, no later than 11:59 p.m. on the due date.
3. Penalty for late course work submission (excluding tests): A penalty of 15% will apply up to two days late. Coursework received more than two days after the due date will be recorded as a grade of zero. Students who submit work within one week of the due date (day 3-7) will have the assignment grade averaged with the grade of zero received for being more than 2 days late.

**Note:** Submission dates may be extended in exceptional circumstances; students must apply for an extension in writing stating the reasons for seeking the extension. Where coursework is submitted late due to unanticipated exceptional or extenuating circumstances, students must present an explanation to the instructor and/or doctors note.

### Grade Posting in Blackboard

Grades can be found under the My Grades  tab. Once a quiz/exam, discussion topic, resource assignment, scan lab assignment or course project has been graded the grade and instructor comments, will appear in the grade book under the My Grades tab. The Weighted Total column in the grade book represents your current grade based on all the work that has been turned in and graded.

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## Incomplete (I) Grades

Students are required to complete all course work before the end of the 14<sup>th</sup> week of the semester. The Final Exam is the last requirement to be completed for this course during the 15<sup>th</sup> week of the semester. **Students do not qualify to sit for the Final Exam if ALL course work has not been submitted prior to the exam date.** If students are having difficulty meeting course deadline and requirements, they should contact the instructor to see if arrangements can be made to fulfill the course requirements.

## Course Withdrawal

Withdrawing from this course is not automatic. If you intend to withdraw or change to audit status, it is your responsibility to fill out the necessary paperwork with the Registrar's Office <http://cms.montgomerycollege.edu/EDU/secondary9.aspx?urlid=26>. Negligence on your part could result in a failing grade. If you intend to change to an audit status, you must contact your instructor beforehand--audits can only be granted with the instructor's permission. Incompletes are only granted in extreme circumstances and if the student has completed 70% of the required coursework at a satisfactory level.

## Grading Rubrics

The following grading criteria will be used to grade discussion topics, online resource assignments/case studies, and the course project. The Grading Rubrics can be found as an active link under each Discussion topic, Assignment or Course Project. (Please scroll to next page).

## Lab Assignment Rubric

Name	2019 Lab Assignment Rubric		
Description	This form will be used to grade your lab assignments.		
Rubric Detail			
	Levels of Achievement		
Criteria	Meets Expectations	Needs Improvement	Does not meet the Minimum Standard
Lab Activity Participation	<b>2 Points</b> Actively participated in lab activity with partner.	<b>1 Points</b> Partially engaged and participated in lab activity with partner.	<b>0 Points</b> Did not participate in lab activity with partner.
Lab Activity Objectives	<b>2 Points</b> Understood objective, completed Lab Activity and answered all lab questions.	<b>1 Points</b> Understood objective, completed Lab Activity and did not answer all lab questions. Demonstrated average knowledge of the topic.	<b>0 Points</b> Did not understand objective, did not complete Lab Activity and did not answer all lab questions.
Timing of Submission	<b>2 Points</b> Assignment was submitted by the due date.	<b>1 Points</b> Assignment was submitted no more than 2 days late.	<b>0 Points</b> Assignment was submitted more than 2 days late.
Knowledge of Topic	<b>2 Points</b> Demonstrated in-depth knowledge of the topic.	<b>1 Points</b> Demonstrated average knowledge of the topic.	<b>0 Points</b> Demonstrated minimal knowledge of the topic.

## Assignment Rubric

Name	2018 Assignment Rubric		
Description	This Rubric will be used to grade your assignments.		
Rubric Detail			
	Levels of Achievement		
Criteria	Meet Expectations	Need Improvement	Does not meet the minimum standard.
Timing of Submission	<b>2 Points</b> Assignment was submitted by the due date.	<b>1 Points</b> Assignment was submitted no more than 2 days late.	<b>0 Points</b> Assignment was submitted more than 2 days late.
Assignment questions/activity	<b>2 Points</b> Answered all assignment questions, completed assignment activity and demonstrated in-depth knowledge of the topic.	<b>1 Points</b> Answered all assignment questions, completed assignment activity and demonstrated average knowledge of the topic.	<b>0 Points</b> Did not answer all assignment questions, did not complete activity and/or demonstrated minimal knowledge of the topic.
Assignment Answer Rationale	<b>2 Points</b> Content is accurate and factually correct with reflective and substantive contributions.	<b>1 Points</b> Content is accurate and factually correct, however lacks full development of concept or thoughts.	<b>0 Points</b> Content is not substantive, correct or relevant to the topic

