Course Web Site: http://www.austincc.edu/mlt/bb/bb
Course Outline and Schedule: http://www.austincc.edu/mlt/bb/bb_schedule.html

<table>
<thead>
<tr>
<th>Course Number and Name</th>
<th>Campus</th>
<th>Section</th>
<th>Synonym</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLAB 2431 Immunohematology</td>
<td>EVC</td>
<td>001</td>
<td>21142</td>
</tr>
<tr>
<td>MLAB 2431 Immunohematology</td>
<td>RRC</td>
<td>002</td>
<td>21143</td>
</tr>
</tbody>
</table>

**FACULTY INFORMATION**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Eastview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Kathleen Park, MA, MT(ASCP) Claudia Gonzalez, MBA, MLS(ASCP)CM</td>
</tr>
<tr>
<td>Office</td>
<td>RRC 3117.15 EVC 9311/RRC 3117.14</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Monday (EVC) 1:30 pm to 2:30 pm Tuesday (RRC) 1:00 pm to 3:30 pm Wednesdays (EVC) 1:00 pm to 2:30 pm Other times by appointment, please request via email Monday (RRC) 1:30 to 4:00p Tuesday (EVC) 2:15 pm to 4:45 pm Other times by appointment, please request via email</td>
</tr>
<tr>
<td>Phone</td>
<td>Office 512-223-0251 Cell Phone 409-656-2963</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:kpark@austincc.edu">kpark@austincc.edu</a> <a href="mailto:claudia.gonzalez@austincc.edu">claudia.gonzalez@austincc.edu</a></td>
</tr>
</tbody>
</table>

**COURSE INFORMATION**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Eastview</th>
<th>Round Rock Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Room</td>
<td>9225</td>
<td>3121.01</td>
</tr>
<tr>
<td>Laboratory</td>
<td>9101</td>
<td>3121.00</td>
</tr>
<tr>
<td>Lecture Time</td>
<td>8:30-9:30 am</td>
<td>3:30 – 4:30 pm</td>
</tr>
<tr>
<td>Laboratory Time</td>
<td>9:45 am – 2:00 pm</td>
<td>4:45 – 9:15 pm</td>
</tr>
<tr>
<td>Length of Course</td>
<td>16 weeks</td>
<td></td>
</tr>
<tr>
<td>Dates</td>
<td>January 17 through May 14, 2017</td>
<td></td>
</tr>
</tbody>
</table>

Students will access and print out course materials from the course web site. Assessment activities are provided as a means of assisting students in determining their level of competence in given areas as well as to assist in reviewing for examinations. Assignments will be posted to enhance the student’s learning experience.

**ACC email**

All College email communication to students will be sent solely to the student’s ACCemail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCemail account when communicating with instructors and staff. Instructions for activating an ACCemail account can be found at http://www.austincc.edu/accmail/activation-and-login-assistance.

**Course Description**

MLAB 2431 Immunohematology Syllabus
Immunohematology is a specialized branch of laboratory medicine. It involves the study of the theory and practice of a wide variety of procedures used in the following: donor selection; component preparation and usage; and techniques used to detect antigen/antibody reactions, which may adversely affect a patient receiving a transfusion. The topics to be covered include: donor screening; preparation of components; antigens/antibodies of the ABO and Rh system; and other blood group systems; pretransfusion testing procedures; hemolytic disease of the newborn; neonatal and other obstetrical transfusion practice; autoimmune hemolytic anemias; and adverse effects of transfusion.

Prerequisites
Enrollment in this course in the Medical Laboratory Technology Program requires department head approval and successful completion of the MLAB 1335 Immunology/Serology course. Students must be accepted into the MLT Program.

Course Goals
Immunohematology is structured to meet the MLT Program goals addressing, but not limited to:
1. Developing a working knowledge of the principles and procedures of blood bank testing.
2. Producing accurate, skilled clinical laboratory workers with strong ethical and professional values.
3. Promoting respect and understanding of allied health professionals through renewed understanding of the clinical laboratory technician's role as a member of the allied health care team.

