

**AUSTIN COMMUNITY COLLEGE
 MEDICAL LABORATORY TECHNOLOGY
 MLAB 1335 Immunology/ Serology
 Course Syllabus
 Fall 2011**

Course Web Site: <http://www.austincc.edu/mlt/ser/ser>

Course Outline and Schedule: http://www.austincc.edu/mlt/ser/ser_schedule.html

Course Number and Name	Campus	Section	Synonym
MLAB 1335 Immunology/Serology	EVC	001	38541
MLAB 1335 Immunology/Serology	RRC	002	38542
MLAB 1335 Immunology/Serology	DL	003	38543

FACULTY INFORMATION		
Campus	Eastview and DL	Round Rock Campus
Instructor	Terry Kotrla MS, MT (ASCP)BB	Kathy Park, MA, MT(ASCP)
Office	Eastview Campus 9334 Round Rock Campus 3117.15	3117.06
Office Hours	Mon, Tue and Friday 7:00-8:00am EVC Wednesday 9:00 to 11:00am RRC Others by appointment	Mon & Tues after class Others by appointment
Phone	EVC 512-223-5932 RRC 512-223-0251 Cell 512-560-5361 Urgent matters	Cell 409-656-29631
Email	kotrla@ausitncc.edu	kpark@austincc.edu

COURSE INFORMATION		
Campus	Eastview	Round Rock Campus
Lecture Room	9227	3121
Laboratory	9101	3121.00
Lecture Time	8:00-8:50 am	4:00-4:50 - ONLINE
Laboratory Time	9:15am-12:15am	5:00-8:35pm
Length of Course	8 Weeks	
Dates	October 17 thru December 11, 2011	
IMPORTANT: CLINICAL I FOLLOWS DIRECTLY AFTER CLASS		

NOTE: On November 29th there will be a guest speaker. Round Rock students are expected to report to class promptly at 4:00 pm.

ACC EMAIL

All College e-mail communication to students will be sent solely to the student's ACCmail 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 ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/index.php>.

COURSE DESCRIPTION

This course covers the science of immunology and serology through the study of theories and processes related to natural body defenses. Included are the immune response, principles of antigen-antibody reactions, and the principles of serological procedures as well as quality control, quality assurance, and safety. This includes performance of serological procedures used to aid in the detection or diagnosis of certain diseases. Throughout this course, special emphasis is placed on correlating of laboratory results with the patient's probable condition.

PREREQUISITES

Successful completion of MLAB 1311 Urinalysis/Body Fluids

COURSE GOALS

MLAB 1335 Immunology/Serology is structured to meet the MLT Program goals addressing, but not limited to:

1. Develop a working knowledge of the principles and procedures of serology,
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 concepts of nonspecific and specific immunity.
2. Describe the immunologic responses involved in preventing and combating infections.
3. Identify the structure, function, and characteristics of immunoglobulins
4. State the principle of the routine serologic procedures performed in the clinical laboratory.
5. Read and correctly follow instructions provided in reagent package inserts, as needed, to obtain valid results.
6. Evaluate specimen acceptability.
7. Evaluate laboratory test outcomes and determine the validity of the test results obtained.
8. Perform and evaluate quality control results as required by the procedure and use the results to evaluate the patient results obtained.
9. Evaluate and correlate test results with associated diseases or conditions.
10. Recognize the limitations of each laboratory procedure performed and describe how these may affect the results of the testing performed.
11. Apply principles of safety, quality assurance and quality control in Immunology/Serology
12. Maintain a safe laboratory environment by proper handling, use and disposal of samples, reagents and equipment.
13. Demonstrate improvement in the affective traits of organizational skills, work habits, attitude, interpersonal skills, and problem-solving ability.
14. Demonstrate professionalism by:
 - a. Complying with the course attendance policy.
 - b. Complying with the dress code.
 - c. Submitting assignments by the stated deadline.
15. Demonstrate enthusiasm and interest in the profession by asking questions, participating in class discussions and meeting with the professor during office hours as needed.
16. Demonstrate initiative by reviewing objectives and completing reading assignments prior to class.
17. Demonstrate progression in laboratory skills by effective organization, coordination of multiple tasks and insightful evaluation and interpretation of results obtained.
18. Utilizes constructive criticism to correct deficiencies and improve performance.
19. Work cooperatively with the professor and fellow students to achieve the objectives of each activity assigned.

