

DSAE 2362 Clinical III

CREDIT

3 Semester Credit Hours (0 hours lecture, 18 hours lab)

MODE OF INSTRUCTION

Face to Face

PREREQUISITE/CO-REQUISITE: Passed all previous sonography courses.

COURSE DESCRIPTION

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

COURSE OBJECTIVES

- Upon completion of this course, the student will be able to
 - As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
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INSTRUCTOR CONTACT INFORMATION

Instructor: Melissa Mann, RDMS, RVT, RDCS
Mark Adams, RCS

Email: mamann@lit.edu
maadams@lit.edu

Office Phone: 409-257-0057

Office Location: Gateway 111

Office Hours: Please see Starfish to schedule an appointment

REQUIRED TEXTBOOK AND MATERIALS

Small notebook for taking notes/protocols/procedures

Electronic device that has internet capabilities for clinical tracking system

TRAJCSYS CLINICAL TRACKING SYSTEM:

Approved: MM/2026



**LAMAR INSTITUTE
OF TECHNOLOGY**

- Trajecsyst is a clinical tracking system designed to streamline and enhance the management of student progress in healthcare education programs. It offers a comprehensive platform for tracking clinical hours, skills, and competencies, allowing both students and instructors to easily monitor and document learning experiences. With features like real-time tracking, automated reporting, and secure data storage, Trajecsyst helps ensure compliance with accreditation standards while improving communication between students, instructors, and clinical sites. It is widely used in allied health programs to facilitate efficient clinical education.

Sonography Clinical Attendance Policy

Clinical attendance is a critical component of the Diagnostic Cardiac Sonography Program and directly reflects a student's professionalism, commitment, and readiness for the healthcare environment. The following policy outlines expectations and consequences related to clinical attendance, tardiness, and make-up time.

Attendance Requirements

- Attendance is mandatory. All absences, regardless of the reason, are treated the same. There is no distinction between excused and unexcused absences.
- Students are allowed a maximum of two (2) absences per semester (equivalent to 16 hours). Any time missed beyond this must be made up.
 - Each absence beyond the allowable two will result in a full letter grade deduction from the final clinical grade.

Example: A student with an 'A' who accrues five absences will receive a final grade of 'D' and will be dismissed from the program.

Tardiness and Early Departure

- Two instances of tardiness exceeding 15 minutes will result in the student being marked absent for one full day.
- Leaving clinic early for any reason without prior approval from the Clinical Coordinator will result in the student being marked absent for the entire day.
- Leaving early without approval is not permitted under any circumstances and is treated the same as an absence.
- If an emergency arises during clinical hours, the student must contact the Clinical Coordinator before leaving the clinical site. Leaving without prior approval will result in disciplinary action.

Make-Up Time

- Any absence beyond the first two must be made up before the end of the semester.
- Make-up time must be pre-approved by both the Clinical Site and the Clinical Coordinator.

- Absences during the final week of clinic are not permitted under any circumstance. Any missed time during this period, regardless of reason, must be made up in full and will be reviewed on a case-by-case basis.

Missed Time Penalties (Not Made Up by Semester End)

Missed Time Point Deduction

0 – 2 hours	2 points
3 – 4 hours	4 points
5 – 6 hours	6 points
7 – 8 hours	8 points

Trajecsys Documentation

- Students must use Trajecsys to clock in and out only when physically present in the Ultrasound Department.
- All absences, tardies, early departures, and missed punches must be documented in Trajecsys with an appropriate explanation.
- Total required clinical hours per week: 24 hours. Any time missed (due to tardiness, early departure, or absence) will be deducted from this total and must be made up during the same week or counted toward the two allowed absences.
- Time exceptions in Trajecsys (e.g., manual edits to time entries) should be rare.
 - More than three time exceptions in a semester, excluding those related to internet connectivity issues, will result in disciplinary action and/or grade penalty.
- Under no circumstances are students allowed to clock-in/out another student or use another student's device to clock in or out.