Course Objectives
Upon successful completion of this course, the student should be able to:
1. Describe the blood collection process.
2. State the preparation method, use, storage requirements, and expiration of each blood component.
3. Apply the theoretical knowledge of immunology to pre-transfusion and post-transfusion testing.
4. State the principle of each testing procedure performed in Immunohematology.
5. Demonstrate an understanding of genetics as it applies to Immunohematology.
6. State the characteristics of the ABO, Rh, and other blood group systems.
7. List the methods used to identify the most commonly encountered blood group antibodies.
8. Describe the three types of hemolytic disease of the fetus and newborn (HDFN).
9. Describe the testing, antibody specificity, and treatment for HDFN.
10. List the adverse complications of blood transfusion.
11. State the methods for evaluating a positive direct antiglobulin test.
12. State the types of immune hemolytic anemias including results of serologic testing and compatibility testing which must be performed.
13. State the requirements for performing compatibility testing.
14. Describe the quality control performed in Immunohematology.
15. Explain the next steps when the quality controls are out of range in Immunohematology.
16. Describe the immune process as it relates to Immunohematology.
17. Describe the donor selection process and accurately determine donor eligibility when given results of donor screening tests.
18. Describe the preparation and the appropriate use of blood components by determining the component needed based on laboratory data.
19. Describe the characteristics of the antigens and antibodies of the ABO, Rh, and other blood group systems, applying the knowledge to sample testing and case study materials.
20. Perform blood bank testing in the resolution of antibody problems, HDFN, and transfusion reactions.
21. Demonstrate progression in laboratory skills by effective organization, coordination of multiple tasks and insightful evaluation of results obtained.
22. Utilize constructive criticism to correct deficiencies and improve performance.
23. Work cooperatively with professors and fellow students to achieve the goals of each activity assigned.
24. Participate in activities designed to advance the profession of CLS and build professional pride.
Course Materials
Required
- Three-ring notebook with dividers for the syllabus, objectives, lecture and lab.
- Sharpie permanent marking pen/Ink pen
- Digital timer capable of counting seconds
- Padlock- combination or keyed (Round Rock Campus only)
- Scrubs – appropriately fitting and professional in appearance
- Gloves – latex or nitrile NOT vinyl. Nitrile preferred due to latex allergies.

Additional Resources (not required)
- Mosby’s *Medical, Nursing and Allied Health Dictionary*, current edition

SCANS Competencies
Recently the U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether the nation’s students are capable of meeting those demands. The Commission determined that today’s jobs generally require competencies in the following areas.

- Resources: Identifies, organizes, plans, and allocates resources
- Interpersonal: Works with others
- Information: Acquires and uses information
- Systems: Understands complex interrelationships
- Technology: Works with a variety of technologies

The Texas Higher Education Coordinating Board is now requiring all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieved in course objectives.

Examples of SCANS competencies being incorporated are as follows:

<table>
<thead>
<tr>
<th>SCAN COMPETENCY</th>
<th>IMMUNOHEMATOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources</td>
<td>Identify reagents and supplies needed for each lab, organize work so that the reagents, supplies, and equipment are utilized appropriately and work is completed within a reasonable time frame.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Recognize limitations of expertise during the performance of procedures and communicate with instructor when problems arise. Maintain confidentiality of patient samples utilized. Demonstrate respect for fellow students during class time. Utilize the internet to interact with laboratory science students though the student list-serv.</td>
</tr>
<tr>
<td>Information</td>
<td>Apply knowledge gained from lecture, laboratory, and the textbook to trouble shoot and problem solve serological results provided as case studies or results obtained during student laboratory.</td>
</tr>
<tr>
<td>SCAN COMPETENCY</td>
<td>IMMUNOHEMATOLOGY</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Systems</td>
<td>Apply critical thinking skills to serological problems encountered. Apply knowledge gained from the Immunology/Serology and Hematology courses to the field of blood bank.</td>
</tr>
<tr>
<td>Technology</td>
<td>Achieve competency in routine blood bank procedures utilizing a variety of reagents, supplies, and techniques. Become proficient in obtaining information about Immunohematology from the Internet.</td>
</tr>
</tbody>
</table>

**Program Student Learning Outcomes**

Upon completion of the Associate of Applied Science Degree in Medical Laboratory Technology, the student will be able to:

1. Collect and process biological specimens for analysis.
2. Perform analytical tests on body fluids, cells, and products.
3. Recognize factors that affect procedures and results, and take appropriate actions within predetermined limits when corrections are indicated.
5. Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate source for repairs.
6. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
7. Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care.
8. Apply basic scientific principles in learning new techniques and procedures.
9. Relate laboratory findings to common disease processes.