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## Project Rubric

Name	2018 Project Rubric		
Description	The Project Rubric criteria will be used to grade projects.		
Rubric Detail			
	Levels of Achievement		
Criteria	Meets Expectations	Needs Improvement	Does not meet the minimum standard
Identification of the criteria of the project	<b>2 Points</b> Covered all criteria of the project.	<b>1 Points</b> Is missing at least one of the criteria of the project.	<b>0 Points</b> Is missing more than two of the criteria of the project.
Analysis of the project	<b>2 Points</b> Insightful and thorough analysis of all of the project.	<b>1 Points</b> Provided some analysis of the components of the project.	<b>0 Points</b> Little or no action suggested and/or inappropriate analysis of the components of the project.
Comments on effective solutions/strategies	<b>2 Points</b> Appropriate, well-thought out comments, solutions or proposals for solutions to the issues presented in the project.	<b>1 Points</b> Provided some comments, solutions or proposals for solutions to most of the issues presented in the project.	<b>0 Points</b> Provided little or no action, comments, solutions or proposals for solutions to issues presented in the project.
Links of course, research and clinicals	<b>2 Points</b> Excellent research into the issues with clearly documented links to the course work, clinical and current research.	<b>1 Points</b> Limited research and documented links to course work or clinicals.	<b>0 Points</b> Incomplete research.
Delivery and enthusiasm of presentation	<b>2 Points</b> Clear, concise flow of ideas, demonstrates interest in the topic and engaged with the class.	<b>1 Points</b> Most ideas articulated, however the focus was lost at times during the presentation with limited evidence of engagement with the topic.	<b>0 Points</b> Hard to follow the flow of ideas. Lack of enthusiasm in presentation, read from slides.
Visual aids	<b>2 Points</b> Visual aids augmented and extended comprehension of the project in unique ways.	<b>1 Points</b> Use of visual aids with partial comprehension of the project.	<b>0 Points</b> Limited use of visual aids loosely complemented the comprehension of the project.
Presentation time	<b>2 Points</b> Completed the presentation within time limit granted.	<b>1 Points</b> Completed the presentation 2-3 minutes over the requirement time limit.	<b>0 Points</b> Completed the presentation 4 minutes or more over required time limit granted for presentation OR did not present in class.

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## Discussion Topic Rubric

The following grading criteria will be used to grade online discussion participation. You must post by Wednesday and respond to at least two classmate's postings by Saturday in order to receive credit for a discussion topic.

Name	2018 Discussion Topic Rubric		
Description	The Discussion Topic rubric will be used to grade your online discussion participation.		
Rubric Detail			
	Levels of Achievement		
Criteria	Meet Expectations	Need Improvement	Does not meet the minimum standard.
<b>Original Posting</b>	<b>2 Points</b> Posting to the original topic submitted by Wednesday.	<b>1 Points</b> Posting to the original topic was submitted by 1 day late.	<b>0 Points</b> Posting to the original topic was submitted more than 1 day late.
<b>Frequency of Posting</b>	<b>2 Points</b> A minimum of three postings were made, each on a separate days.	<b>1 Points</b> Three postings were not made on three separate days.	<b>0 Points</b> Three postings were not made.
<b>Clarity &amp; Mechanics of Posting</b>	<b>2 Points</b> Contributes with clear, concise comments formatted in an easy to read style that is well organized, contains complete sentences, grammatically correct and free of spelling errors.	<b>1 Points</b> Contributes valuable information with minor organization, sentence structure, grammar and/or spelling errors.	<b>0 Points</b> Unorganized sentence structure and grammatical flaws make the postings difficult to read.
<b>Content Contribution</b>	<b>2 Points</b> Posts accurate/factually correct, reflective and substantive information that contributes and advances the discussion.	<b>1 Points</b> Posts information that is accurate/correct, however lacks full development of concept or thoughts and does not substantially advance the discussion.	<b>0 Points</b> Posts information that is not substantive, correct or relevant to the discussion topic and does not advance the discussion.
<b>Follow-up Postings</b>	<b>2 Points</b> Demonstrates critique and analysis of classmates posts, extends meaningful discussion by building on classmates discussion posts.	<b>1 Points</b> Partially demonstrates critique and analysis of classmates posts, with some comment or observation BUT does not extend a meaningful discussion by building on classmates discussion posts.	<b>0 Points</b> Posts shallow contribution to discussion (agrees or disagrees) and does not enrich nor extend a meaningful discussion by building on classmates discussion posts.

