



# MLAB 1201 Introduction to Clinical Laboratory Science HYBRID

Course Syllabus: Fall 2024

*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	0930-noon	0930-noon	0930-noon And 1330-1600	By appt	By appt	By appt

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description:** 2 credit hours.

**Lecture:** Mon. 1:00-1:50 PM Meets in UHS 221

**Laboratory:** Mon. 2:00-3:50 PM Meets in UHS 226

This course is offered in a hybrid format. If desired it can be completed fully on-line and tests taken at the testing center or UHS building. Alternatively, students may attend one or more lecture/labs in person every Monday from 1-3:50pm.

This course is an introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment settings, accreditation and certification. Also includes basic phlebotomy theory and skills.

**Prerequisite(s):** Any 8 hours BIOL, and admission to MLT Program or departmental approval.

### **Student Learning Outcomes:**

Describe the role of the MLT as a healthcare professional, including certification and accreditation of laboratories and laboratory professionals.

Describe laboratory procedures and perform laboratory math

Exhibit an understanding of safety hazards in the laboratory and demonstrate laboratory safety

Demonstrate the use of basic laboratory equipment and perform basic laboratory procedures

### **Evaluation/Grading Policy: Lecture 75%; Lab 25%**

A ≥90%

B 80-89%

C 70-79%

D 60-69%

F <60%

Your Lecture Grade will be composed of quizzes and exams

Quiz average 20%

Exam 1 20%

Exam 2 20%

Exam 3 20%

Final Exam 20%

Your Lab Grade will be composed of medialab assignments and lab worksheets

MediaLab average 50%

Lab worksheet average 50%

***A minimum grade of "C" is required for BOTH the lecture and laboratory components of all Medical Laboratory Technology courses. Failure to meet the minimum passing score in each area will result in a "D" for the course and dismissal from the program***

**Required Instructional Materials:** Turgeon, M. L. (2020). *Linné & Ringsrud's clinical laboratory science: Concepts, procedures, and clinical applications*. Elsevier.

**Publisher:** Elsevier

**ISBN Number:** 9780323549844

**Optional Instructional Materials:** PowerPoint lectures and additional internet material

**Minimum Technology Requirements:**

Laptop

Most Windows or Mac laptop computers work well for online classes.

Chromebooks use the Chrome operating system which is not a supported operating system for Blackboard. Some areas of Blackboard require Java on your computer, and Chromebooks do not support the use of Java. If you use a Chromebook, please be sure you also have access to a Mac computer or Windows computer so you can fully participate in your Blackboard class. Some things will not work on a Chromebook.

Please do not ONLY rely on a tablet, including an iPad, or a smartphone to use Blackboard. Not all features will work on tablets and smartphones. You may need access to a full computer to be able to do everything in your Blackboard class.

You will need to scan documents and upload them to Blackboard. You can use a scanner attached to a computer, a smartphone app, or your cell phone's camera.

Internet Access

While Bb can be accessed with dial-up online service, best results will be obtained when using a broadband Internet service.

Internet Browser

Supported browsers for use with Blackboard include Firefox, Google Chrome, Internet Explorer, and Safari. If you experience any problems in Blackboard we recommend you login to the portal and Blackboard from another browser before seeking assistance from NTCC Technical support.

### **Required Computer Literacy Skills:**

#### Intermediate Internet Skills

You should be familiar with how the Internet works including following links and searching for information.

#### Intermediate Word Processing Skills

You should be familiar with how to enter data (text) on a word processing document, format text, and save documents. NTCC offers free access to the full Microsoft Office suite.