**Instructional Methodology**

- Lecture and PowerPoint presentations
- Blackboard online course system (http://acconline.austincc.edu)
- Laboratory practice
- Computer tutorials and assignments
- **Supplemental Training Software**: www.medtraining.org  You are already entered as a user for this software. If you have forgotten your login and/or password information, contact your instructor.

**Blackboard Online System**

A considerable portion of this course will be conducted via the computer online Blackboard learning system. All students will be required to have an email address and to access course materials, learning activities, and exams online. Students may use their home computers OR may access all materials and take exams at any public computer, including those in Learning Labs and libraries at all ACC campuses.

**How to Log Into Blackboard**

1. To access Blackboard, go to http://acconline.austincc.edu/
2. Enter your ACCeID and ACCeID Password in the provided boxes, and then click on the “Login” button.
3. Access your course(s) by clicking the course title located in the "My Courses" module.
4. ACC Blackboard support website is http://irt.austincc.edu/blackboard/.

**Attendance Policy: Lecture and Laboratory**

It is the student’s decision to take this class. Therefore, once the student makes this decision, he/she has responsibilities to everyone else in the community of learners. It is the commitment to learning that will enable the student to progress satisfactorily towards completion of course objectives. Additionally, we want to set patterns of professional behavior as seen in the true clinical environment.
Important announcements are made at the beginning of class and may not be repeated. Regular and punctual attendance is required at all lecture and lab sessions. Notification of your absence, by phone, text, or email must be provided to your instructor in a timely manner, preferably 30 minutes prior to class but within 2 hours of the class start time. Attendance demonstrates professionalism and regular and punctual attendance is the expectation in the professional workplace setting. Due to the nature of our courses, each class serves as a building block of knowledge for the next class session. Class role will be taken during each class period. Each student is responsible for all assignments, materials, examinations etc. when absent from class. All missed lab exercises must be completed to verify completion of the objectives. Make-up exercises or alternative learning experiences will be planned according to the limits set by the professor. However, the amount of credit awarded for the exercise, will be no greater than 50%. Once a student has incurred two absences, for whatever reason, the progressive discipline policy will be initiated.

- Two (2) absences - verbal conference with professor that will define what policy is not being met, as well as set up an action plan with a follow up conference date
- Four (4) absences - conference report with professor stating what actions will be necessary to avoid probation
- Five (5) absences - probation
- Withdrawal - terms of probation were not met

Withdrawal is based on absences equal to or greater than 25% of the material. The attendance policy is subject to review and modification by department officials.

**Course Requirements, Examinations, and Grading**

**Time Commitment**

According to "Hints on How to Succeed in College Classes" [http://tinyurl.com/q54r6ok](http://tinyurl.com/q54r6ok), you should budget your time per week for this four-hour credit course as follows:

1. Reading assigned text 2 to hours
2. Homework assignments 3 to 6 hours
3. Time for review and test preparation 3 hours
4. Total study time per week 9 to 13 hours **PER WEEK**

**Instructor Recommendations**

This course is conducted in a hybrid format where the student will be required to listen to narrated lectures and read laboratory procedures prior to the date on which those lectures and labs are assigned on the course schedule.

Due to the hybrid nature of this course, the instructor recommends that the student follow the below process in preparation for each class day:

- Print out and review the course objectives.
- Print out the Power Points in note form.
- Listen to the presentation and take notes as appropriate.
- Write down questions that you have as you review the material.
- Look the questions up in the required textbook or review the PowerPoint slides again.
- If you are still confused on a concept or principle, submit the question(s) when you walk into the classroom and these questions will be used as discussion items during the “guided lecture.”
- As soon as you start to get lost in understanding the material, do not wait to speak with the instructor. Make an appointment or email her as soon as possible.

**Admission Ticket**

MLAB 2431 is a “hybrid” course. A portion of the lecture component is taught on campus and the remaining portion is self-directed learning. To insure that students are committing the necessary time to prepare for the classroom lecture component an Admission Ticket must be completed by 8:30 am on class days. The questions will address the objectives, reading material and PowerPoints.
The student will also be able to develop a list of questions to ask during the lecture presentation on difficult topics.

