



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Seminar in MLT

MLAB 2232.01

Alisa J. Petree, MHSM, MLS(ASCP)^{cm}

NOTE: This is an 11 week face to face course.

NOTE: This is a Summer course.

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Course Description:

MLAB 2232 is designed to reinforce didactic information with laboratory methodologies and to allow exploration of advanced techniques in medical laboratory technology.

Prerequisites and/or Corequisites:

Prerequisite: Successful completion of all MLAB courses in the first two semesters of the MLT program
Semester hours: 2 (2lec)

Course Notes and Instructor Recommendations:

Use your MLT program textbook(s)
Check your student email daily
Use computer with reliable Internet access

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.

Students should also download Adobe Reader to open any PDF files in the course (free download). <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

Microsoft Office 365

Available as a free download when you register with your @mclennan.edu or @students.mclennan.edu email address

[Click here](#) to sign up and download

Instructor Information:

Instructor Name: Alisa J. Petree

MCC Email: apetree@mclennan.edu

Office Phone Number: 254-299-8406

Office Location: S 320 (3rd floor of the science building)

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Office/Teacher Conference Hours: Monday 2 PM-3PM, Tuesday/Thursday 10:15 AM – 12

Other Instruction Information: Other times available upon request.

Required Text & Materials:

Title: Medical Laboratory Science Review

Author: Robert Harr

Edition: 5th ed.

Publisher: F.A. Davis

ISBN: 978-0-8036-6824-0

Title: ASCP BOC Study Guide

Author: ASCP Press

Edition: 6th

ISBN: 9780891896609

Publisher: ASCP Press

www.ascp.org

*Please note: The ASCP offers a “bundle” that includes access to their practice registry exam questions. The bookstore only offers the textbook.

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

Methods of Teaching and Learning:

Students will be taught using various learning methods and activities including lectures, demonstrations, practice sessions, case studies, projects, worksheets, Internet exercises, quizzes, exams, and streaming video. 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:

The student will describe basic laboratory techniques used in the clinical laboratory, identify principles and procedures of all major areas of the clinical laboratory to include sources of error and clinical significance of results, and evaluate normal and abnormal test results and related diseases. The student will demonstrate a comprehensive understanding of clinical laboratory science by describing disease states associated with abnormal laboratory results and by scoring a grade of 75 or better in the course.

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After completion of MLAB 2232 Seminar in MLT, the student should be knowledgeable of the following general program objectives:

1. State the procedures for specimen collection and processing.
2. Recognize and apply principles related to the use of laboratory information systems used in the clinical laboratory.
3. Review analytical tests as directed on selected laboratory specimens.
4. Recognize factors that affect methods and test results and recommend appropriate actions within established guidelines using the skills of critical thinking and problem solving.
5. Recognize the clinical significance of selected laboratory procedures used in the diagnosis and treatment of disease.
6. Discuss routine quality control procedures within established guidelines by applying the principles of critical thinking and problem solving.
7. Discuss preventive and corrective maintenance of selected equipment and instruments and refer to appropriate sources as necessary.
8. State the principles of laboratory safety, including Universal/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. Relate selected laboratory test results to common disease processes by recognizing common principles and methodologies used in the clinical laboratory.
12. Establish and maintain continuing education as a function of growth and maintenance of personal and professional competence.

All cognitive, psychomotor and affective domain objectives are written with these competencies in mind. The affective domain objectives help the student understand the importance of professionalism, responsibility, and other "soft skills" associated with job competency. Rationale Medical laboratory technician and phlebotomy students must gain awareness of the scope and practice of their profession to demonstrate entry-level proficiency in the various disciplines of the clinical laboratory as a fundamental part of their training. This course is designed to aid students academically, mentally and emotionally for experiences they may encounter in the clinical or workplace setting.

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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 Brightspace.

Course Outline or Schedule:

Class will meet from 9:00 AM – 12:30 PM on these dates.

<u>Week</u>	<u>Topics</u>	<u>MLS Review Text</u>	<u>ASCP BOC Text</u>
Week 1 – June 5 th	Hematology/Hemostasis	Chapters 1 & 2	Pages 219-312
Week 2 – June 12 th	Immunology Molecular Diagnostics	Chapter 3 & 9	Pages 313-354, 451-464
Week 3- June 19 th	No Class- MLK		
Week 4- June 26 th	Immunohematology	Chapter 4	Pages 1-84
Week 5- July 3 rd	Microbiology	Chapter 8	Pages 355-450
Week 6- July 10 th	Clinical Chemistry	Chapter 6	Pages 141-218
Week 7- July 17 th	Online Assignments	See Brightspace	
Week 8- July 24 th	Urinalysis/Body Fluids	Chapter 7	Pages 85-140
Week 9 – July 31 st	Laboratory Operations	Chapter 5	Pages 465-516
Week 10 – August 7 th	Practice Registry Exam	Chapter 12	MediaLab Assigned Exam

Course Grading Information:

A = 90 – 100

B = 80 - 89

C = 75 - 79

D = 70 – 74

F = 69 and below

Any student earning a D or below on any assignment/test is required to schedule conference time with the Program Director.

Missing one class may tremendously effect your grade since the lab or proficiency testing we perform may not be able to be repeated due to lack of samples/supplies/reagents. Please make

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plans to attend **every** class session. Each major area of study will be weighted the same in the course with the exception of Laboratory Operations/Laboratory Calculations.

Hematology/Hemostasis -15%

Immunology/Serology and Molecular Diagnostics -15%

Imunohematology and Blood Transfusion Medicine -15%

Microbiology/Mycology/Virology and Parasitology -15%

Clinical Chemistry -15%

Urinalysis and Body Fluids -15%

Laboratory Operations/Laboratory Calculations -10%

Class will consist of a review of the major content in each section, practical assignments, practice multiple choice questions, class discussion and case studies provided by the instructor.

Your assignments will include short answer, multiple choice questions, laboratory testing in the student laboratory, class discussion and case studies graded by the instructor.

Late Work, Attendance, and Make Up Work Policies:

This course requires 32 classroom hours to complete. Missing more than 1 class period will not only jeopardize your success in the course but your success in the program. Students who miss 2 class periods will reach the 25% absence and be dropped from the course and dismissed from the program. Assignments **must be** submitted by the due dates as shown in the course.

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. Proper documentation for illness must include a doctor's note.

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 conduct themselves in a professional manner in all meetings/discussions 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. 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 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.

Updated 11/04/2022



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.

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

disabilities@mclennan.edu 254-
2998122
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 or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/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/. 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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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 or a Success Coach by calling (254) 299-8226 or emailing 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. 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.

MCC Academic Integrity Statement:

Go to 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/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.

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 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.

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.