AUSTIN COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY
MLAB 2431 Immunohematology
Master Syllabus
Semester/Year

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

Course Number and Name	Campus	Section	Synonym
MLAB 2431 Immunohematology	EVC	001	46977
MLAB 2431 Immunohematology	RRC	002	46976
MLAB 2431 Immunohematology	DL		

FACULTY INFORMATION		
Campus	Eastview and DL	Round Rock Campus
Instructor		
Office		
Office Hours		
Phone		
Email		
Arranging Conferences/ Appointments		

COURSE INFORMATION		
Campus	**Eastview**	**Round Rock Campus**
Lecture Room		
Laboratory	9101	3121.00
Lecture Time		
Laboratory Time		
Length of Course		
Dates		

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
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 use, 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, Rh and other blood group systems, pre-transfusion testing procedures, hemolytic disease of the newborn, neonatal and obstetrical transfusion practice, autoimmune hemolytic anemias and adverse affects of transfusion.

PREREQUISITES
MLAB 1335 Immunology/Serology or department chair approval.

COURSE GOALS/RATIONALE:
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 and complement to testing performed in the transfusion service.
4. State the principle of each testing procedure performed in Immunohematology.
5. Demonstrate an understanding of genetics as it applies to Immunohematology by interpreting a Punnett square.
6. State the characteristics of the ABO, Rh and other blood group system antigens and antibodies.
7. Demonstrate problem solving by recognizing discrepant results and providing potential resolution of the problem.
8. List the methods used to identify the most commonly encountered blood group antibodies.
9. Describe the three types of hemolytic disease of the fetus and newborn, antibody specificity involved, testing to identify the specificity and treatment for each.
10. List the adverse complications of blood transfusion and state the cause, and if appropriate, treatment of each.
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 and providing transfusion support for organ transplants.
14. Describe the quality control which must be done including the specific tests, frequency of testing and steps to take when the quality control is outside of the required limits.
15. Demonstrate professionalism by
    a. Being on time and present on each class day.
    b. Complying with the dress code.
    c. Submitting assignments by the stated deadline
16. Demonstrate enthusiasm and interest in the profession by asking questions, participating in class discussions and meeting with professors during office hours as needed.
17. Demonstrate initiative by reviewing objectives, completing reading assignments prior to class and submitting completed admission ticket upon arrival to class.
18. Describe the immune process as it relates to Immunohematology.
19. Describe the donor selection process and accurately determine donor eligibility when given results of donor screening tests.
20. Describe the preparation and indicate the appropriate use of blood components by determining the component needed based on laboratory data.
21. Identify and describe the characteristics of the antigens and antibodies of the ABO, Rh, and other blood group systems and apply this knowledge to sample testing and case study materials.
22. Perform and apply knowledge of principles and theories in the performance of routine blood bank procedures utilized in pre-transfusion testing by producing neat, accurate results.
23. Perform and demonstrate an understanding for intermediate level blood bank testing in the resolution of antibody problems, hemolytic disease of the newborn and transfusion reaction work-ups by producing neat, accurate results.

24. Demonstrate improvement in the affective traits of organizational skills, work habits, attitude, interpersonal skills, and problem-solving ability.
25. Utilize constructive criticism to correct deficiencies and improve performance.
26. Work cooperatively with professors and fellow students to achieve the goals of each activity assigned.
27. Apply the principles, theories and practical information from MLAB 1335 Immunology/Serology, MLAB 1315 Hematology and MLAB 1227 Coagulation to the field of Immunohematology.

COURSE MATERIALS

Required - **Textbook must be purchased by second day of class.**
1. Blaney, Kathy D and Howard, Paula R., *Basic and Applied Concepts of Immunohematology*, Second Edition, 2009, Mosby. ISBN: 978-0-323-04805-7
2. Review the PowerPoint, Objectives and Lab Manual available at http://www.austincc.edu/mlt/bb/bb You do not need to print the Lecture guide, only PowerPoints and Laboratory procedures PRIOR TO CLASS, NOT DURING BREAKS.
3. Review the narrated lectures prior to class: http://www.austincc.edu/mlt/bb/bb
4. Three inch notebook with dividers for the following sections: Schedule, Syllabus, Objectives, Lecture Guide, Laboratory Manual, Graded Labs, Graded Study Questions and Miscellaneous.
5. Permanent marker, NO RED or light colors (Sharpie) for labeling tubes
6. Black or blue ink pen, NO PENCILS ALLOWED.
7. Gloves
8. Digital Timer

Recommended
1. AABB, Technical Manual, 16th edition,2008.
2. AABB, Standards for Blood Banks and Transfusion Service, 25th ed, 2008.
3. Mosby's Medical, Nursing and Allied Health Dictionary, current edition
4. Lippincott, A Manual of Laboratory & Diagnostic Tests, 7th ed, 2003.

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.

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	IMMUNOHEMATOLOGY
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.