*The admission ticket must be submitted by 8:30 am on class days in order to receive full credit. If the student does not complete the admission ticket prior to 8:00 am, a zero will be recorded.*

**Dress Code**
The student will be expected to attend class clean and neatly dressed in scrubs and wear closed-toe shoes. A disposable laboratory coat will be issued to each student and must be worn snapped during all laboratory sessions. Hair that is shoulder length or longer must be worn up or securely tied back. Gloves must be worn when handling biological materials. Nothing shall be worn on the head (baseball caps, scarves, hats, etc.) unless it is of a required religious nature. If the head covering falls below the shoulders it must be tucked securely inside the scrub top or lab coat to prevent contamination by blood and/or body fluids.

**Behavioral Conduct**
While a student is representing Austin Community College as a Medical Laboratory Technology student, they will be expected to conduct themselves in such a manner as to reflect favorably on themselves and on the Program. If a student acts in such a manner as to reflect immature judgment or disrespect for others, the student will be called before the MLT Department Chair for determination of their status in the Program. Inappropriate conduct is grounds for activation of the Progressive Discipline Policy (Warning, Conference, Probation, and Withdrawal) and may be cause for immediate probation or dismissal from the Program.

**Student Evaluation and Grading**

**Measurement, Written**
Approximately six (6) examinations will be given in Blackboard over material covering lecture and the accompanying laboratory exercises, and will comprehensively assess the student's knowledge of concepts, principles, techniques and procedures as related to the instructional material.

**Blackboard Examination Policy**
1. Course examinations will be taken in Blackboard and will be timed. The only exceptions are for students who have provided their instructor with a SAS form which requests an accommodation for extending the time. The instructor will make arrangements with the SAS office for this type of arrangement.
2. Unless otherwise stated, NO unauthorized study materials are to be used during the examination. This includes, but is not limited to, internet resources, notes, lab materials or textbooks.
3. Students are expected to take each test at its assigned time and within the posted time limit. If a student fails to take or complete an exam, the grade of the comprehensive final exam will be averaged in the place of the missed exam grade. The Progressive Discipline process will also be initiated at the Student Conference level. If any additional exams are missed, grades of "0" will be recorded and a Probation form administered.
   a. Blackboard will NOT close the examination automatically when the time limit has been reached.
   b. It is the student’s responsibility to monitor the examination’s time. Students are encouraged to set an external timer to assist in monitoring the time left.
4. Penalties for exceeding examination time limit.
   a. Students will receive a one point deduction from the final adjusted point score for every 5 minutes over the limit. For example, a student takes 1 hour and 15 minutes on an examination which has a 1 hour time limit. The time was exceeded by 15 minutes so the student will receive penalty of 3 points deducted from their recorded score.
   b. Students exceeding the time limit by 30 minutes or more will be assessed a 10 point penalty against the final adjusted point score.
   c. The Program's Progressive Discipline policy will be implemented if the time limit is consistently exceeded on course examinations.
5. The Program’s Progressive Discipline policy will be implemented at the Probation level if a student is found using unauthorized materials during an examination.

6. Students are not allowed to see exams once they close. Students may review their exam with the instructor during office hours or by appointment.

Measurement, Practical
Proficiency in clinical laboratory skills will be measured by performance of required skills within specific tolerance limits of each procedure. Points will be awarded for successful completion of laboratory exercises.

All laboratory exercises must be read before attending the laboratory period. A prelab assessment may be given over the scheduled laboratory to ensure review of the laboratory material.

*Prelab assessments must be submitted by 8:30 am of the class day. If the student does not complete the prelab assessment prior to 8:30 am, a zero will be recorded.*

Points are awarded for the successful completion of laboratory exercises. Student laboratory performance is evaluated using the following criteria:

- Familiarity with the procedure.
- Setting up and performing the procedure (organizational skills).
- Appropriate specimens and reagents are obtained and utilized.
- Proper use of equipment, reagents, supplies, and specimens.
- Proper labeling, handling, and disposal of specimens, tubes, etc.
- Organization and performance of individual tasks.
- Completion of tests within a reasonable amount of time.
- Clean up of work area.
- Correct interpretation of results with recognition of discrepancies or abnormal results being brought to the instructor’s attention.
- Results are recorded and reported in proper format.
- Procedure cards are to be written for the major labs.
- Proper response to study questions. *Laboratory study questions must be turned in on time.* Unless otherwise noted, lab study questions are due the week following the lab procedure. If you are absent for the lab you are still required to submit the completed study questions at the beginning of the next class period.

