WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Phlebotomy

PLAB 1323_B001

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

NOTE: This is a 16-week course.

NOTE: This is a Blended/Hybrid course.

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Course Description:
PLAB 1323 Phlebotomy develops skills in the performance of a variety of blood collection methods using proper techniques and standard precautions. The techniques include vacuum collection devices, syringes, capillary skin punctures, butterfly needles, and blood cultures as well as specimen collection on adults, children, and infants. Emphasis is on knowledge of infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology. The course utilizes Brightspace and a student laboratory for experiences in basic phlebotomy procedures.

Prerequisites and/or Corequisites:
Prerequisite: Admission to the College and acceptance into a health science program and/or approval by the program director. 3 semester hours credit (2 lec/2 lab)

Course Notes and Instructor Recommendations:
Have your textbook and workbook by the first day of class. 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 email 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).

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:
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 PDFs to read directly within the web browser if the student does not have any application installed.

CREW: Campus Resources Education Web: 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. All of these are free of charge. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

Instructor Information:

Instructor Name: Alisa J. Petree, MHSM, MLS (ASCP) CM
MCC E-mail: apetree@mclennan.edu
Office Phone Number: 254-299-8406
Office Location: S320, third floor of science building
Office/Teacher Conference Hours: Tuesday and Thursday 9:00 AM – 10 AM,
Monday 9:30 AM – 12:00 PM Wednesday 12:30 PM-1:00 PM
Other Instruction Information: ZOOM option available upon request.

Required Text & Materials:

Phlebotomy Essentials and Workbook
Author: Ruth E. McCall and Cathee M. Tankersley
Edition: 8th
Publisher: Jones and Bartlett Learning
ISBN:9781284292732

Bloodborne & Airborne Pathogens
Edition: 8th
ISBN: 9781284232288
Author: Aaos
Publisher: Jones & Bartlett Learning
Copyright Year: 2021

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

Methods of Teaching and Learning:

Students will be taught using various learning methods and activities including PowerPoint slides, demonstrations, practice sessions, laboratory exercises, Internet exercises, discussion boards, streaming video, recordings, and resource applications. Course materials will be made available on Brightspace for student access during the course. Resources are also available in the student classroom/laboratory and campus library.

Course Objectives and/or Competencies:

PLAB 1323 is designed to prepare students to function at an entry-level phlebotomy position in a clinical laboratory setting. The student will demonstrate knowledge of infection control and safety; understanding of quality assurance and the importance of specimen collection in the overall patient care system; as well as knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents. The student will demonstrate proper techniques to perform venipuncture and capillary puncture on adults, children, and infants; and demonstrate the knowledge of requisitioning, specimen transport and specimen processing.

After completion of PLAB 1323 the student should be able to meet the following general course objectives:

1. Collect and process routine laboratory specimens.
2. Recognize and apply principles related to the use of laboratory information systems used in the phlebotomy department.
3. Perform analytical procedures routinely tested in the phlebotomy 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 commonly performed by the phlebotomy department.
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 Universal 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.

Course Outline or Schedule:

I. The Healthcare Setting
   - Phlebotomy: Past and Present and the Healthcare Setting
   - Quality Assurance and Legal Issues in Healthcare
   - Infection Control, Safety, First Aid, and Personal Wellness

II. Blood Collection Procedures
   - Blood Collection Equipment, Additives, and Order of Draw
   - Venipuncture Procedures
   - Preanalytical Considerations
   - Capillary Puncture Equipment and Procedures

III. Overview of the Human Body
   - Medical Terminology
   - Human Anatomy and Physiology Review
   - The Circulatory System

IV. Special Procedures
   - Special Collections and Point-of-Care Testing
   - Computers and Specimen Handling and Processing
   - Nonblood Specimens and Tests
   - Arterial Puncture Procedures

Course Grading Information:

Grading Policy

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

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.

	Breakdown
Assignments/Labs	40%
Examinations	45%
Final Exam	15%
Total	100%

Grades will be posted on *Brightspace*.

Assignments/Lab

This course is designed with weekly due dates/assignments. Any assignment not completed by the due date will be recorded as zero unless arrangements have been made prior to the date with the instructor. Your assignment grade may include work such as quizzes, discussion boards, case studies, proficiency demonstrations, worksheets, and hands-on competencies.

