

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**Coagulation**

**MLAB**

**1227.H1**

**Alisa J. Petree, MHSM, MLS (ASCP)<sup>cm</sup>**

**NOTE: This is an 8-week course.**

**NOTE: This is a Blended/Hybrid course.**

### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Coagulation  
MLAB 1227.H1

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**Course Description:**

MLAB 1227 is a course in coagulation theory, procedures, and practical applications. The course describes clinical hemostasis/coagulation by focusing on platelet cell structure and function, thrombocytopoiesis, and the evaluation of stained blood smears. The course also includes areas of study concerning vascular and platelet disorders, defects of plasma clotting factors, fibrinolytic system, thrombosis, anticoagulant therapy and laboratory testing procedures. The course includes laboratory exercises that rely on commonly performed manual and automated methods. The course utilizes a student laboratory for experiences in basic coagulation procedures.

**Prerequisites and/or Corequisites:**

Prerequisite: Admission to the medical laboratory technician program and approval by the program director. Semester hours . (1 lec/2 lab).

**Course Notes and Instructor Recommendations:**

- Have your textbook by the first day of class
- Estimated study time outside of class: 6-8 hours per week
- Check your student email daily
- Use computer with reliable internet access

**Please note:**

It is MCC's policy to assign all students, upon registration, an official e-mail address, which may remain in effect up to twelve months after students are no longer enrolled at MCC. MCC student e-mail addresses will be the only e-mail authorized to communicate official college information or business. A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.

Students **must** have access to a computer with reliable Internet access to participate in this class. McLennan Community College now provides students, faculty & staff the ability to sign up for and download Microsoft Office 365, **for free!** Students should also download *Adobe Reader* to open any PDF files in the course (free download).

**Instructor Information:**

Instructor Name: Alisa Petree, MHSM, MLS (ASCP)<sup>cm</sup>,

Program Director/Professor

MCC E-mail: [apetree@mclennan.edu](mailto:apetree@mclennan.edu)

Office Phone Number: 254-299-8406

Office Location: SB 320

Office/Teacher Conference Hours: Office hours will be held on ZOOM. Please e-mail me to arrange a time to meet. I will be available Monday-Thursday from 9:30 AM – 11 AM. Other times available by request.

**Required Text & Materials:**

**Textbook:**

Title: Hematology Clinical Principles and

Applications Author: Keohane, Smith and Walenga

Edition: 6<sup>th</sup> edition

Publisher: Elsevier

ISBN: 978-0-323-53045-3

**Required atlas:**

Clinical Hematology Atlas 5th edition, Bernadette F. Rodak and Jacqueline H. Carr. This course is a continuation of MLAB 1415. The same text(s) are used for this class.

**Supply List**

1. MCC MLT scrubs with MCC logo
2. Long white lab coat with MCC logo
3. Closed-toe walking shoes
4. Name badge supplied by college
5. Watch/timing device with a second hand
6. Sharpie or permanent marker
7. Black ink pen
8. Binder or notebook

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

MLAB 1227 is designed to prepare students to function at an entry-level position in a routine hematology/coagulation laboratory that performs routine/special procedures. Lectures, case studies, demonstrations, laboratory exercises, clinical experiences, Internet exercises, quizzes, streaming video, recordings, and resource applications will be used and made available on D2L Brightspace for student access during the course. Resources are also available in the student laboratory, campus library, and hospital libraries as well as at the clinical sites.

**Course Objectives and/or Competencies:**

The student will demonstrate an understanding of all aspects of the coagulation mechanism; describe disease states associated with abnormal coagulation values; and perform basic laboratory coagulation analysis. The student will evaluate laboratory test outcomes and correlate test results with patient conditions and evaluate the suitability of clinical specimens. The student will demonstrate an understanding of coagulation; describe disease states associated with abnormal coagulation results; and perform basic coagulation analysis by scoring a grade of 75 or better in the class.

After completion of MLAB 1227 Coagulation the student should be able to meet the following general course objectives:

1. Collect, process, and analyze hemostasis/coagulation specimens.
2. Recognize and apply principles related to the use of laboratory information systems used in the hemostasis/coagulation department.
3. Perform analytical tests on citrated plasma, and other samples tested in the department.
4. Recognize factors that affect methods and test results and take appropriate actions within established guidelines using the skills of critical thinking and problem solving.
5. Recognize the clinical significance of laboratory procedures in the diagnosis and treatment of disease.
6. Perform and monitor routine departmental quality control within established guidelines by applying the principles of critical thinking and problem solving.
7. Perform preventive and corrective maintenance of equipment and instruments and refer to appropriate sources as necessary.
8. Apply and encourage the use of the principles of laboratory safety, including Standard Precautions.
9. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
10. Recognize the responsibilities of other laboratory and health care personnel and interact appropriately with them for quality patient care.
11. Apply basic scientific principles in learning new techniques and procedures.

12. Relate laboratory test results to common disease processes by recognizing the principles and methodologies practiced in the department.
13. Establish and maintain continuing education as a function of growth and maintenance of personal and professional competence.