**Determination of Final Grade**
**Lecture (67%) of final grade**
- Assignments (25%)
  - Admission Tickets
  - Research Paper – 150 points
  - Miscellaneous (quizzes, activities)
- Examinations (50%)
- Comprehensive Final Exam (25%)

**Laboratory (33%) of final grade**
- Prelabs (15%)
- Laboratory Evaluation and Procedures Cards (30%)
- Laboratory Study Questions (25%)
- Laboratory Practical (30%)
  - Two laboratory practicals will be given.
    - Practical 1 – 100 points
    - Practical 2 – 200 points
  The combined total will be converted to a percentile, worth 30% of the laboratory grade.
Summary of Determination of Final Grade
Lecture (67%) of final grade
  a. Examinations: 50%
  b. Assignments: 25%
  c. Final Exam: 25%

Laboratory (33%) of final grade
  d. Pre-lab Quizzes = 15%
  e. Lab Evaluation and procedure cards = 30%
  f. Study Questions = 25%
  g. Laboratory Practicals = 30%

Submission of Work and Late/Missed Work
  - Assignments and laboratory exercises must be date-stamped and submitted in designated drop boxes on each campus. All incoming paperwork must be submitted to the drop box, unless otherwise directed by the instructor.
  - Most due dates for assignments are posted on the course webpage. Laboratory reports are due at the completion of the laboratory activity. Laboratory study questions are due within seven (7) days from the conclusion of the laboratory activity.
  - Any assignment/lab turned in after the first week from the laboratory session will only receive 50% of the credit for that assignment. Admission tickets and Prelabs are not allowed to be turned in late.
  - Any assignment/lab turned in after two weeks will be given a grade a “0.”
  - It may not be possible to make up a missed laboratory assignment due to specimen, reagent and/or instructor availability. However, the study questions can be turned in for full credit, if turned in by the posted due date.

A passing grade (75% or better) is required in both the lecture and laboratory components in order to receive a passing grade for this course.
  A = 90-100%
  B = 80-89%
  C = 75-79%
  D = 60-74%
  F = 59% and below

Incomplete = to receive an “I”, a student must have a passing average (75% or better) and have completed at least 80% of the course work. An instructor may award a grade of “I” (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

Withdrawal Policy
It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decides to withdraw from the class. The instructor reserves the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students, who enroll for the third or subsequent time in a course taken since Fall 2002, may be charged a higher tuition rate, for that course.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals
automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

**Statement on Scholastic Dishonesty**
A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at [http://www.austincc.edu/handbook](http://www.austincc.edu/handbook).

Academic dishonesty such as, but not limited to, the following may result in IMMEDIATE dismissal from the MLT program and withdrawal from all MLT courses. If the withdrawal date has passed, the student will be given a “D” for each course.
1. Submitting homework assignments copied from others. Both the student and the student that the materials were borrowed from will receive a "0" for the assignment and may be subject to the Academic Dishonesty Process and dismissal from the program.
2. Falsifying laboratory results.
3. Printing out examinations.

**Freedom of Expression/Student Rights and Responsibilities**
Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

**Austin Community College Safety**
Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at [http://www.austincc.edu/ehs](http://www.austincc.edu/ehs).

Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom when on campus and at the clinical site when you are at clinical. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at [http://www.austincc.edu/emergency/](http://www.austincc.edu/emergency/).

You are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day’s activity, may be withdrawn from the class, and/or barred from attending future activities.
Student Assistance Policy
It is the sincere desire of the program faculty to aid each student in developing his/her professional potential. Academic, clinical, and those personal problems that interfere with the student's development are of concern to the faculty. The program faculty has adopted the following policy:

- **Personal Problems**
  The MLT student should feel free to make an appointment to discuss problems of a personal nature with a faculty member of his/her choice. In addition, the Health Science counselors are available for the student for additional counseling, if necessary.