This course requires participation in both online course content and skill training to include anatomy and physiology of the circulatory system, specimen collection procedures, specimen processing and handling, and laboratory operations (e.g., safety, quality control, etc.). Students

will acquire and demonstrate phlebotomy skills both virtually and in a student, laboratory setting on campus. Times to be arranged. To demonstrate basic phlebotomy skills, students will be required to participate in a competency evaluation on campus during week 14 and 15 of the semester. Practice and evaluations will be held in room Science 327. Students will be asked to sign up for specific time slots. Students should expect to spend a minimum of 6-8 hours in competency evaluation. More hours may be required to reach entry level competency. Entry level competency in phlebotomy is required to pass the class.

Examinations

There are four unit examinations which may be comprehensive.

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:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly, and the student will only receive funding for those courses attended as of the course census date.

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.

Health Professions Division Policy:

Purpose: "McLennan Community College expects regular and punctual class attendance from all students. In Health Professions programs, regular class attendance is expected as a demonstration of professional workplace behavior and late arrival and/or early departure is considered as absenteeism. Students, whether present or absent, are ultimately responsible for all material presented or assigned in the classroom and will be held accountable for these materials in determination of their grade. Absences from didactic classes prevent the Health Professions

student from receiving full benefit of the course, diminish the quality of group interaction in the classroom setting and may interrupt progression in the program.

Policy: A McLennan Health Professions student in a didactic course missing a cumulative of 15 percent of the class meetings due to unexcused absences will be dropped.

Students will be permitted to make up class work and assignments missed as outlined in the course syllabus due to absences 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. In all other cases, the instructor has the prerogative of determining whether a student may make up work missed.

Students are responsible for any work missed regardless of the cause of absence, as indicated in the institutional attendance policy. The student must initiate conversation with the instructor in a timely fashion, as defined by the program, and complete work according to timelines established with each course instructor.

In PLAB 1323 is a 16-week semester course. Students missing 3 more weeks of class participation will exceed the allowable absences set by health professions and will be subject to dismissal from the class.

Student Absences on Religious Holy Days - please see MCC catalog regarding absences for religious Holy Days.

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. Please refer to the General Conduct Policy in the Highlander Guide.
2026-2027 General Catalog & Highlander Guide

Classroom

The classroom/laboratory is a Level 2 biohazard lab. Therefore, when students come to complete competency training no food or drink is allowed in this classroom. Please dress accordingly.

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 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.

Electronics/Mobile Devices Policy

Students may use laptop computers during lectures as directed by the instructor.

Each of our electronic devices are a convenience to us all, and we understand that a case might arise that you might need to be contacted regarding emergencies with family, children, day cares, etc. Due to those emergent notification situations, students are allowed to keep their cell phones with them in the classroom and at clinical sites, but they are not to be out in the clinical or patient areas at any time. Please keep all devices silenced or turned off while at clinical so there is no temptation to sneak a peek. You may use them in lounge areas of the facilities (if that facility allows such) when you are at lunch and/or on break. No other time!

Emergency/Personal Phone Calls

If there is an emergency, your families may contact the clinical site. Please make certain that families are informed of your clinical rotation and the appropriate phone numbers.

Smart watches, being an extension of your cell phone, are not permitted while you are participating in your clinical rotations. (A "smart" watch is defined as any watch or watch-like device that performs any of the following tasks similar to your cell phone: receiving or placing calls or texts, recording audio, accessing applications, taking pictures or videos, etc.).

Inappropriate use of any electronic device may result in disciplinary action.

Social Media

HIPAA is Federal law passed by Congress in 1996 imposed to protect patient information. Students who post clinical or patient information on social media sites run the risk of violating HIPAA. At no time should a student post any patient, clinical or medical information on any social media site. Some clinical sites have software to detect social media postings and students who are found to be in violation of posting anything regarding clinical will be disciplined.

Sharing of any medical information on any social media outlet could be considered a violation of HIPAA resulting in dismissal from the program and possibly a fine and/or jail time.

Click Here for the MCC Attendance/Absences Policy

https://www.mclennan.edu/employees/procedure-manual/docs/F/FC-I.pdf
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

06/03/2026

MCLENNAN COMMUNITY COLLEGE

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 Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. 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 Accommodations (Disability Services). 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)299-8122
Room 319, Student Services

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Accommodations/Title IX at (254) 299-8514.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

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 may report sexual harassment anonymously by visiting https://www.lighthouse-services.com

Visit McLennan's Title IX webpage at https://www.mclennan.edu/titleix/ to learn more about Title IX protections, reporting, and resources.

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/

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

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) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html

MCC Academic Integrity Statement:

Please view our Academic Integrity statement for more 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:
For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: https://www.mclennan.edu/center-for-teaching-and-learning/requirements.html

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 (https://www.mclennan.edu/employees/procedure-manual/docs/C/CR-II.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 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.