

McLennan

C O M M U N I T Y

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Introduction to Clinical Laboratory Science

MLAB1201.01

Dr. Samantha Dove, Ed.D.

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

INTRODUCTION TO CLINICAL LABORATORY SCIENCE
MLAB 1201.01

Course Description:

MLAB 1201 is an introduction to medical laboratory science, structure, equipment, and philosophy.

Prerequisites and/or Corequisites:

Prerequisite: None. Semester hours: 2 (2 lec).

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. If the computer you are using does not have a copy of Microsoft Office for Word, Power Point, Excel Spreadsheets, etc. you will need to either purchase Microsoft Office (MCC Bookstore has student version/price) or download Open Office. Students should also download Adobe Reader to open any PDF files in the course (free download). McLennan Community College now provides students, faculty & staff the ability to sign up for and download Microsoft Office 365, for free!

Instructor Information:

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

MCC E-mail: sdove@mclennan.edu

Office Phone Number: 254-299-8119

Office Location: S321, third floor of Science building

Office/Teacher Conference Hours: MTWTH 12pm-2pm

Other Instruction Information: Other times available by appointment

Required Text & Materials:

Title: *Clinical Laboratory Science: Concepts, Procedures, and Clinical Applications*

Author: Mary L. Turgeon, Ed.D, MLS (ASCP)^{cm}

INTRODUCTION TO CLINICAL LABORATORY SCIENCE
MLAB 1201.01

Edition: 7th

Publisher: Elsevier

ISBN: 978-0-323-22545-8

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

Methods of Teaching and Learning:

Students will be taught using various learning methods and activities including prerecorded lectures, demonstrations, practice sessions, case studies, projects, worksheets, Internet exercises, quizzes, exams, streaming video, and recordings. Course materials will be available on *Brightspace* for student access during the course. Resources are also available in the MLT student laboratory and campus library.

Course Objectives and/or Competencies:

MLAB 1201 is designed to introduce students to the profession of medical/clinical laboratory science including laboratory safety, laboratory math, quality control, basic laboratory equipment, laboratory settings, professionalism, accreditation and certification.

Course Outline or Schedule:

- I. Introduction to the Clinical Laboratory
 - a. History
 - b. Departments
 - c. Healthcare organization
 - d. Accreditation
 - e. Medical-legal issues
 - f. Professionalism
- II. Safety and specimen collection and processing
 - a. Patient safety
 - b. Safety in the laboratory
 - c. Prevention of disease transmission
 - d. Specimen collection
 - e. Specimen processing
- III. Basic laboratory math and equipment
 - a. Systems of measurement
 - b. Laboratory equipment
 - c. Solution preparation
 - d. Dilutions
 - e. Basic quality assurance (QA) and quality control (QC)
- IV. Laboratory Departments and testing
 - a. Chemistry
 - b. Hematology
 - c. Hemostasis
 - d. Urinalysis
 - e. Microbiology

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- f. Immunology
- g. Immunohematology

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.

Course Grading Information:

Grading Policy

Grade	Percentage Points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

	Breakdown
Assignments	65%
Examinations	25%
Final Exam	10%
Total Course Points	100%

Grades will be posted on *Brightspace*.

Assignments

Your assignment grade may include work such as quizzes, projects, discussion boards, worksheets, and/or homework.

Examinations

There are four major examinations which may be comprehensive. Make-up examinations will be scheduled during the week before finals at the end of the semester - please see the attendance policy. No student will be allowed to make up more than one examination.

ALL tests are due Sunday by midnight.

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Final Exam

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

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. For this online course, the attendance will be based upon completing the unit quizzes or MTS training modules associated with each chapter. The quizzes and MTS training modules are due Sunday by midnight.

Failure to complete **25%** of the unit quizzes or MTS training modules will result in the student being withdrawn from the course. If the student's 25% absence is reached after the official drop date, the instructor may assign a W if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25% after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing. Each absence (whether excused or unexcused) will count toward attendance requirements in each course.

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 instructor has the prerogative of determining whether or not a student may submit work missed due to an unexcused absence (the grade recorded will be no higher than a 75).

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.

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.

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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.

[* Click Here for the MCC Academic Integrity Statement](#)

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

[* Click Here for the MCC Attendance/Absences Policy](#)

(<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.

**** You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.***

McLennan

C O M M U N I T Y

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ACADEMIC RESOURCES/POLICIES

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. Students can 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.

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 contacted/notified through 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.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

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 her/his 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.

Forwarding Emails:

You may forward the 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 become lost or placed in junk or spam filters.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

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

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)
(www.mclennan.edu/titleix)

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 or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

** You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*