- **Academic Problems**
  Problems encountered in the MLT lecture and/or laboratory sections should be brought to the attention of the course instructor. The instructor will work with the student to resolve the problem. If the student feels he/she cannot reach an agreement with the instructor, the student with the instructor should present the situation to the Program Director. All discussions with the faculty will remain confidential.

Student and Instructional Services
ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Links for many student services and other information can be found at [http://www.austincc.edu/current/](http://www.austincc.edu/current/).

Promotion, Failure, and/or Dismissal from the Department
1. A minimum grade of "C" (75%) is required in 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 grade of "D" for the course.
2. A student who withdraws from this course will be withdrawn from all co-requisite MLT courses.
3. A minimum grade of "C" (75%) is required in all Medical Laboratory Technology courses. Failure to meet the minimum passing score will result in termination from the program. The student will have an Exit Interview to outline the reason(s) for the withdrawal and to discuss potential readmission to the program.
4. Students must submit a letter requesting readmission to the program. This letter serves as a re-entry request, and does NOT guarantee readmission to the program.
5. Once a re-entry request has been received by the deadline stated in the Exit Interview, the student will meet with the MLT Department Chair and Health Science counselor to discuss a plan of action and address concerns and expectations. Students must demonstrate progress and improvement on required items on the action plan by the stated deadline(s).
6. Readmitted students are conditionally accepted and will be required to audit or repeat previous course work as determined by the MLT Department Chair. Please refer to the MLT Student Handbook for specific policies.
7. A student who withdraws or is withdrawn from the program will only be readmitted one time only to the MLT program according to the criteria outlined in the MLT Student Handbook.
8. Any student may be dropped from the program due to excessive absences and/or consistently failing to meet class assignments, for disruptive conduct during lecture or lab or for displaying conduct detrimental to the ethics of medical laboratory technology.
9. The student may utilize the “Student Grievance Procedure of Austin Community College” in the disposition of a grievance or complaint without fear of recrimination or retaliation as outlined at [http://www.austincc.edu/current/needtoknow/policies.php#complaints](http://www.austincc.edu/current/needtoknow/policies.php#complaints).
10. The MLAB faculty understands that learning in-group situations can be beneficial. However, each student is expected to demonstrate their own competency by doing their own work. Any student caught plagiarizing (e.g., laboratory study questions), cheating on examinations, during laboratory practicals, or sharing laboratory results will be subject to disciplinary action outlined. See the Student Standards of Conduct and Disciplinary Process and other policies at [http://www.austincc.edu/handbook](http://www.austincc.edu/handbook). This includes, but is not limited to, academic penalty and possible withdrawal from the program.
11. Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

Students with Disabilities
Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the Student Accessibility Office (SAS). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from SAS for this course must provide the instructor with the ‘Notice of Approved Accommodations’ from SAS before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the ‘Notice of Approved Accommodations’ from the student.

Students with approved accommodations are encouraged to submit the ‘Notice of Approved Accommodations’ to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

Additional information about Student Accessibility Services is available at http://www.austincc.edu/support-and-services/services-for-students/disability-services-and-assistive-technology

Special Laboratory Requirements
1. It is the responsibility of the student to come prepared for each laboratory session by reading the procedure prior to the laboratory session.
2. A prelab assessment may be given at the beginning of each lab exercise to ensure readiness to perform the procedure.
3. Each student is responsible for their own work. If you are having difficulty with a particular procedure do not bother students around you. Any questions you have about the procedure, reagents or supplies should be directed to the instructor.
4. Talking is strongly discouraged during the laboratory exercises.
5. Each student is responsible for cleaning up their work area. This will be closely monitored by the instructor.
6. Whether in lecture or laboratory, students are to only access course related sites. No social networking, instant messaging, email, etc. are allowed during class or laboratory time. This includes the use of PCs, laptops, mobile phones, etc. Students may perform these types of activities during designated breaks.
7. Our student laboratory is considered “contaminated” as we work with human blood and body fluids. If a student chooses to use cell phone or iPad applications during the laboratory component of the course, these items must have a protective cover that can be disinfected at the conclusion of the activity.

