



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**MLAB 1167\_POO1**

**Practicum I**

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

**Dr. Samantha Henry, Ed.D., MLS (AAB)**

**NOTE: This is a 16-week course.**

# MLAB 1167\_POO1

## Practicum I

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### **Course Description:**

MLAB 1167 MLT Practicum I is practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Direct supervision is provided by the clinical professional. This course provides clinical training in a working clinical laboratory while emphasizing a basic understanding and knowledge of hematology/coagulation, immunology, blood bank, and phlebotomy. The student will perform routine and special procedures using both manual and automated methods. The student will learn to correlate disease conditions with laboratory test results. Also, typical workflow patterns, laboratory safety, preventive maintenance, Quality Control, Quality Assurance, patient safety, HIPAA and general laboratory policies will be addressed.

### **Prerequisites and/or Corequisites:**

Prerequisites/Corequisites: Enrollment in this course and the Medical Laboratory Technology Program requires department head approval and successful completion of or enrollment in all other MLAB courses (exceptions can only be made by MLT Program Director). Student must have completed ALL previous MLAB courses with a grade of “C” or better.

Semester hours: 1

### **Course Notes and Instructor Recommendations:**

- Use your textbook(s)
- 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 can sign up for Office 365 Education for Free (includes: Word, Excel, PowerPoint, etc.). Use your valid MCC email address to get started. Here’s the link:

# MLAB 1167\_POO1

## Practicum I

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### Microsoft Office 365 Education

You may also want to down Adobe Reader

Here's the link to Adobe's website for just the PDF Reader, which will be the free application.

<https://get.adobe.com/reader/?promoid=TTGWL47M>

Please note: Chrome, FireFox, and Edge will all open PDF's to read directly within the web browser if the student does not have any application installed.

### **Instructor Information:**

Instructor Name: Alisa J. Petree, MHSM, MLS (ASCP) <sup>CM</sup>

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

Office Phone Number: 254-299-8406

Office Location: S320, third floor of Science building

Office/Teacher Conference Hours: Monday and Wednesday 11:00-12:30,

Thursday 10:00-12:00pm

Other Instruction Information: Other times available by appointment

Instructor Name: Dr. Samantha Henry, Ed.D.

MCC E-mail: [shenry@mcclennan.edu](mailto:shenry@mcclennan.edu)

Office Phone Number: 254-299-8119

Office Location: S321, third floor of Science building

Office/Teacher Conference Hours: Monday and Wednesday 11:00-12:30,

Thursday 10:00-12:00pm

Other Instruction Information: Other times available by appointment

### **Required Text & Materials:**

Note: No additional textbooks are required. Students will use their Hematology, Immunology, and blood bank books from the fall semester.

#### Supply List

1. MCC MLT uniform with MCC arm patch (see MLT student handbook)
2. Name badge supplied by college

# MLAB 1167\_POO1

## Practicum I

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3. Sharpie or permanent marker
4. Black ink pen
5. Small notebook to keep notes while training

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

### **Methods of Teaching and Learning:**

MLAB 1167 is designed to prepare students to function at an entry-level position in a routine clinical laboratory. The student will participate in demonstrations, practice sessions, discussions, laboratory exercises, clinical experiences, Internet exercises, and/or resource applications at their assigned clinical site. Resources are also available in the student laboratory, campus library, and hospital libraries at the clinical sites. Assignments, discussion boards, evaluations, checklists, lab practice, and exams will be used and made available on D2L/Brightspace for student access during the course.

### **Course Objectives and/or Competencies:**

MLAB 1167 emphasizes routine laboratory procedures and interpretations of test results in relationship to disease states. Emphasis is placed on basic lab procedures designed to prepare students to function at an entry-level position in a clinical laboratory. An understanding of normal human physiology as it relates to hematology/coagulation, immunohematology and immunology and disease states of the body will be correlated with laboratory test results. Students will learn to safely operate instrumentation to complete routine laboratory testing. Quality Control monitoring and instrument maintenance will be performed under supervision.

### **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.

# MLAB 1167\_POO1

## Practicum I

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

Students will rotate through the laboratories under the direction of the site's clinical coordinator. The practicum may include rotations to all departments of the clinical laboratory to introduce students to the field of laboratory science. Assignments for this practicum will be over subjects covered during the semester to include hematology, coagulation, immunohematology and immunology as well as phlebotomy. Below is an outline of the specific topics that will be emphasized during this practicum.