20. Participate in activities designed to advance the profession of clinical laboratory science and build professional pride.
21. Participate in activities to encourage an ongoing involvement in professional development.

STUDENT LEARNING OUTCOMES

SCANS

The U.S. Department of Labor has established the Secretary's Commission on Achieving Necessary Skills (SCANS) to ensure that student's are gaining competencies that are required in the work place. The following competencies will be acquired upon completion of MLAB 1335 Immunology/Serology:

SCAN COMPETENCY	IMMUNOLOGY/SEROLOGY COMPETENCIES
Resources	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.
Interpersonal	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.
Information	Apply knowledge gained from lecture, laboratory and the textbook to trouble shoot and problem solve serological results obtained during student laboratory. Utilize the internet to acquire information about specific topics as they relate to the field of Immunology/Serology.
Systems	Apply critical thinking skills to serological problems encountered, specifically, utilizing immunology principles and theories and applying these to results obtained.
Technology	Achieve competency in routine serological procedures utilizing a number of reagents, supplies and techniques. Utilize reagent package inserts to obtain appropriate information for performing and troubleshooting serological procedures, and determining clinical significance and normal values.

TEXTBOOK

1. **Required:** Stevens, Christine (2003), Clinical Immunology and Serology: A Laboratory Perspective, 2nd Edition. F. A. Davis
2. **Recommended:** Medical Dictionary and Diagnostic Laboratory Test Reference (several are available at the student book store).

METHODS OF PRESENTATION

1. Lecture – this is a hybrid course, all lectures are online. There will be a one hour guided lecture for students who have specific questions over the lecture material or course objectives.
2. Demonstration and discussion
3. Laboratory practice
4. Computer Tutorials and Assignments
5. Course materials located at <http://www.austincc.edu/mlt/ser/ser> . Students are responsible for printing and reviewing all course materials PRIOR to lecture and lab.

REQUIRED MATERIALS

1. Three-ring notebook with dividers for Syllabus, Objectives, Lecture and Lab
2. Black or Blue Sharpie
3. Ink pen
4. Electronic Timer – NOT OPTIONAL

COURSE POLICIES

1. Lecture and Laboratory Preparation

Students are expected to listen to the narrated PowerPoint lecture, review course objectives, review the laboratory activity, complete the admission ticket and laboratory pre-test PRIOR to coming to class. Students are expected to write down questions about information, material or procedures they do not understand. Students who have questions over the course objectives or materials are expected to write them down and submit them to the professor upon arrival or by email. This will be the basis for the guided lecture. Students who fail to listen to the lecture or review the materials beforehand may, at the instructor's discretion, be required to go to a computer lab to complete this portion of the course.

2. Use of Electronic Devices

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.

Our student laboratory is considered "contaminated" as we work with human blood and body fluids. If a student wishes to use their laptop in the laboratory it must be set up in the designated "clean" area.

3. Student Assistance Policy

It is the student's responsibility to recognize when they are beginning to fall behind OR are struggling with the material. It is CRUCIAL that you meet with the professor to discuss the material you are struggling with. The expectation is that you will review the material, write down specific questions, and meet with the professor during office hours. It is the sincere desire of the program faculty to aid each student in developing his/her professional potential. There is assistance for students with academic problems, personal problems and/or disabilities.

a. Personal Problems

The MLT student should feel free to make an appointment to discuss problems of a personal nature with a faculty member of their choice. In addition, the Health Science counselors are available for student counseling.

b. 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 they cannot reach an agreement with the instructor, the student should present the situation to the Department Chair. If the Department Chair is your instructor the student should meet with the Executive Dean of Health Sciences. All discussions will remain confidential.