Communication of Absences

- Students are required to notify both the Clinical Site and the Clinical Coordinator immediately when absent from clinic.
- Failure to notify both parties will **result in an automatic one-letter grade deduction.**

Weather-Related Closures

- If LIT cancels classes due to inclement weather, all DMSO classes and clinical rotations are also cancelled.
- Students will receive notifications via LIT's messaging platform, email alerts, and recorded phone calls.
- Failure to adhere to the clinical attendance policy will result in academic penalties and may lead to dismissal from the program. This policy is designed to promote accountability, responsibility, and readiness for the professional expectations of the sonography field.

How Clinic Attendance Is Recorded:

- a. Total hours for the week are calculated (24 hours a week).
- b. When a student is tardy, absent, leaves early or is unaccounted for, that time is deducted from the 24 hours for that week and must be made-up or the missed time is counted toward the two allowed absences.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

WEEK	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
1	Learning clinical policies, protocols Practice Scanning Exams and Observing procedures		
2	Practice Scanning Exams and Observing procedures		
3	Comp #1 on Complete Echo (Challenge)		DUE October 12th
4	Practice Scanning Exams and Observing procedures / Comp # 2 on Complete Echo (Challenge)		DUE October 12th
5	Practice Scanning Exams and Observing procedures / Comp # 3 on Complete Echo (Challenge)		DUE October 12th
6	Comp # 4 on Complete Echo (Challenge)		DUE October 12th
7	Comp # 5 on Complete Echo (Challenge)		DUE October 12th
8	CLINICAL CHECK # 1 #1 Clinical Evaluation of Student #1 / Challenge Competencies/ Professional Competencies and Exam Competencies/ Logs/ Time/etc...		DUE October 12th
9	Practice Scanning Exams and Observing procedures		
10	Comp # 6 on Optional # 1 (Challenge)		DUE December 2nd
11	Practice Scanning Exams and Observing procedures		
12	Comp # 7 on Optional # 2 (Challenge)		DUE December 2nd

13	Practice Scanning Exams and Observing procedures		
14	Comp # 8 on Optional #3 (Challenge)		DUE December 2nd
15	Practice Scanning Exams and Observing procedures/ Comp # 9 on Complete Echo (Challenge)		DUE December 2nd
16	CLINICAL Check #2: Clinical Evaluation of Student #2 / Challenge Competencies/ Professional Competencies and Exam Competencies/ Logs/ Time/Student Eval of Clinic, etc...		DUE December 2nd

* This schedule is subject to change at the discretion of the instructor.

COURSE EVALUATION

Semester grades will be calculated from the following criteria:

1. **Clinical Evaluations** **30%**
 2. **Exam Competencies/ Proficiencies** **20%**
 3. **Clinical Challenges** **35%**
 4. **Weekly Log Reviews** **5%**
 5. **Weekly Timekeeping Accuracy Checks** **5%**
 6. **Exams Performed/Observed** **5%**
- (Exams: A= 100-81; B=80-71; C=70-61; Failing less than 61)

GRADE SCALE

- 93-100 A
- 85-92 B
- 77-84 C (must pass with a 77 or higher in order to graduate from the program)
- 69-76 D
- 0-68 F

Course Outline

- A. Review of clinical forms on Trajecsys
 - a. Time keeping
 - b. Log forms
 - c. Calendars
 - d. Evaluations
 - e. Proficiencies/Competencies/Challenges
- B. New procedures/equipment
 - a. Ultrasound equipment
 - b. PACS
 - c. Patient Worksheets
 - d. Protocols
 - e. Work Area
- C. Practice live patient scanning