# Course Policies

## Make-up Policy

Students are expected to complete all course work on time by the scheduled due dates. See the course schedule for a complete listing of when all course work is due.

If granted approval to makeup work, it must be made up within one week of the original scheduled posted due date of the course work, assignment, exam or quiz. Penalties do apply for late submissions and may lead to a grade of zero if the deadline is not met.

## Exam, Quizzes, Assignments Review Policy

Grade review of completed tests and assignments can be viewed after they have been completed, by clicking on the grade for that test/assignment under the MyGrades tab.

All students can review their work at the end of the week it is due in the MLC. All students can review their tests in the MLC. If you were not successful in passing your test, a copy will automatically be placed in the MLC for you to remediate.

Students who pass their tests have the option to remediate if they choose to. The same remediation deadline date applies (within one week of the test date). Contact instructor if you wish to remediate your test if you scored above a 78%. Students are encouraged to review all questions missed on tests. Online access to quiz and exam review is prohibited.

Students have one week from posted grade to petition for points missed on tests or assignments. Faculty will not entertain giving points back on any graded work after one week from when the grade is posted.

## Academic Honesty

Successful students always make sure that their work is original. This is important because the instructor must be able to gauge what the student has learned and the material that has been mastered. Each student is expected to perform his/her own academic work, this includes all course work, assignments and tests. Plagiarism and other forms of academic dishonesty, including giving or receiving help on any assigned work (completed online, off-campus or in lab) that is graded (other than group projects) are considered extremely serious academic offenses. The student is personally responsible for understanding the various forms of academic dishonesty as they are explained in the "Student Code of Conduct"

[http://cms.montgomerycollege.edu/EDU/Plain.aspx?id=2074#student\\_code\\_of\\_conduct](http://cms.montgomerycollege.edu/EDU/Plain.aspx?id=2074#student_code_of_conduct). Ignorance of any requirement for academic honesty will not constitute an excuse from disciplinary proceedings. Any form of cheating will be considered grounds for failure of the course.

## Appealing a Grade

If you do not agree with a grade you received on any course assignment, lab assignment, discussion topic, case study, or test you have one week to contest that grade from the date the grade was posted in the grade book.

If you wish to appeal the final grade in this course you must follow the MC Guide to Dispute a Final Course Grade <http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=55> .

## Audit Policy

The Audit Policy is stated in the Academic Requirements section of the Montgomery College Catalog and online at: <http://catalog.montgomerycollege.edu/content.php?catoid=2&navoid=138>

## Attendance & Withdrawal Policies

Attendance and punctuality are expected and are directly correlate with successful course completion. In case of an illness or emergency that causes an absence, FIRST contact the Course Instructor immediately and SECOND contact Sharare Jones, DMS Administrative Assistant.

An excessive absence is defined as one more absence than the number of classes per week during a fall or spring semester; the number of absences is prorated for accelerated sessions. Refer to Montgomery College policy related to attendance.

Students are responsible for withdrawing from a course if they no longer wish to be enrolled. These policies are stated in the Montgomery College Catalog and online at: <http://catalog.montgomerycollege.edu/>

## Student Resources: Student Code of Conduct, Academic Suspension, Student Guide to Dispute a Final Grade.

These student policies are provided online on Montgomery College's Deans of Student Services Webpage. [http://cms.montgomerycollege.edu/EDU/Plain.aspx?id=2074#student\\_code\\_of\\_conduct](http://cms.montgomerycollege.edu/EDU/Plain.aspx?id=2074#student_code_of_conduct)

## Online Classroom & Face to Face Lab Behavior

Students do not have the right to interfere with the freedom of the faculty to teach or the rights of students to learn. Every student is expected to behave in ways which promote a teaching and learning atmosphere. Students will be treated respectfully in return for respectful behavior.