### **Hematology**

- I. Introduction to Hematology and Routine laboratory evaluation of blood cells
  - A. Safety in the hematology laboratory
  - B. Specimen collection to include venipuncture and capillary punctures
  - C. Blood smear preparation and staining of blood smears
  - D. Routine testing in hematology
  - E. Use the microscope and examination of the peripheral blood smear
  - F. Introduction to hematology instrumentation
  - G. Quality Control and Quality Assurance
- II. Review of Hematopoiesis and RBC and WBC Disorders
  - A. Differentials and disease correlation
- III. Some Locations will also provide information/demonstration in:
  - A. Flow cytometric analysis in diagnostic hematology
  - B. Cytochemistry
  - C. Immunocytochemistry
  - D. Cytogenetics and Molecular diagnostics in the clinical laboratory

### **Coagulation**

- I. Hemostasis and Thrombosis
  - A. Primary Hemostasis
  - B. Secondary Hemostasis and Fibrinolysis
  - C. Disorders of Primary Hemostasis
  - D. Disorders of Secondary Hemostasis
  - E. Thrombophilia
- II. Laboratory Methods
  - A. Laboratory Testing in Coagulation

# MLAB 1167\_POO1

## Practicum I

---

### **Immunology**

#### **I. Basic Immunological Procedures**

1. Safety and Specimen Preparation
2. Precipitation Reactions
3. Agglutination
4. Labeled Immunoassays
5. Molecular Biology Techniques
6. Flow Cytometry and Laboratory Automation

#### **II. Serological Diagnosis of Infectious Diseases**

1. Serologic and Molecular Detection of Bacterial Infections
2. Serology of Parasitic and Fungal Infections
3. Spirochete Diseases (RPR, VDRL and Treponema testing)
4. Serology and Molecular Detection of Viral Infections
5. Laboratory Diagnosis of HIV Infection

### **Immunohematology**

1. Blood Preservation: Historic Perspectives, Review of Metabolism, and Current Trends
2. Basic Genetics for Blood Bankers
3. Fundamentals of Immunology for Blood Bankers
4. The Antiglobulin Test
5. The ABO Blood Group System
6. The Rh Blood Group SystemThe Lewis System
7. The Lewis System
8. Other Major Blood Group Systems
9. Donor Screening and Component Preparation
10. Antibody Detection and Identification
11. Compatibility Testing
12. Orientation to the Routine Blood Bank Laboratory
13. Alternative Technologies and Automation in Routine Blood Bank Testing
14. Transfusion Therapy and Transfusion in Transplantation
15. Adverse Effects of Blood Transfusion
16. Transfusion-Transmitted Diseases

# MLAB 1167\_POO1

## Practicum I

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17. Hemolytic Disease of the Newborn and Fetus
18. Autoimmune Hemolytic Anemias
19. Quality Management in the Blood Bank
20. Medicolegal and Ethical Aspects of Providing Transfusion Services

### **Subject to Change Disclaimer:**

The policies, regulations, procedures, and fees associated with this program are subject to change without prior notice, if necessary, to keep College and program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency. The College and the program reserve the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or this program.

Students should regularly check their student email and the announcements page on D2L/Brightspace for changes and pertinent information. **Clinical Rotation Schedule:**

Clinical rotation schedules are assigned on an individual basis. Placement of students into clinical rotations may be on a rotating basis due to the limited number of clinical sites available and the hours the students are available to attend clinical rotations (see student handbook).

Students will be placed into clinical rotations only after submitting his/her immunization records, CPR-BLS for healthcare professionals card, proof of health insurance via Complio and a negative drug screen and criminal background check via CastleBranch. Please see the student handbook and instructions provided by the program faculty.

### **During the Rotation:**

- Daily Task Sheets are to be completed by the student and **signed** by the clinical instructor each day of rotation. It is the student's responsibility to make sure that the task sheets are accurate regarding the hours and testing performed each day.
- The Evaluation Checklist will be available for the student and clinical instructor to view and complete. The checklist should serve as a guideline regarding what each student should be able to accomplish during the clinical rotation.

# MLAB 1167\_POO1

## Practicum I

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Note: If a clinical site does not offer all of the necessary testing from the Evaluation Checklist, the student may be required to attend another clinical site that performs the testing (this may include the student laboratory on campus).

- Discussion Board posts allow the instructor to “see” what the student is learning at the clinical site and are required in order to receive a grade for the rotation.
- The student may be required to report to campus for additional training in the student lab, library, or computer lab.
- Assignments in the course will be used to reinforce didactic material from class.

### **At the end of the rotation:**

1. The student will complete a Clinical Site Evaluation form for each facility attended.
2. The student will submit the following to the MCC faculty by the due date specified by the instructor:
  - Daily Task Sheets
  - Evaluation Checklists
  - Student Clinical Site Evaluation form
  - Assignments/Discussion Boards

***Clinical rotation grades will not be given until ALL work and documentation is submitted.***

### **Course Grading Information:**

<b>Grade</b>	<b>Percentage Points</b>
<b>A</b>	<b>90-100%</b>
<b>B</b>	<b>80-89%</b>
<b>C</b>	<b>75-79%</b>
<b>D</b>	<b>70-74%</b>
<b>F</b>	<b>69% and below</b>

Grades will be rounded appropriately. 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 is required to schedule a conference time with the Program Director.



# MLAB 1167\_POO1

## Practicum I

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	<b><u>Breakdown</u></b>
Assignments	30%
Disucssions	30%
Evaluation Checklist	35%
Thank you cards	5%
<b>Total Course Percentage</b>	<b>100%</b>

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

#### Attendance for Clinical Courses

MLT students are expected to report to clinical rotations as specified by the clinical coordinator. The program expects regular and punctual clinical attendance from MLT students.