- a. Room set up
 - b. Clean linen
 - c. Acquiring patient history
 - d. Patient interaction
 - e. Explanation of procedure
 - f. Equipment selection
 - g. Patient positioning
 - h. Image analysis
 - i. Diagnostic quality
 - ii. Correct annotation
 - iii. Correct anatomy
 - iv. Pathology seen
 - i. Paperwork
 - j. Discussion of findings
- D. Scanning patients for grades:
- a. Complete Echo #1
 - b. Complete Echo #2
 - c. Complete Echo #3
 - d. Complete Echo # 4
 - e. Complete Echo # 5
 - f. Complete Echo # 6
 - g. Optional procedure #1
 - h. Optional procedure #2
 - i. Optional procedure # 3

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](https://lit.edu/specialpopulations).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

- Students must maintain a clean work environment.
- Individual Challenge Competency scores must be a “3” or above, or the competency must be repeated. Any score of “2” or below will result in a mandatory repeat of that competency.
- Overall Competencies must score a “3” or above, or the competency must be repeated each semester until competency has been reached and must “check off” on them in order to graduate from the program.
- An unacceptable performance rating on the student clinical evaluation form may result in clinical probation or expulsion.
- Students should show concern for the patient’s care, need, safety, and right to privacy.
- Students should promote a positive and collaborative atmosphere with other healthcare providers.
- Each infraction of the cell phone/social media policy as stated in the clinical handbook will result in a letter grade reduction and/or immediate dismissal from the program.
- Late assignments will be accepted at the penalty of 10 points for each late day.

GRADUATION POLICY: CLINICAL EXAM AND PROFESSIONAL COMPETENCIES

To graduate in the fall semester, students must meet the following criteria:

1. Passing Clinical Exam Competencies

- Students must prove they are competent in all areas of clinically required exam competencies with a minimum grade of “3” as specified in their course syllabus/competency paperwork as per the JRC/DMS requirements.

2. Demonstrating Professional Competencies

- Students must prove they are competent in all areas of clinically required professional competencies with a minimum grade of “3” as specified in their course syllabus/competency paperwork as per the JRC/DMS requirements.

Evaluation Opportunities:

1. **Mid-Semester Evaluation:** Students will have an opportunity to meet the criteria through a mid-semester evaluation to assess progress in both clinical exam competencies and professional competencies.
2. **End-of-Semester Evaluation:** A final evaluation will be conducted at the end of the semester to confirm that all requirements have been met.

Failure to meet either of these criteria by the end-of-semester evaluation will result in ineligibility for graduation.

NEW CLINICAL GRADING CRITERIA:

Weekly Exam Log & Time Accuracy Checks

WEEKLY LOG REVIEWS

Regular reviews of student clinical logs within the Trajecsys Clinical Tracking System will be done to ensure accurate and complete documentation of sonographic exams, patient encounters, and adherence to clinical objectives.

Sonography Clinical Weekly Log Grading Rubric (0–100 Points)

Requirement: **Weekly Requirement**

Students are expected to:

- Log exams on at least **3 separate clinical days each week**
- ***Submit all exam logs by the end of the clinical week***
 - *If no exams are logged by Friday of the clinical week a score of “0” will be given*
- Ensure all entries are accurate, complete, and **approved** in Trajecsys

<i>Points</i>	<i>Criteria</i>
100	Exams logged on 3 separate days; all entries complete, accurate, submitted, and approved.
95	Exams logged on 3 separate days; all entries submitted with only 1 minor error or 1 pending approval.
90	Exams logged on 3 separate days; multiple minor errors, incomplete details, or 2–3 pending approvals.
87	Exams logged on 3 separate days; no logs approved
85	Exams logged on 2 separate days only; all entries otherwise complete, accurate, submitted, and approved.
80	Exams logged on 2 separate days; entries contain errors, incomplete details, or pending approvals.
75	Exams logged on only 1 clinical day; all entries complete, submitted, and approved.
70	Exams logged on only 1 clinical day; entries incomplete, inaccurate, missing information, or not fully approved.
50	Minimal logging activity for the week; very few exams entered, significant missing information, multiple unapproved entries, or logs submitted late.
25	Logs started but largely incomplete, inaccurate, unsubmitted, or missing for most of the week.
0	No exams logged for the clinical week OR no submitted/approved entries present in Trajecsyst.