All online and in-lab discussions should be carried out in a way that keeps the classroom environment respectful of the rights of others. Students are also expected to conduct themselves in ways that create an open and safe learning and teaching environment that is free from such things as violence,

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intimidation, and harassment. Rude or disruptive behavior will not be tolerated, this type of behavior will lead to disciplinary actions.

Academic dishonesty is strictly prohibited. Examples of academic dishonesty are: cheating on exams, copying another's work or allowing your work to be copied; plagiarism: presenting the work of another as your own in a paper, exam, or other assignment.

All students should be familiar with the Montgomery College Student Code of Conduct. This document specifies standards of student behavior, including disciplinary procedures and appeal procedures.

## **Social Media Policy**

Students are expected to comply with all Health Insurance Portability and Accountability Act (HIPAA) and other privacy requirements while in attendance for the DMS program. To uphold these requirements students agree not to post or discuss any didactic or clinical experience or information regarding client data, the clinical agency, or clinical staff on any internet social media including but not limited to: emails, Facebook, Twitter, and MySpace. This social media policy extends to on and off campus learning.

Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph may still allow the reader to recognize the identity of a specific individual.

The posts that ARE NEVER TO BE PUBLISHED ON SOCIAL MEDIA ACCOUNTS include but are not limited to are selfies, photos, descriptions of patients/students, descriptions of patients/students other medical staff/faculty are attending to, tagging yourself, classmates, faculty, technologists or patients (even with assumed patient permission), or "checking in" during clinical hours as a student. In addition, no images of other students taken during class hours or lab hours should be posted on private or public social media account or pages without sole permission. Such violations may result in a clinical/didactic failure, dismissal from the program and any federal sanctions regarding HIPAA violations.

Students are cautioned about "liking" a public clinical site social media page and posting any comments that are in non-compliance to the policy noted above. Students are cautioned about friending technologists/faculty from clinical sites/MC courses. Students may never ask to "friend" or follow a patient's social media account.

Montgomery College and the DMS program have public Facebook pages. If you feel you have an appropriate post for these pages you can place a post on the Facebook page. Academic support, images and job opportunities as well as shared posts from other approved sites are regularly posted on this page.

## DMS Student Peer Mentoring

Student peer-mentoring is design to assist the 1st year DMS student with transition, challenges, and progression in the DMS program. 2<sup>nd</sup> year students (3<sup>rd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester) will act as peer-mentors in on-campus labs under faculty supervision and will provide:

- Social, scanning and academic support
- Encouragement towards academic success
- Open communication by engaging and promoting a positive relationship

## Technical Skills & Requirements

The following information has been included to help you be successful in your online class. Please read through it carefully and use the resources that are available to you.

### On Campus

Students will be provided laptop computers to use on-campus in the DMS classroom. These laptops may not leave the DMS classroom at any time (tracking device is embedded on each device). These lap tops are intended to be used for academic purposes ONLY.

### Off Campus

You will need the following to participate online off-campus:

1. Regular use of a computer with Internet access. For full details on recommended computer hardware and software visit the ELITE “Prepare Yourself” page at the following link <http://cms.montgomerycollege.edu/distance/after/prepare/>. Expect to spend 7-10 hours online each week.
2. A web browser such as Firefox, Chrome, Safari or Internet Explorer will be required. For full details on compatible browsers and Browser Tune-up instructions for Blackboard visit the Supported Browsers, Plugins & Operating Systems on the Blackboard page at the following link <http://cms.montgomerycollege.edu/distance/after/prepare/> .

**Note:** Not all internet browsers work well with Blackboard. At times, you may not be able to see images in the lecture, open or attach assignments or send e-mails. If you encounter these problems when using your preferred web browser, try using another web browser to access Blackboard.

**Plug-ins:** Plug-ins will be required to view some of the course materials. You may need to install the following downloads which will help ensure that you will be able to view all the

course materials. To see if your computer and browser meet the requirements to take an online class and use Blackboard, please visit the link <http://cms.montgomerycollege.edu/distance/after/prepare/> .