DRESS CODE

1. The student will be expected to attend class neatly dressed in clean scrubs. A disposable laboratory coat must be worn buttoned during all laboratory sessions.
2. Closed toed leather tennis shoes or moisture proof shoes must be worn in the lab.
3. Hair that is shoulder length or longer *must* be worn up or securely tied back.
4. Loose or dangling jewelry will not be permitted.
5. Strong smelling perfumes or after-shave lotion are inappropriate in a laboratory.
6. Latex gloves must be worn when handling body fluids or other potentially biohazardous materials.
7. Head coverings, unless of a religious nature, are prohibited. If a head covering falls below the shoulders it **MUST** be tucked securely into the lab coat during lab activities.
8. Students must remove personal protective equipment and wash their hands each time they leave the laboratory.

ATTENDANCE POLICY

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 this 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. The student is expected to have completed all lecture assignments PRIOR to class. Regular and punctual attendance is required at all laboratory sessions. Due to the nature of our courses, each class serves as a building block of knowledge for the next class session. Each student is responsible for all assignments, materials, examinations etc. when absent from class. ***As a courtesy, notify your instructor of your absence as you would in a professional setting.***

Once a student has incurred two absences, for whatever reason, the progressive discipline policy will be initiated:

1. **Two absences**- verbal conference with instructor that will define what policy is not being met, as well as set up an action plan with a follow up conference date.
2. **Three absences**- conference report with instructor stating what actions necessary to avoid probation.
3. **Four absences**- probation.
4. **Five absences** - Withdrawal- terms of probation were not met. If this occurs past the time for withdrawal the student will receive an "F" for the course.

MISSED LABORATORY

All missed laboratory exercises must be completed to verify completion of the course objectives. Make-up exercises or alternative learning experiences will be planned according to the limits set by the instructor. However, ***the amount of credit awarded for the make-up exercise, will be 80%***. Due to the limitations of kits some activities cannot be made up and the student will receive a grade of "0" but will be allowed to submit study questions for 80% credit.

STUDENT EVALUATION AND GRADING

GRADING - LECTURE

Miscellaneous - These points will be added to the "Miscellaneous" points. The average will be divided by 2 for a total maximum of 50 points.

1. **Admission Tickets.**

Admission tickets must be submitted prior to coming to class. These assignments are to ensure that you have reviewed the lecture and textbook materials and have gained a basic understanding of the course objectives related to the material.

2. **Discussion Board**

The goals for BlackBoard Discussion Board activities are to:

- a. Increase student interaction and critical thinking by participation in discussion forum and online research assignments.
- b. Expose students to the wealth of information available on the internet

Discussion Board Assignments postings will involve:

- a. Posting your introduction.
- b. Visiting a web site, researching information on the internet and posting it to discussion forums.
- c. Posting your Internet search project subject and outline.
- d. Other postings as assigned – refer to the schedule.

Items posted after the deadline have a 20% grade deduction. One week after the deadline a grade of zero will be given

3. **Quizzes**

A quiz may be given at the beginning of the class period. If you are late you will not be allowed to take the quiz.

Research Paper

Each student is required to write a college level research paper using the Internet for resources and references. Submit this assignment in a ½ inch notebook or brad folder. **PRINT OUT THE INSTRUCTIONS FOUND ON THE SYLLABUS WEB PAGE.** This is worth 100 points. If the assignment is not submitted by the due date there will be a 10 point penalty per day. A grade of “0” will be given for an assignment turned in more than 3 days past the due date.

A plagiarism checker will be used on each paper submitted. If plagiarism is identified the percentage will be calculated and that percentage will be deducted from the points awarded for the written summary portion. If more than 10% of the paper is plagiarized the student will formally be conferenced.