### **Rationale**

Medical laboratory technician students must demonstrate entry-level proficiency in the practice of coagulation as a fundamental part of the MLT training. This course is designed to aid students academically, mentally and emotionally for experiences they will encounter in the clinical or workplace setting.

### **Learning Outcomes**

Learning outcomes, or specific course objectives, for the cognitive, affective, and psychomotor domains are listed for each unit and will be available to students on the first day of class via *D2L Brightspace*.

### **Course Outline or Schedule:**

The class schedule is also in D2L Brightspace.

10/14//22 – Chapter 35 Normal Hemostasis and Coagulation

10/21/22 – Chapter 35 Normal Hemostasis and Coagulation – Chapter 10 Platelets

10/28/22 – Exam 1 Chapter 35 and Chapter 10

Chapter 36 Hemorrhagic Disorders and Laboratory Assessment

Chapter 37 – Qualitative Disorders of Platelets and Vasculature (selected topics)

11/4/22 – Chapter 38 Thrombocytopenia and Thrombocytosis

Chapter 39 Thrombic Disorders and Laboratory Assessment

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11/11/22     Please note: This is the NAACLS Site Visit Day. The lecture time/schedule may be modified to include online lectures/projects to accommodate this schedule change.

Chapter 40 Antithrombic Therapies and their Laboratory Assessment

11/18/22     Exam 2 Chapters 38, 39 and 40

Chapter 41 Laboratory Evaluation of Hemostasis

Chapter 42 Hemostasis and Coagulation Instrumentation

11/25/22     No class – Thanksgiving Holiday

12/2/22      Review for Final Exam. Final will include Chapters 41 and 42.

12/6/22      \*\*\*Final Exam Please note, this is Tuesday during Finals Week\*\*\*

**Course Grading Information:**

**Grading Policy**

A = 90 – 100

B = 80 - 89

C = 75 - 79

D = 70 – 74

F = 69 and below

Any student earning a 74 or below on any paper or exam is required to schedule conference time with the Program Director.

**Course Breakdown**

45%     Examinations

15%     Final Examination

40%     Lab Exercises, Quizzes and Assignments

100%

I round final grades. For example, if you achieve a final score of 79.5%, you will receive a B in the course. If you achieve a 79.4%, you will receive a C.

Any student earning a grade of less than 75% on an assignment or exam is required to schedule a conference time with the Program Director.

Grades will be posted on *D2L Brightspace*.

### **Examinations**

There are two major exams which are comprehensive. The final is also comprehensive. Exams will be conducted within D2L Brightspace. If you miss an exam, your final exam grade will be used as your exam grade for the missed exam. No make-up exams will be given. If you miss an additional exam, a zero will be recorded for the 2nd missed exam. ALL tests will be proctored.

Final Exam – The Final Exam will be comprehensive, testing your knowledge of the material for the entire course.

### **Lab Exercises**

Being competent in the laboratory is critical for the MLT. Therefore, it is crucial that each student be present and able to complete his/her lab assignments. Practical lab exams may be given to determine competency. Many lab exercises/assignments may not be available for makeup. All assignments must be turned in by the due date posted in D2L/Brightspace or the student will receive a zero for the assignment/lab.

### **Assignments**

Your assignment grade may include quizzes, labs, projects, worksheets, and homework.

### **Late Work, Attendance, and Make Up Work Policies:**

#### **Attendance**

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for **all** material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

**Students are expected to be in class on time.** For security reasons, the classroom door will

remain locked at all times. Attendance is recorded at the start of the class period. If you are not in the classroom by the time class starts, do not expect to be let in. Use the time wisely to be productive. If you must leave while class is in session, quietly pick up your course materials and exit the classroom. **If you enter class during a break or leave before class is excused, you will be counted as absent.** Students will be allowed entry and exit only during the start and finish of class, during break time, and in the case of an emergency. If you leave class, you will not be permitted to return until such time. This class will meet for only 7 class periods plus the final. If you miss 2 class periods, you will exceed the 25% absence policy for the course. Please do not miss class. This is a hybrid course so you will be expected to complete work outside of class time.

#### Late and Makeup work

Students will be permitted to makeup class work and assignments missed due to excused absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day.

It is the student's responsibility to provide the proper documentation for an excused absence by the next class period. The student will be required to submit makeup work upon his/her return to class.

Note: the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Quizzes may be scheduled or unannounced and will NOT be available for makeup or late submission. In addition, some Lab exercises may NOT be available for makeup or late submission.

#### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

#### Dress Code

The student classroom/laboratory is a Level 2 biohazard lab. Therefore, students will be asked to wear scrubs (preferably the MLT scrubs) and closed toe shoes to class and lab. We are representing our profession and our program. Please see the MLT student Handbook for more



information.

### Plagiarism and Cheating

Any reported incidents of plagiarism or cheating will be investigated and documented with proper disciplinary action taken as necessary including possible dismissal from the program. Please see the Academic Integrity: A student's responsibility from the McLennan Community College website and the Highlander Student Guide.

"Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.

"Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit <https://www.mclennan.edu/disability/>.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/>. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you

or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to <https://www.mclennan.edu/academic-integrity/> for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to <https://www.mclennan.edu/student-email/>.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.