## Accessing Online Courses

- **Log in to MyMC** (For assistance, click New to MyMC under the login box.)
- Click on the Blackboard icon in the upper right-hand corner.
- This will take you to My Blackboard, which will list your course if it has been made available.
- Click on the course title.
- All courses will be available no later than the first day of the semester.

## Online Student Orientation and Online Learning Pre-Assessment Tool

The Distance Education online orientation through the Blackboard course management system is designed to help students new to online learning better prepare themselves for success at Montgomery College. To access the orientation, go to the **Online Student Orientation** <http://cms.montgomerycollege.edu/distance/before/osorientation/>.

Are you new to online learning?

Not sure whether you are ready to take an online course or not?

Then take the Online Learning Pre-Assessment. This assessment will help you find out whether you are ready to take an online class at Montgomery College. For more information, go to the **Online Learning Pre-Assessment Tool** <http://cms.montgomerycollege.edu/distance/before/preassessment/>.

## Smarthinking: Online Tutoring for MC Students!



All MC students now have access to **Smarthinking**, an online tutoring service! You can find the link to Smarthinking under Student Quick Links in MyMC. Go to, <http://cms.montgomerycollege.edu/distance/during/smarthinking/>, for more information!

## Help Desk Support

The Blackboard help desk support is available to all students and faculty using Blackboard for instruction. This 24-hours-per-day, 7-days-per-week service is available for assistance to students, faculty and staff who have questions about using Blackboard. For students experiencing issues regarding courses not

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appearing on the My Blackboard area or faculty experiencing Banner/Blackboard roster-syncing issues, please contact ELITE at 240-567-6002.

For all other technical issues including MyMC login issues, please contact the IT Help Desk 240-567-7222.

When you have technical questions, contact the Montgomery College Blackboard Help Desk at 240-567-7222 or visit the ELITE Blackboard Technical Support Page at the following link <http://cms.montgomerycollege.edu/distance/support/blackboard/> they will be more than happy to help you out.

## Learning to Use Blackboard

To participate fully in this course, you must learn to use certain features of Blackboard. Go to the following URL's to view the tutorials on using Blackboard and Collaborate.

### **Blackboard Tutorials:**

[https://help.blackboard.com/en-us/Learn/9.1 SP 12 and SP 13/Student](https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student)

*Note: This tutorial requires the Macromedia Flash plug-in.*

## Academic Support Services

The following links are to Montgomery College's academic support resources.

### **The Office of E-Learning, Innovation, and Teaching Excellence (ELITE)**

The Office of E-Learning, Innovation, and Teaching Excellence (ELITE) provides comprehensive services that empower students with skills that are essential to success in distance education or technology-enhanced courses. <http://cms.montgomerycollege.edu/distance/>

### **Online Orientation**

Students can access the online orientation to get a better understanding of how online learning works at Montgomery College. <http://cms.montgomerycollege.edu/distance/before/osorientation/>

### **Library**

In print and online resources available through MC. <http://cms.montgomerycollege.edu/libraries>

### **Medical Learning Center**

The Medical Learning Center has state of the art computers, books, videos and a comfortable environment for students to learn. All students must present MC Student ID card to use materials in the Medical Learning Center. <http://www.montgomerycollege.edu/Departments/medlearntp/>

## **Math Science Learning Center**

The Math Science Learning Center provides a supportive environment outside the classroom where you can work at your own pace. We are here to assist you in being a successful student.

<http://cms.montgomerycollege.edu/edu/department.aspx?id=10848>

## **Science Learning Center**

The Science Learning Center (SLC), located in the Science North Building, Room 101, on the Takoma Park Campus. We provide educational services and assistance for students enrolled in biology and physical science courses. Included in these services are staff and student assistants who help you with your questions about material in those courses. The SLC also provides access to 40 internet connected computers. The SLC staff directs students to online resources, and provides supplemental software, physical models and microscopes and slides that support course material. The SLC functions as a supportive environment where students can receive academic assistance, study independently, or collaborate with fellow students to understand and master science coursework.

<http://cms.montgomerycollege.edu/edu/department.aspx?id=24413>

## **Writing, Reading, and Language (WRL) Center**

The WRL Center serves as a resource to students, faculty, and staff and provides support services to students in all classes that require reading, writing, speech, American English pronunciation, and the Arabic, French, and Spanish languages. Services provided are in the forms of on-to-one and group tutoring, specialized workshops as well as access to instructional technology, the Microsoft Office software suite, WEPA print services, and various resources assigned by faculty.