Laboratory Safety Regulations
1. Follow all safety regulations during activities scheduled in the student laboratory as described in the MLT Safety Manual.
2. Standard Precautions must be employed at all times.
   a. Use barrier protection routinely to prevent skin and mucous membrane contamination with blood or other body fluids.
   b. Wear gloves:
      i. When cuts, scratches, or other breaks in skin are present.
When performing any type of blood collection.
Whenever blood and body fluid specimens are handled.
Anytime it appears that contamination of the hands may occur.

c. Wear a mask, eye glasses or goggles, or face shield during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of the mucous membranes of the mouth, nose, and eyes.

d. Wear a fluid-resistant lab coat, apron, or other covering when there is a potential for splashing or spraying of blood or body fluids onto the body.

e. Wash hands or other skin surfaces thoroughly and immediately if contaminated with blood or other body fluids and after glove removal.

f. Use pipette bulbs for manipulating all liquids (including body fluids, chemicals, or reagents) in the laboratory, NEVER pipet by mouth.

3. Decontaminate all laboratory work areas with an appropriate chemical germicide after a spill of blood or other body fluids and when work activities are completed. Laboratory counter tops must be disinfected before you leave each day.

4. Clean and decontaminate scientific equipment that has been contaminated with blood or other body fluids before being repaired in the laboratory or transported to the manufacturer. Always follow manufacture's recommendations.

5. Remove gloves, wash hands and remove lab coat prior to leaving the student laboratory for any reason.

6. All accidents are to be reported immediately to the laboratory instructor.

Inclement Weather
For the most efficient and accurate information, students are strongly encouraged to enroll in ACC’s test message alerts at http://www.austincc.edu/emergency-information/acc-emergency-alert

Under the direction of the College President’s office, classes at Austin Community College may be canceled and the College closed due to inclement weather. Notification of class cancellation, College closing/reopening is made through local radio and television stations, through ACC text message alerts, and posted on the College’s home page at http://www.austincc.edu

In compliance with the Texas Education Code, make-up classes may be scheduled to satisfy contact hour requirements. In such cases, students will be notified through their instructors who will receive instructions from their Department Chair.

ACC students attending an off-site clinical assignment when an official notice of the College closing is released MUST stop all clinical activities and leave the clinical area immediately. Students are to use their best judgment as to whether it is safer to remain at the site in the cafeteria or public waiting area until conditions are safe or to leave immediately. All clinical time missed must be made-up, regardless of reason.

Smoking, Nicotine, Vapor, and Tobacco Products
Students are expected to abide by the clinical facility’s smoking policy during clinical rotations. Both Seton Family of Hospitals and St. David’s Healthcare Partnership are non-smoking facilities. Smoking is prohibited on the property. Students who are reported to be in violation of a clinical facility’s smoking policy will be placed on immediate probation.

Effective January 2, 2012, ACC implemented a smoke-free policy for all campuses and facilities. On November 17, 2014, the ACCD Board of Trustees expanded the smoke free policy to prohibit nicotine vapor products and smokeless tobacco products. Many of the clinical facilities utilized by the Health Sciences programs are non-smoking/tobacco free facilities. Smoking, vaping, or use of tobacco products are prohibited on the property. Students who are reported to be in violation of the policy on the property of these facilities may lose placement at that facility and will be placed on immediate probation.
MLAB 2431 Immunohematology
Statement of Understanding (SOU)

I have read the MLAB 2431 Immunohematology course syllabus and agree to abide by the policies, procedures, and requirements within. I have had an opportunity to ask questions and my signature below indicates my acknowledgment and understanding.

Please initial on EACH LINE below.

Initial here

- ______ Course Goals
- ______ Course Objectives
- ______ Course Requirements and Regulations
- ______ Dress Code
- ______ Admission Ticket and Pre-Lab deadlines
- ______ Evaluation Criteria for Lecture and Lab
- ______ Time penalty on Blackboard exams
- ______ Late/Missed work policy
- ______ Attendance Requirements
- ______ Requirements for Promotion, Failure and Dismissal from the Program
- ______ Policies, procedures and requirements for clinical practice, with special emphasis to those referring to safety
- ______ Policies and procedures within the Medical Laboratory Technician Student Handbook have been reviewed.

I agree to abide by all of the policies, procedures and requirements stated within.

_________________________  ____________________
Print Name        Signature        Date