SCAN COMPETENCY	IMMUNOHEMATOLOGY
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. Utilize the internet to interact with laboratory science students though the student list-serv.
Information	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.
Systems	Apply critical thinking skills to serological problems encountered. Apply knowledge gained from the Immunology/Serology and Hematology courses to the field of blood bank.
Technology	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.

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

1. Lecture
2. Selected videos
3. Demonstration and discussion
4. Laboratory practice
5. Case studies
6. Computer exercises - BlackBoard, Internet Search, Online Quizzes

COURSE POLICIES

Time Commitment
MLAB 2431 Immunohematology is a hybrid course. The three hour lecture component is divided between classroom and off campus. Students are expected to listen to the guided lecture and prepare the admission ticket PRIOR to coming to class. The one hour guided lecture will be devoted to answering questions about the course materials.

According to "*Hints on How to Succeed in College Classes*" http://tinyurl.com/3dqegz you should budget your time per week for this four hour credit course as follows:

1. Hybrid requirement 2 hours per class period.
2. Reading assigned text 2 to 3 hours per class period
3. Homework assignments, including admission ticket, 3 to 6 hours per class period
4. Time for review and test preparation 3 hours per week

Course Materials

Students are expected to print out AND review the course materials IN ADVANCE of class. Printing of course materials the same day of class will indicate to the professor that the student is not prepared. The first occurrence will be a verbal warning. Additional occurrences will cause implementation of the Progressive Discipline policy which may ultimately result in dismissal from the program.

Guided Lecture
MLAB 2431 Immunohematology is a "hybrid" course. Students are expected to listen to the narrated lecture PRIOR to class. To insure that students are listening to the narrated lecture an Admission Ticket or answers to questions in the narrated lecture must be completed prior to coming to class. The questions will address the objectives, reading material and lecture guide. ***The admission ticket or answers to narrated lecture questions must be submitted at the beginning of each class period in order to be allowed entry into the classroom.*** If the admission ticket is not completed the student will not be allowed into class until it is completed. The student will be required to go to some other location and complete the assignment.

Students are required to submit by email or in writing questions over the course materials. If the student needs no additional clarification simply write, "No question". The questions submitted will be used for the guided lecture. If there are no questions and the professor has no other lecture activity the class will proceed to the laboratory.

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.

The 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.

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 is 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. At the beginning of the semester, students will be provided one disposable lab coat. The lab coat must be worn, buttoned from top to bottom, at all times when working with biological samples. When not in use, the lab coat is to be stored in a space designated by the professor. With normal wear, the lab coat should last throughout one semester. If major damage to the coat, another coat will be provided.
9. Students must remove personal protective equipment and wash their hands each time they leave the laboratory.
   Students not conforming to the dress code may be sent from class or clinical at the instructor's discretion. The student may return when appropriately attired. Any and all class or clinical time missed will need to be made-up, regardless of reason.

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.

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, Withdrawal) and may be cause for immediate probation or dismissal from the Program.

STUDENT EVALUATION AND GRADING

GRADING - LECTURE

<u>Miscellaneous – 150 points</u>

- **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.

- **Review Quizzes**

A review quiz is taken prior to each major exam. A minimum score of 80% MUST be obtained before the student will have access to the exam.

- **Discussion Board**

Perform activities assigned on the Internet through **BlackBoard** and post to the discussion Board as assigned. Complete online review quizzes and assignments prior to taking each of the major exams.

Examinations – 600 points
Six written examinations will be given over the lecture materials and the accompanying laboratory exercises in BlackBoard, and will comprehensively assess the student's knowledge of concepts, principles, techniques and procedures as related to the instructional material. The student MUST take the review quiz and score 80% or better BEFORE taking the actual exam. The review quiz may be taken multiple times. All students are expected to take the exam during the time it is available. If a student misses one exam, the grade of the final exam will be used in place of the missed exam grade. If any other exams are missed, a grade of "0" will be given.

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.

Comprehensive Final Exam – 500 points
At the end of the course a proctored comprehensive final exam will be given. Academic honesty is imperative. Exam grades will be compared to the final exam grade. The uncorrected exam grade average must be comparable to the final exam grade.

Internet Research Paper – 100 points
The must be five pages long and must have ***a separate cover page*** and bibliography. *If the assignment is turned in late there will be a 20 point deduction if turned in one day late, 50 point deduction if one week late and no credit if more than one week late.* Visit the course Syllabus website for specific instructions and grading. You MUST take the quiz in BlackBoard to verify you have listened to the presentation. Submit the paper to "Assignments" and your printed references to your professor.

Movie Review – 50 points
Rent or borrow the instructor copy of the video "**And the Band Played On**" or check out from library and write a two page paper which must include a short review of the film (1 page) and a statement of your personal thoughts and beliefs about the elements presented in the film (1-2 pages). ***If the assignment is turned in one late there will be a TEN point deduction in grade, one week late 25 point deduction. No credit if submitted after one week.*** Visit the course Syllabus website for specific instructions and grading. This will be a part of the lecture grade. Submit the paper to "Assignments".