<http://cms.montgomerycollege.edu/EDU/Department.aspx?id=5293>

## **Student Support Services**

Student Services at Montgomery College is everything that happens to support students who are taking or thinking about taking college courses.

<http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=55>

## **Accommodations for Students with Disabilities**

A letter from Disability Support Services (DSS) authorizing accommodations is required at the start of each semester.

This policy is stated in the Montgomery College Catalog and online at:

<http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=52>

Anyone who has a documented disability, which may require special accommodations, should notify the instructor prior to the start of the semester so that accommodations can be made.

Accommodations are not retroactive.

## **Learning Skills Support Services**

Assistance in study skills, time management, test-taking skills, hints on how to take notes more effectively, liaison with other on-campus or community resources--these support services and many more are offered through LSSS.

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LSSS is designed to provide assistance for academic success to students in career and technical programs. A wide variety of support services are offered. For more information or to request assistance, please contact the Resource Center at 240-567-5553. Additional information can be found at: <http://www.montgomerycollege.edu/explore/mc/learningcenters.html>  
<http://www.montgomerycollege.edu/Departments/lsstp/>

## **Class Cancellation & Unscheduled School Closings**

The policy is found in the College Policies section of the Montgomery College Student Handbook. Please check the Montgomery College website, local TV and radio for school closures. Since this is an online course College closures do not affect the progress of this course.

## **ADA Standards, Accessibility & Privacy Policies**

### **The Montgomery College Web Accessibility Statement**

The Office of Information Technology (OIT) has listed the Web Standards and Guidelines. This information can be found on at the following link:

<http://cms.montgomerycollege.edu/oit/NetworkAndComputing.aspx?id=555#standards>

### **The Blackboard Accessibility Statement**

Blackboard® is committed to ensuring that the e-Education platform is usable and accessible using two sets of standards: Section 508 of the Rehabilitation Act issued from the United States federal government and the Web Accessibility Initiative (WAI) issued by the World Wide Web Consortium (W3C). More information can be found

at <http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx> and <http://www.blackboard.com/Platforms/Collaborate/Products/Blackboard-Collaborate/Web-Conferencing/Accessibility.aspx>

### **The Collaborate Accessibility Statement**

In support of the Americans with Disabilities Act (ADA), Collaborate provides a variety of features that promote accessibility, including keyboard access to menus and dialogs, closed captioning, enlarged video, user-defined color, screen reader compatibility, and more. More information can be found at <http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

### **The Microsoft Accessibility Statement**

Microsoft is fully engaged in Section 508, working closely with federal information technology (IT) managers and industry leaders to help government agencies comply with the new policy and providing tools other companies need to develop accessible technologies that meet the federal standards. <http://www.microsoft.com/enable/microsoft/section508essay.aspx>

### **The Java (IBM) Accessibility Statement**

The DMS profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the DMS Program curriculum, learning outcomes and professional practice requirements. The DMS Faculty reserves the right to modify course content and evaluation procedures as deemed necessary.

The Java accessibility checklist has merged with the IBM Software accessibility checklist. The Java checklist is no longer available. Java developers and testers should use the IBM Software accessibility checklist for all accessibility compliance.

<http://www-03.ibm.com/able/guidelines/java/accessjava.html>

## **The Flash (Adobe) Accessibility Statement**

Adobe® Acrobat® DC and Adobe Acrobat Reader® DC software continue the tradition of providing strong accessibility support for Adobe PDF documents and forms. Acrobat DC features a number of built-in accommodations for people with disabilities, as well as support for users of assistive technologies. In addition, Acrobat DC provides authors with a complete set of tools to create and optimize accessible PDF files from almost any source.

<http://www.adobe.com/accessibility/products/acrobat.html>

## **Disability Support Services**

Disability Support Services (DSS) is dedicated to assisting students with disabilities accomplish their personal, scholastic and career goals. We do this by teaching academic and advocacy skills; eliminating the physical, technical and attitudinal barriers that limit opportunities; and promoting an awareness of the experience of persons with disabilities within social, political, and economic constructs. If an accommodation is needed, please contact DSS for more information at the following link. The DSS homepage. <http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=52>

Accommodation letters should be picked up the week before or during the first week of classes and provided to your instructor. DMS requires that an accommodation letter be provided in accordance with this policy so that the course work can be modified to accommodate students who qualify for accommodations on quizzes & exams.