Movie Review

Each student will view the film “Gattaca”, or a film of your choice, related to ethical and moral issues surrounding the use of blood tests in the real world and the consequences that follow. **PRINT OUT THE INSTRUCTIONS FOUND ON THE SYLLABUS WEB PAGE.** This assignment must be submitted in the “Assignment” section of BlackBoard. This is worth 50 points. If the assignment is not submitted by the due date there will be a 5 point penalty per day. ***A grade of “0” will be given for an assignment turned in more than 3 days past the due date.***

Exams

A minimum of four written examinations will be given over lecture and related laboratory material to comprehensively assess student’s knowledge of concepts, principles, techniques and procedures. These examinations will be given online through BlackBoard. ***Students are expected to exhibit the highest level of ethical and honest behavior.*** Students are expected to take all tests at the assigned time. If the student does not take the exam by the deadline the grade of the final exam will be substituted for that grade. A second failure to take the exam by the stated deadline will result in a grade of “0”. These are worth 100 points each.

EXAMS CANNOT BE PRINTED OUT. Any student caught in possession of a printed copy of an exam will receive a “0” for the exam and immediately be placed on probation.

Final Exam

At the end of the semester a proctored comprehensive final exam will be given. ***The score earned on the final exam MUST not be less than 5 points of the student’s major exam grade average.*** The final exam is worth 400 points (the percentage earned times four).

Extra Credit

Extra credit activities must be approved by the instructor in advance and must be documented by written report and submitted to the instructor. Activities can include attendance at medical laboratory seminars or participation in health fairs, etc. A maximum of 20 points, to be added to the sum of the major exam scores, can be achieved during the semester.

GRADING - LABORATORY

Proficiency in the clinical laboratory section will be measured by performance of required skills within specific tolerance limits of each procedure.

Laboratory sessions are designed not only to develop proficiency in serology testing, but also to provide additional information on the given topic areas and to develop professional attitudes. Therefore, students are expected to attend each laboratory session. It *may not* be possible to make up a missed laboratory assignment due to specimen, reagent and/or instructor availability. (See Attendance Policy).

Due to the nature of the laboratory activities complete and total concentration is necessary. **DO NOT ask your fellow students for assistance; direct all questions to the instructor. DO NOT** engage in social conversations during laboratory sessions. This may be distracting to your fellow students resulting in the occurrence of procedural errors and points lost on laboratory exercises.

Points are awarded for the successful completion of pre-laboratory quizzes, laboratory exercises and lab practical. The laboratory activities are worth 75% of the laboratory grade. A comprehensive laboratory practical will be given which is worth 25% of the laboratory grade.

Student laboratory performance is evaluated using the following objectives:

1. Follow Standard Precautions at all times.
2. Develop the ability to read and follow instructions from reagent package inserts.
3. Ability to set up and perform the procedure by properly utilizing equipment, supplies, reagents, and controls with minimal assistance from instructor.
4. State the patient sample required including: type of sample needed, special handling requirements, storage, and criteria for rejection.
5. Obtain and utilize appropriate specimens.
6. Develop accurate pipetting skills using glass pipettes and bulbs.
7. Accurately calculate dilutions as appropriate.
8. Properly handle, label and dispose of specimens, tubes, slides, etc.
9. Appropriate organization and performance of individual tasks.
10. Correctly recording patient name, number and results without error or mix ups.
11. Completion of tests within a reasonable amount of time.
12. Ability to interpret and report out test results in accordance with the procedure.
13. Correct calculation and/or interpretation of results with recognition of critical values or discrepancies being brought to the attention of the instructor.
14. Ability to relate significance of abnormal results as it relates to the patients clinical condition.
15. Recall and recognize the limitations of the procedure, especially as it relates to the causes of false positive or negative results.
16. Results reported in proper format.
17. Errors corrected according to laboratory guidelines.
18. Perform appropriate clean up and disinfection of work area.

Students who perform a procedure incorrectly will receive "0" points for that portion of the laboratory procedure. The student will be offered one additional chance and, if performed correctly, will be awarded 50% of the points back. Most laboratory errors occur due to failure to follow the procedure provided, incorrectly recording results and/or mixing up patient samples.

