

**AUSTIN COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY  
MLAB 1335 Immunology/ Serology Course Syllabus  
Fall 2014**

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

**Course Outline and Schedule:** [http://www.austincc.edu/mlt/ser/ser\\_schedule.html](http://www.austincc.edu/mlt/ser/ser_schedule.html)

This schedule is tentative. Do NOT print the schedule until instructed by the professor. The schedule is subject to change. Any changes will be communicated by the professor.

Course Number and Name	Campus	Section	Synonym
MLAB 1335 Immunology/Serology	EVC	001	14276
MLAB 1335 Immunology/Serology	RRC	002	14277

FACULTY INFORMATION		
<b>Campus</b>	Eastview	Round Rock Campus
<b>Instructors</b>	Kathy Park, MA, MT(ASCP)	Claudia Gonzalez, BA, BS, MLS (ASCP)CM
<b>Office</b>	Eastview Campus 9331 Round Rock Campus 3117.15	Round Rock Campus-3117.14
<b>Office Hours</b>	MT 1:30 pm to 4:00 pm Others by appointment	WTh 1:30 pm to 4:00 pm Others by appointment
<b>Phone</b>	RRC 512-223-0251 Cell 409-656-2963	RRC 512-223-0250 Cell 512-619-8948
<b>Email</b>	<a href="mailto:kpark@austincc.edu">kpark@austincc.edu</a>	<a href="mailto:claudia.gonzalez@austincc.edu">claudia.gonzalez@austincc.edu</a>

COURSE INFORMATION		
Campus	Eastview	Round Rock Campus
<b>Lecture Room</b>	9227	3121.06
<b>Laboratory</b>	9101	3121.00
<b>Lecture Time</b>	MT 8:30 am – 9:20 am	MT 4:00 pm – 4:50 pm
<b>Laboratory Time</b>	MT 9:30 am – 12:15 pm	MT 5:00 pm – 8:35 pm
<b>Length of Course</b>	8 Weeks	
<b>Dates</b>	October 20-December 14, 2014	

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 ACC email 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 ACC email account when communicating with instructors and staff. Instructions for activating an ACC email account can be found at <http://www.austincc.edu/accmail/activation-and-login-assistance>.

## **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.

## **Prerequisite**

Successful completion of MLAB 1311 Urinalysis/Body Fluids

## **Course Goals/Serology**

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.
9. Correlate test results with associated diseases or conditions.
10. Recognize the limitations of each laboratory procedure performed.
11. Describe how the limitations of laboratory procedures may affect the patient results.
12. Apply principles of safety, quality assurance, and quality control in Immunology/Serology
13. Maintain a safe laboratory environment by proper handling and disposal of samples, reagents, and equipment.
14. Demonstrate improvement in the affective traits of organizational skills, work habits, attitude, interpersonal skills, and problem-solving ability.
15. Demonstrate enthusiasm 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. Accept 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.

## Course Materials

1. **Required:** Olson, K., & Nardin, E. (2013). *Contemporary Clinical Immunology and Serology*. Boston: Pearson.
2. **Recommended:** Medical Dictionary and Diagnostic Laboratory Test Reference (several are available at the student book store).
3. Three-ring notebook with dividers for the syllabus, objectives, lecture and lab.
4. Sharpie permanent marking pen
5. Ink pen
6. Digital timer capable of counting seconds
7. Padlock- combination or keyed (Round Rock Campus only)
8. Scrubs – appropriately fitting and professional in appearance
9. Gloves – latex or nitrile NOT vinyl

## SCAN 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.

- a. Resources: Identifies, organizes, plans, and allocates resources
- b. Interpersonal: Works with others
- c. Information: Acquires and uses information
- d. Systems: Understands complex interrelationships
- e. 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:

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.

## 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.
4. Monitor quality control within predetermined limits.
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>)
- Demonstration and discussion
- Laboratory practice
- Computer tutorials and assignments
- 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.
- **Supplemental Training Software:** [www.medtraining.org](http://www.medtraining.org) You are already entered as a user for this software. If you have forgotten your log-in 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 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.

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 2 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/n83tktx> 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:

1. Print out and review the course objectives.
2. Print out the Power Points in note form.
3. Listen to the presentation and take notes as appropriate.
4. Write down questions that you have as you review the material.
5. Look the questions up in the required textbook or review the PowerPoint slides again.
6. 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."
7. 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 1335 Immunology 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 prior to coming to class. The questions will address the objectives, reading material and power points.