## **ADA standards**

The ADA extended the law to cover private institutions of higher education as well as those receiving federal funding. Colleges and universities have experienced more rigid enforcement of the law with the passage of the ADA due to an increased awareness of people with disabilities about their rights to equal access to programs and services. For more information, please visit the following link to the DSS homepage at <http://www.montgomerycollege.edu/Departments/dispvc/the-law.htm>

## **Blackboard Privacy Policy**

Blackboard Inc. and its affiliates (collectively "Blackboard") are committed to protecting the privacy of its users. Because Blackboard gathers certain types of information about the users of the Services, we believe you should fully understand the terms and conditions surrounding the use of the information we collect. The following discloses our information gathering and dissemination practices for the Services. Please review the following statement to understand how the information you provide to Blackboard through the Services will be treated.

<http://www.blackboard.com/footer/privacy-policy.aspx>

## SonoWorld Privacy Policy

Visitors to the SonoWorld web site can access most of the site without disclosing any personally identifiable information. We do track information provided to us by your browser, including the web site you came from (known as the "referring URL"), the type of browser you use, the time and date of access, and other information that does not personally identify you. We use this information mainly to determine what technology our visitors are using so that we can make changes in our web site technology when this appears to be appropriate.

<https://sonoworld.com/Client/FooterLinks/PrivacyPolicy.aspx>

## YouTube Privacy Guidelines

Please review the following for information on dealing with your privacy issue.

We're serious about protecting our users by addressing potential privacy concerns. Our privacy guidelines apply to all users across the world. In other words, while the video in question may not violate your country's privacy laws, it may still violate YouTube's privacy guidelines.

[https://www.youtube.com/static?template=privacy\\_guidelines](https://www.youtube.com/static?template=privacy_guidelines)

## Khan Academy Privacy Statement

Our mission at Khan Academy is to provide a free, world-class education for anyone, anywhere. Khan Academy is a proud supporter of the Student Privacy Pledge to safeguard student privacy.

<https://www.khanacademy.org/about/privacy-policy>

## Syllabus and Course Changes

The DMS profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the DMS Program curriculum, learning outcomes, and professional practice requirements. The DMS Faculty reserves the right to modify the course syllabus, course content, and evaluation procedures as deemed necessary. Notice of changes will be made by announcement via Blackboard. The revised Syllabus will be posted to Blackboard with the appropriate revision date.

## Important Student Information Link

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site to assist you in having a successful experience both inside and outside of the classroom.

The Student Information link found at <http://cms.montgomerycollege.edu/mcsyllabus/> provides information and other resources that pertain to the following:

- Student behavior (student code of conduct)
- Student e-mail
- Tobacco free policy
- Withdrawal and refund dates
- Disability support services

The DMS profession is constantly changing and evolving in its practice. Professional associations, accreditation agencies and clinical affiliates may require changes to the DMS Program curriculum, learning outcomes and professional practice requirements. The DMS Faculty reserves the right to modify course content and evaluation procedures as deemed necessary.

- Veteran services
- How to access information on delayed openings and closing
- How to register for the Montgomery College alert System
- How closings and delays can impact your classes.

If you have any questions about MC policies and resources please ask your professor. As rules and regulations change you will be able to access updates through the provided link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.

## Concluding Comments

This is a professional course and includes a large amount of material to learn; therefore, we must maintain a reasonably rapid pace during the semester. Despite this, please remember that you are encouraged to ask questions or seek out help during the semester. Make sure to become acquainted with your classmates and form study groups. You will be surprised how much this effort will help you.

We all want you to succeed in this course! To be successful, you must complete the readings, discussion posts, assignments, quizzes, ask questions, and seek help when necessary. I will be happy to provide extra help to students via email, phone, or in-person meetings at my office. Please remember, it is your effort, your time, and your determination that make the difference between failure and success.

## Let's Get Started

To get started in the course click on the  Start Here Tab on the left-hand tool bar. You will be provided an overview of the course and how to get started.