### **Course Structure and Overview:**

This is a Hybrid class which means class meets once a week and all other instruction is done online via the learning management system BLACKBOARD. In class meetings are optional but strongly encouraged. Students are expected to complete all the readings of the required book chapters, review PowerPoints, and complete the online chapter activities. You will see that the course is divided into 14 weeks in the Blackboard portion. Each week you will be expected to complete certain online assignments for the chapters found in that week's folder. This course requires daily computer and internet access. You should expect to spend no less than 6 hours a week in this course. Pay close attention to deadlines for all assignments. Technical difficulties are no excuse for late assignments. A due date assignment schedule is posted in the START HERE folder in Blackboard the entire semester! Please check it weekly so that you know what is due and do not miss anything. If you do experience technical or personal difficulties please communicate them to me as soon as possible so that we can work together to overcome them.

**Quizzes:** Taken on-line, multiple-choice questions over topics covered in the week's readings and PowerPoint. 10 quizzes averaged together for 20% of lecture grade; grades reflected immediately in Blackboard

**Study Guides:** Short answer, fill in the blank, and matching over topics covered in the week's readings and PowerPoint. No grade will be taken. Use these guides to study for exams. I will discuss the answers in class the Monday following the lesson and also post to Blackboard

**Exams:** 50 multiple choice questions from quizzes and homework taken on laptop; each is 20% of Lecture grade; grade reflected immediately in Blackboard. Exams may be taken in class on laptop or at testing center. Final Exam is cumulative and will be 100 multiple choice questions.

**Lab Worksheets:** completed in-class or on-line. 13 labs averaged together for 50% of lab grade; grade posted on Wednesday following lab. If completing on-line the date of the lab is the due date. Labs will be graded as follows: 50% participation and 50% accuracy of results.

**MediaLab assignments:** Students will be given a MediaLab user name and password. They will complete the learning activity and assessment on MediaLab and submit their certificate of completion on Blackboard. 11 assignments averaged together for 50% of lab grade; if turned in Monday will be graded by Wednesday

**Communications:** EMAIL: E-mail preferred. E-mails will be responded to within 24 hours during the work week (Monday – Thursday 8am-6pm and Friday 8-noon). Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC.

TEXT MESSAGE NOTIFICATIONS: You are required in this course to sign up for the message notifications via Teams. I will use Teams to get information out to students quickly. This will enable you to receive important class announcements and reminders from me via instant message so that you will not miss out on any assignment changes or important updates. You will be automatically added to the Teams group for this course. Please continue to check your NTCC email daily.

ANNOUNCEMENTS: These can be found in Blackboard under the course link on your Bb homepage. Please make sure you are reading any announcements thoroughly when they are posted there.

## **Institutional/Course Policy:**

### **Classroom Expectations:**

1. I would love to see you in lab each week, but the online option is available if needed.
2. Be prepared to take notes and participate in lab.
3. You must EARN your grade; I do not GIVE grades, so study, study, study!  
Average study time is 2-3 hours per hour of lecture/class time a week.
4. Be respectful of your classmates and instructors.
5. Turn off cell phones or set to vibrate in class.
6. Communicate! I expect to discuss the material with you in lab. If on-line, I expect to see regular access of the material, not just a once/week log in.

**Attendance and Absences:** Attendance is optional, but do let me know if you will not be in attendance via Teams. If I am not notified in advance of your absence, 10% will be deducted from your laboratory participation grade. Participation will be monitored by Blackboard. Excessive lack of participation will result in loss of points from your grade. More than two weeks without a log in to Blackboard will result in a reduction of five (5) points being subtracted from your final grade (percentage). More than five weeks without a Blackboard log in will result in the student being dropped from the course. Students who choose to attend all in-person labs will have five (5) points added to their final exam.

**Makeup Policy:** Late work will be accepted for quizzes and homework with a 10% late penalty. Assignments will be available on Blackboard each Monday and due by the following Monday at 1pm. Late work will be accepted until Friday at noon. After that date and time, a grade of zero will be entered for any work not completed. The student is responsible for requesting a makeup if not attending a regularly scheduled examination. Makeup exams must be completed before the next lab meeting, taken on campus and proctored. If the test is not made-up, the student will receive a zero for that exam.

### **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

### **NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

### **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An

appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

**Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.