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 prior to the beginning of each class period in order receive full credit. If the student does not complete the admission ticket prior to coming to class, 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**

#### **Blackboard Examination Policy**

1. Course examinations will be taken in Blackboard and will be timed.
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 must complete an examination in one sitting and within the posted time limit.
  - 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. If a student misses one examination, the grade of the final examination will be averaged in the place of the missed examination grade. If any other examinations are missed, grades of "0" will be given.
7. Students are not allowed to see exams once they close. Students may review their exam with the instructor during office hours or by appointment.

### Exams

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.*** 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".

**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.

### Measurement, Practical

Points are awarded for the successful completion of laboratory exercises, as detailed in the learning objectives for each laboratory.

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.

Student laboratory performance is evaluated using the following objectives:

1. Demonstrates laboratory safety by following Standard Precautions at all times.
2. Demonstrates ability to follow written instructions from reagent kit package insert by performing designated procedures with correct results obtained.
3. Demonstrates organizational skills by setting up and performing 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. Demonstrate accurate pipetting skills using glass pipettes and bulbs.
6. Demonstrate the ability to accurately calculate dilutions as appropriate.
7. Proper handling, labeling, and disposing of all specimens, tubes, slides, etc.
8. Demonstrate clerical ability by correctly recording patient name, number, and results without error.
9. Demonstrate the ability to correct clerical errors according to laboratory guidelines.
10. Demonstrate critical thinking by recalling and recognizing the limitations of the procedure including the causes of false positive or negative results.
11. Demonstrate entry level competency by the completing laboratory procedures within a reasonable amount of time.

12. Demonstrate application of knowledge by interpreting results with recognition of critical values or discrepancies.
13. Demonstrate accuracy in reporting by interpreting and reporting test results in accordance with the procedure.
14. Relate significance of abnormal results as it relates to the patients clinical condition.
15. Demonstrate laboratory safety by performing disinfection of work area.

### **Determination of Final Grade**

#### **Lecture** - 67% of final grade

Exams in Blackboard = 45%

Assignments, Quizzes, Admission Tickets, and Discussion Board Postings = 25%

Final in class= 30%

#### **Laboratory** – 33% of final grade

Prelab Assessments (PLA) = 20%

Laboratory Exercises = 30%

Laboratory Study Questions= 25%

Laboratory Practical and Exam = 20%

Case Study Presentation = 5%

### **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.

### **Case Study Presentation**

Students will present a one-two page case study over a topic approved by the instructor. The case studies will be presented on the last two class days. Students will be graded on the accuracy of the information, references, spelling/grammar, questions asked to the audience. A sample and a rubric will be provided in the class schedule.

### **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.

### **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/student-policies-and-procedures/administrative-rule/student-standards-of-conduct-and-disciplinary-process>

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>.

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.

### **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. Information on these services and support systems is available at:

<http://www.austincc.edu/s4/> .

Links to many student services and other information can be found at:

<http://www.austincc.edu/current/> .

ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at:

<http://www.austincc.edu/tutor/students/tutoring.php>

### **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. Students must submit a written letter requesting readmission to the program. Re-admitted students are conditionally accepted and may be required to audit or repeat previous course work as determined by the Admissions Committee. Please refer to the *MLT Student Handbook* for specific policies.
4. Failing this course will result in the student being withdrawn from the MLT program and all co-requisite MLT courses. The student will have an Exit Interview and be offered one additional admission. All MLT course work must be repeated.
5. A student who withdraws from the program or fails to achieve the minimum course grade for the progression may be re-admitted one time only to the MLT program upon the recommendation of the MLT Program Admissions Committee and according to the criteria outlined in the *MLT Student Handbook*.
6. 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.
7. 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>
8. 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>. **This includes, but is not limited to, academic penalty and possible withdrawal from the program.**

### **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. 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.
2. Students at the Round Rock Campus will be required to secure their belongings in lockers located outside of the student laboratory. Padlocks are to be furnished by the student(s). Students should not share the combination of his or her lock with other students. The student(s) is expected to remove the lock and the contents within the locker at the conclusion of the laboratory period.
3. It is the responsibility of the student to come prepared for each laboratory session by reading the procedure *prior* to the laboratory session.
4. A pre-lab assessment may be given at the beginning of each lab exercise to ensure readiness to perform the procedure.
5. 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.
6. **Talking is strongly discouraged during laboratory exercises.**
7. Each student is responsible for cleaning up their work area. This will be closely monitored by the instructor.

### 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.
    - 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 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.***

### **Course Acknowledge Quiz**

Verification of agreement to abide by the policies, procedures and requirements stated in this course syllabus is fulfilled by completion of the course Acknowledgement Quiz found under the "Assignments" button in the Blackboard course. Each student must make a 100% on this quiz, therefore multiple attempts are permitted. Contact your course instructor if you have questions or problems with completing this assignment.

DEADLINE: beginning of second class day.