



Mitchell Technical College Radiation Therapy Application Packet

Thank you for your interest in the Mitchell Technical College Radiation Therapy Technology program. The following is a general overview of the program, the application and acceptance procedures, program structure, and student expectations. Please remember that this is a summary of a multi-step process including submitting a résumé, and references that ultimately leads to a complete application.

The Program

Each year, students are selected from a pool of applicants for the 12-month, 3- semester program. The first semester all students will attend classes in the Radiation Therapy department on Mitchell Tech's campus. Students will spend the subsequent two semesters (spring and summer) in a radiation therapy facility, completing their clinical experience. This requires students to relocate at their own expense to the community where the assigned facility is located. Students' complete online courses during their clinical semesters. Holidays are observed per Mitchell Tech policies throughout the length of the program. Upon completing the program, the graduate is eligible to sit for the American Registry of Radiologic Technologists (ARRT) board exam in Radiation Therapy.

Application

Because of the program's demanding nature, Mitchell Tech takes steps to ensure that students offered positions have the most significant potential to succeed. Therefore, the application process is more extensive than for other programs at Mitchell Tech. Students are required to provide references and submit a personal résumé.

Clinical Site Selection

As stated above, during the second and third semesters of enrollment, students will attend clinical rotations in two different locations. The program director determines which sites a student will attend based partially on the student's preference and their ranking as determined by the application process. Clinical assignments will be announced during the first four weeks of the program. The clinical sites' locations are in South Dakota, Iowa, Minnesota, North Dakota, and Wyoming.

It is the program and Mitchell Tech's intention to make sure that you are well informed about the entire process surrounding application, acceptance, and attendance. We recommend asking plenty of questions and maintaining a close working relationship with the Admissions Office throughout the process.

Thank you for your interest in Mitchell Tech and Radiation Therapy.

A handwritten signature in black ink that reads 'Paula Freeman'.

Paula Freeman, B.S., R.T. (R) (T)
Radiation Therapy Program Director

**Mitchell Technical College
Radiation Therapy
Application Process**

****IT IS VERY IMPORTANT TO READ EVERYTHING IN THIS PACKET****

Please use the following information as a step by step guide for applying to the
Radiation Therapy program at Mitchell Tech.

- 1) Apply to Mitchell Technical College at www.mitchelltech.edu. Any previous application to the Mitchell Tech Radiation Therapy Program is no longer valid.
 - 2) Request that official high school and post-secondary transcripts be sent to Mitchell Tech.
 - 3) Have ACT scores sent to Mitchell Tech.
 - 4) Submit a personal résumé.
 - 5) Provide 3 letters of recommendation, 2 employment/education and 1 personal. **If you are a current radiology student, one of these must come from your Program Director.** All letters of recommendation, once received, will become the property of Mitchell Technical College, and will be kept confidential.
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- ❖ The application process is not considered complete until all the above is completed and on file in the Mitchell Tech Admissions Office.
 - ❖ Applicants are rated on a point system. Those applicants who receive the highest application scores will be offered positions in the program. Once the program has filled, a waitlist will be started and students will need to complete the entire process above to be placed on the waitlist.

Radiation Therapy
Information Packet: Admission Requirements

Admissions Non-Discrimination Policy Statement (as printed in the Mitchell Tech catalog):

Mitchell Tech does not discriminate in its employment of policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin, or ancestry, military/veteran status, genetic information or any other category protected by law in its education programs, admissions policies, employment policies, financial aid or other institute-administered programs. Inquiries concerning the application of Title VI, Title IX or Section 504 may be referred to:

Vice-President
Mitchell Technical College
1800 E. Spruce St.
Mitchell, SD 57301
Telephone (605) 995-3023

Kansas City Office
Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

Qualifications for Admission:

- 1) Applicant must be in good health and be able to comply with the “Physical Demands and Working Conditions” as outlined in the Student Radiation Therapy job description. Applicants must also meet the immunization requirements.

1. Physical Demands and Working Conditions:

Heavy work requiring pushing, pulling, carrying, holding, lifting, and exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently and/or up to 20 lbs. of force constantly in order to move objects like the human body and portable equipment. Good manual dexterity is necessary for dialing, filing, grasping, holding, stapling, turning, typing, opening, reaching, removing, sorting, and writing. Up to 80% of the schedule involves standing or walking.

2. Communication requirements:

Fluency in written and spoken English is essential to ensure patient safety.

3. Environmental risks:

Individuals may be exposed to blood borne pathogens, monitored radiation exposure, physical hazards such as needle sticks or injuries sustained by moving or lifting patients, equipment, or materials.

4. Sensory requirements:

Vision must be adequate to properly read documents, x-rays, and any reports.

- 2) The applicant must be a high school graduate or have equivalent certificate.
- 3) Applicant’s overall college GPA must be at least 2.0 on a 4-point scale.
- 4) General Education requirements for graduation: Human Anatomy, Human Physiology, College Algebra, General Physics, Behavioral Science, Social Science, and Written/Verbal Communications.

Mitchell Technical College
Radiation Therapy
Reference Criteria

As previously mentioned, we require three (3) letters of recommendation along with your application for consideration in the Radiation Therapy program at Mitchell Technical College. The letters of reference help give the Admissions Committee information regarding the student's profile.

Please arrange to have two (2) of the recommendation letters to be work/education-related and one (1) personal reference. Please do not use family members for references. **If you are a current radiology student, one of these letters must come from your Program Director.**

The following is a sample list of questions we suggest references include in their recommendation.

- 1) In what capacity and for how long have you known the applicant?
- 2) Please comment on the applicant's attendance and punctuality.
- 3) Describe the prospective student's interpersonal skills.
- 4) What are the applicant's strengths?
- 5) What is your opinion of the student's academic and personal qualifications?
- 6) Please share any concerns you have for the individual's success in the field of Radiation Therapy.

To ensure letters of reference are received, it may be in the best interest of the applicant to have references returned to them in a sealed envelope to be mailed to Mitchell Technical College by the applicant.

Please mail the above to: Admissions
Mitchell Technical College
1800 E. Spruce St.
Mitchell, SD 57301