EXTRA CREDIT
A maximum of 20 points may be earned which will be added to the exam grade total. The purpose of extra credit is to aid students who are very close to a higher grade, for example the student has an 89.4 which is a B, to obtain the higher grade. It is *NOT* utilized to artificially inflate grades.

The following items are suggestions for extra credit:
1. Volunteer work at Caritas or at health fairs.
2. Creation of a blood bank case study, 2 references required.
3. Turn in three current articles related to Immunohematology. Three articles are worth 1 extra credit point.
4. Other items/suggestions may be recommended/approved by the instructor.

GRADING - LABORATORY

Pre-Labs – 10%
These assignments are available in BlackBoard and must be completed PRIOR to class.

Laboratory Evaluation and Procedures Cards - 40%
Laboratory sessions are designed not only to develop proficiency in blood bank 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 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 instructor. However, the amount of credit awarded for the exercise, will be no greater than 80%.

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

1. Familiarity with the procedure.
2. Setting up and performing the procedure (organizational skills).
3. Appropriate specimens and reagents are obtained and utilized.
4. Proper use of equipment, reagents, supplies and specimens.
5. Proper labeling, handling and disposal of specimens, tubes, etc.
6. Organization and performance of individual tasks.
7. Completion of tests within a reasonable amount of time.
8. Clean up of work area.
9. Correct interpretation of results with recognition of discrepancies or abnormal results being brought to the instructor's attention.
10. Results are recorded and reported in proper format.
11. Procedure cards are to be written for the major labs.

Laboratory Study Questions – 25%

The study questions at the end of each laboratory exercise must be submitted the next laboratory period. If a student is unexpectedly absent they may submit the assignment electronically on the day it is due to receive full credit. Study questions turned in within one week after the due date will receive 80% credit. After one week the student may submit the study questions for grading but will be awarded a grade of "0".

Laboratory Practical – 25%

Two laboratory practicals will be given.

- Practical 1 – 100 points
- Practical 2 – 200 points

The combined total will be converted to a percentile and will be worth 25% of the laboratory grade.

Summary of Determination of Final Grade

1. **Lecture: 2/3 of final grade** (1400 points)
   a. Examinations 600 points
   b. Movie Review 50 points
   c. Internet Search 100 points
   d. Miscellaneous 150 points
   e. Final Exam = 500 points (final exam percentage grade times 5)
2. **Laboratory: 1/3 of Final Grade**
   a. Pretests = 10%
   b. Lab Evaluation and procedure cards = 40%
   c. Study Questions = 25%
   d. Laboratory Practicals = 25%
3. **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 and "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 decides 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.

SPECIAL LABORATORY REQUIREMENTS

1. 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.*** This policy will be **STRICTLY** enforced. Point deductions will be given to students who violate this policy.
2. Due to the complex nature and difficulty of setting up and performing Blood Bank testing, ***talking is strongly discouraged during laboratory exercises.***
3. Each student is responsible for cleaning up their work area. This will be closely monitored by the instructor and students MUST have their check off sheet initialed prior to leaving the lab.
4. The **use of electronic devices during lecture and laboratory is prohibited.** This includes cell phones, MP3 players and computers. **Laptops are NOT allowed in the laboratory area due to potential contamination with blood or body fluids.**

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.

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 found at the ACC "Need to Know" web site http://www.austincc.edu/current/needtoknow/ .
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 at the ACC "Need to Know" web site. 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 "Complaints and Grade Disputes" process in the disposition of a complaint without fear of recrimination or retaliation. This is at the ACC "Need to Know" web site http://www.austincc.edu/current/needtoknow/ .

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

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.

STUDENT WITH DISABILITIES
Each Austin Community College campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities (OSD) on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester. Students can obtain complete information from the OSD website at http://www.austincc.edu/support/osd/index.php or through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes.

WEATHER DELAYS AND CANCELLATIONS
ACC may cancel classes due to inclement weather. If classes are in session, the campus manager or a designee will notify instructors and students of canceled classes. If classes are not in session, ACC will notify the public through local radio and television stations as well as ACC's Channel 19. Students, instructors, and staff should consult local media regarding resumption of classes. To comply with the Texas Education Code, ***make-up classes may be scheduled.***

MLAB 2431 Immunohematology
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
_____ Admission Ticket requirements
_____ Materials that are REQUIRED for this course.
_____ Dress Code
_____ Behavioral Conduct
_____ Requirements for Promotion, Failure and Dismissal from the Program.
_____ Evaluation and Grading Criteria for Lecture, Laboratory and the course.
_____ Policies, procedures and requirements for the classroom and laboratory with special emphasis to those referring to safety.

_____ _____
Signature Date

_____
Printed Name