Summary of Determination of Final Grade

Lecture: 2/3 of Course Grade

1. Examinations = 400 points
2. Movie Report = 50 points
3. Internet Search Project = 100 points
4. Miscellaneous - Admission Tickets, Discussion Board Posting, Quizzes = 50 points
5. Final Exam = 400 points (percentage earned times four)

Laboratory: 1/3 of Course Grade

1. Lab Evaluation and Procedure Results = 75%
2. Lab Exam and Practical = 25%

Grading System:

A = 90 -100%

B = 80 - 89%

C = 75 - 79%

D = 60 - 74%

F = 59% or below

I = Incomplete: A student must have a passing average (75% or better) and have completed at least 80% of the course work. Registration for MLAB 2431, MLAB 2401 and MLAB 2361 is dependent on the understanding that an "I" (Incomplete) in MLAB 1335 will be completed prior to beginning the next semester or no credit will be given for the course.

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 decide to withdraw from the class. The instructor does, however, reserve 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.

PROMOTION, FAILURE AND/OR DISMISSAL FROM THE PROGRAM

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 will result in dismissal from the program. The student will meet with the Program Director to determine eligibility for readmission next fall.
2. Any student may be withdrawn from the program for excessive absences, consistently failing to meet class assignments, disruptive conduct, displaying conduct detrimental to the ethics of the medical laboratory profession, failing to meet minimum competency levels in the clinical component, violation of patient confidentiality/HIPAA or violating policies and procedures outlined in the ACC Student Handbook <http://www.austincc.edu/handbook/policies4.htm> .
3. The MLT faculty understand 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, cheating on examinations, during lab practicals, or sharing lab results will be subject to disciplinary action outlined in the official ACC Student Handbook. This includes, but is not limited to, academic penalty and possible withdrawal from the program.***
4. Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework. Violation of the policy may result in probation or immediate dismissal from the program. The MLT Department Chair and faculty will evaluate the incident and follow the Progressive Discipline Policy established by the Health Science division.
5. 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. This is found in the Student Handbook located at: <http://www.austincc.edu/handbook/>.

LABORATORY SAFETY

1. It is the responsibility of the student to prepare for each laboratory session. Each student is responsible for his/her own work and for the cleaning up of their work station.
2. Cell phones, MP3 players and all other electronic devices are prohibited from use in the laboratory.
3. Follow all safety regulations during activities scheduled in the student laboratory as described in the MLT Safety Manual.
4. Standard Precautions
 - 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.
 - ii. When performing any type of blood collection.
 - iii. Whenever blood and body fluid specimens are handled.
 - iv. 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.
 - f. Wash hands immediately after gloves have been removed even when no external contamination has occurred. .

- g. All specimens of blood and body fluids should be put in well-constructed containers with secure lids to prevent leaking during transport.
- h. Use pipette bulbs for manipulating *all* liquids (including body fluids, chemicals, or reagents) in the laboratory, NEVER pipet by mouth.
- i. 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 should be disinfected before you leave each day.
- j. 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.
- k. Remove gloves, wash hands and remove lab coat prior to leaving the student laboratory for any reason.
- l. *All accidents are to be reported immediately to the laboratory instructor.*

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>.

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/>.

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.

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/current/needtoknow>

ACADEMIC FREEDOM

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 Office for Students with Disabilities (OSD). 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 OSD for this course must provide the instructor with the 'Notice of Approved Accommodations' from OSD 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 the Office for Students with Disabilities is available at: <http://www.austincc.edu/support/osd/>

STUDENTS 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.

**MLAB 1335 Immunology/Serology
Course Syllabus**

Statement of Understanding

I have read the course syllabus and agree to abide by the policies, procedures and requirements within. I have had an opportunity to ask questions and my initials below indicate my acknowledgment and understanding of all areas.

Initials

↘

- _____ Course Goals
- _____ Course Objectives
- _____ Attendance Policy
- _____ Requirements for lecture and laboratory
- _____ Appropriate use of electronic devices in the lecture and laboratory
- _____ Dress Code
- _____ Behavioral Conduct
- _____ Requirements for Promotion, Failure and Dismissal from the Program.
- _____ Evaluation and Grading Criteria for Lecture, Laboratory and Course
- _____ Policies, procedures and requirements for the classroom and laboratory with special emphasis to those referring to safety.

Signature

Date

Printed Name