Documentation of attendance will begin the first day of rotation. Regular and timely attenance is expected as a demonstration of professional workplace behavior and late arrival and/or early departure is considered as absenteeism. Students, will be held accountable for clinical rotation hours and poor attendance will impact the ability to complete the course. Absences from clinical prevents the MLT student from receiving the full benefit of the clinical, diminishing the quality of interacting with hospital/clinic profesionals and may cause a student to fail to progress in the program.

MLT or phlebotomy students missing a cumulative of 15 percent of clinical hours due to **unexcused** absences will be dropped.

Students will be permitted to make up clinical hours missed if the absence is caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in College policy B-II.

Students are responsible for communicating with the instructor and clinical site. The student must initiate and communicate with the instructor and clinical site in a timely fashion, defined as a minimum of 1 hour before start of the rotation. There are occasions when an absence is necessary and we do understand that there is life outside of this program.

**HOWEVER**, frequent absences cause the student to miss vital learning opportunities and will

# MLAB 1167\_POO1

## Practicum I

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have an adverse effect on the ability to complete the course in a timely fashion.

Any student with unexcused absences for more than 15% of the clinical class hours may be withdrawn from the course and may not continue in the program. This is a 96 hour clinical rotation. 15% is a mere 14.4 hours. This means no more than 2 days of unexcused absences will be tolerated. The student must coordinate any make-up days for absences with the clinical site and the MCC clinical coordinator. Do not do this on your own without prior approval from the program. Excused absences will require documentation.

Just as in the workforce realm, it is professional courtesy that your supervisor be notified INADVANCE if you are to be tardy or absent. The student must contact the Clinical Coordinator (CC) and leave a voice message or email the CC office if there is a need to be absent/tardy.

TEXT MESSAGES ARE NOT CONSIDERED ADEQUATE NOTIFICATION. IF YOU TEXT YOU STILL MUST CONTACT THE MCC Clinical Coordinator BY EMAIL OR OFFICE PHONE.

Failure to call or notify the CC will automatically result in an unexcused absence and a point deduction will be applied.

### **Tardy Policy**

Students are expected to report to their assigned clinical areas and be ready to work by the assigned time schedule. A tardy constitutes arriving ANY time after the pre-designated start time for that clinical rotation up to 10 minutes after the scheduled start time. When the student is going to be tardy, THEY MUST contact the clinical coordinator by office phone or office email and must contact the clinical site to inform them of their intent to be tardy. It is the student's responsibility to have contact information for the clinical supervisor of the facility they are reporting to and the clinical coordinator. Contacting the clinical site is required and a professional courtesy and DOES NOT excuse the student for being late. Clinical sites develop relationships with students and the welfare of the student is important. Contact information for each clinical site is found in the MLT/Phlebotomy Handbook that can be found in Brightspace or on the MCC MLT/Phlebotomy webpage. If a student fails to contact the clinical coordinator, an absence will be charged for arriving after the 10 minute window.

# MLAB 1167\_POO1

## Practicum I

---

### **Failure to provide advance notification**

Should a student fail to contact the clinical coordinator in advance of the absence/tardy, **10 points** will be deducted from the student's final grade. This is a serious infraction and can be devastating to a student's overall grade and can easily jeopardize their continuation in the program.

It is advisable for the student to establish close communication with the CC anytime they need to be tardy/absent. Contacting the CC by cell phone to "touch base" about what to do is **acceptable but does not replace the need to send an office email or leave an office voicemail. A voicemail, office email is required notification for any absence or tardy.** The clinical coordinator must be contacted by office phone (254-299-8119) or office email shenry@mclennan.edu as to whether or not the student is going to be absent or tardy.

### **Contact Information for Clinical Coordinator**

Dr. Samantha Henry  
299-8119 Office  
shenry@mclennan.edu

When leaving a voice mail, please identify yourself and leave a brief message regarding your situation, and a phone number where you could be reached if necessary.

### **Late and Makeup work**

Students who must miss clinical hours **must** make up the hours whether the absence is excused or unexcused. Due to the shortage of available clinical spots, the student may be required to travel to another clinical site or finish the hours on campus. Only under extreme circumstances will the students be given an incomplete and allowed to complete the hours in the following semester.

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

Students are expected to exhibit professionalism at **all** times! (See the MLT Student Handbook) Failure to comply will result in disciplinary action and possible dismissal from the program.

### **Dress Code**

Students are required to wear the MCC MLT uniform while attending clinical rotations.

# MLAB 1167\_POO1

## Practicum I

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### 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 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.

### Cellular Telephones, Personal Telephone Calls, and Electronic Devices

**Students are NOT to receive or place telephone calls or text messages during clinical hours.**

Cellular telephones and other electronic devices are to be turned off and put away before entering the clinical site. Inappropriate use of any electronic device may result in disciplinary action.

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

(<https://www.mclennan.edu/catalog/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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Updated 07/18/2023



## **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 [www.mclennan.edu/disability](http://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) 2542998122 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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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 <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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 [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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 (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. 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 [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**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.