Additional Notes:

- Students are responsible for ensuring that all logs are accurate, complete, and submitted in a timely manner.
- Clinical Coordinators will assess both quantity and quality of entries.
- Consistent failure to meet the logging requirement may trigger a clinical performance review.

Weekly Timekeeping Accuracy Checks

Weekly audits of student time entries in Trajecsyst will be conducted to verify accuracy, punctuality, and consistency with scheduled clinical hours. We will be monitoring time exceptions, which should be limited to no more than three per semester, in accordance with program policy.

Students also must clock in no later than 7 minutes past their shift start without grade penalty.

Sonography Clinical Weekly Timekeeping Accuracy Grading Rubric (0–100 Points)

Weekly Requirement

Students are expected to:

- Attend all scheduled clinical days
- Arrive on time and remain for the full scheduled shift
- Accurately clock in and out in Trajecsys
 - ***If punches are missing, they must be corrected that day or all time will be disapproved***
- Ensure GPS location matches the assigned clinical site when clocking in/out
- Submit time exceptions promptly when needed

Points Criteria

100	Attended all scheduled clinical days on time; all time entries accurate, complete, and GPS verified with no discrepancies or time exceptions.
97	1 minor tardy (7 minutes or less late) OR 1 minor clocking error corrected promptly.
94	1 tardy between 8–15 minutes late OR 1 time exception submitted with appropriate explanation.
90	2 minor tardies (7 minutes or less late each), 1 minor GPS discrepancy corrected promptly, OR 1 tardy greater than 15 minutes with appropriate communication.
85	2 tardies between 8–15 minutes late, repeated minor clocking discrepancies, OR multiple clock-in attempts (“multiple ins”) during the week.
80	3 tardies in one week, 2-time exceptions in the same week, OR repeated GPS discrepancies requiring instructor review.
75	1 missed clock-in or clock-out not corrected promptly, unresolved GPS discrepancy, OR repeated “multiple in” occurrences.
70	2 missed clock-ins/clock-outs, repeated inaccurate entries, multiple “multiple in” occurrences, OR 3 tardies with one or more greater than 15 minutes late.
65	Pattern of inconsistent attendance/timekeeping beginning to develop, including consecutive tardies, repeated late arrivals, repeated GPS discrepancies, or multiple unresolved discrepancies.
60	Frequent tardiness, repeated missing punches, repeated “multiple ins,” failure to submit time exceptions appropriately, or multiple unapproved entries.
50	Significant attendance/timekeeping concerns including excessive tardiness, unresolved GPS discrepancies, repeated inaccurate logging, or failure to communicate attendance issues appropriately.
25	Major professionalism concerns related to timekeeping such as multiple missing entries, repeated unresolved discrepancies, excessive GPS mismatches, or suspected falsification of time records.
0	No time logged for the clinical week, all entries unapproved/incomplete, falsified documentation (if verified), OR failure to attend scheduled clinical days without communication.

Additional Notes

- Students are responsible for monitoring and correcting their own Trajecsys entries.
- GPS discrepancies and repeated “multiple in” occurrences may result in point deductions if not resolved promptly.
- Time exceptions should be submitted as soon as possible when an error occurs.
- Repeated tardiness or timekeeping issues may also affect professionalism evaluations.
- Failure to accurately document clinical hours may result in additional disciplinary action.

Important Policies

- Tardiness = ≥ 7 minutes past scheduled start time.
- Time Exceptions must be submitted through Trajecsys and approved. More than 3 per semester may result in an academic penalty.
- Excessive Tardiness is defined as 2 or more consecutive days late or a pattern of lateness (of any time amount) over multiple weeks.
- All time entries must reflect true attendance and be entered promptly and accurately.

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