

**AUSTIN COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY  
MLAB 2434 –Microbiology  
Master Course Syllabus  
Summer/2015**

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

Course Outline and Schedule: [http://www.austincc.edu/mlt/micro/micro\\_schedule.html](http://www.austincc.edu/mlt/micro/micro_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-2434 Microbiology	Eastview	001	30782
MLAB-2434 Microbiology	Round Rock	002	30783

FACULTY INFORMATION			
Campus	Eastview		Round Rock
<b>Instructor</b>	Claudia Gonzalez		Kathy Park
<b>Office</b>	Eastview: 9101		Round Rock: 3117.15
<b>Office Hours</b>	Mondays/Tuesdays 2:00- 4:30 pm		Mondays/Tuesdays 1:30-4:00 pm
<b>Phone</b>	512-223-0250		512-223-0251
<b>Email</b>	claudia.gonzalez@austincc.edu		kpark@austincc.edu

COURSE INFORMATION		
Campus	Eastview	Round Rock Campus
<b>Lecture Room</b>	9225	3121.01
<b>Laboratory</b>	9101	3121.00
<b>Lecture Time</b>	8:30-9:45 am	4:00- 5:15 pm
<b>Laboratory Time</b>	9:55-1:35	5:25-9:05 pm
<b>Length of Course</b>	11 Weeks	
<b>Dates</b>	June 1- August 16, 2015	

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 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/activation-and-login-assistance>.

#### **COURSE DESCRIPTION**

Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing, and reporting results.

#### **PREREQUISITES**

Enrollment in this course, successful completion of the Medical Laboratory Technology Program admissions process and department chair approval. Students must be accepted into the MLT Program

and have completed MLAB 2461. Special status students must have basic knowledge of microbiology.

## **INTRODUCTION/RATIONALE**

This course consists of instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. The laboratory exercises will endeavor to provide the student with the most comprehensive experiences possible, but will rely mainly on the commonly measured differential characteristics of select bacterial groups.

## **COURSE GOALS**

By the end of this course the student should be able to:

- Demonstrate proficiency in aseptic handling of bacteriologic specimens.
- Demonstrate an understanding of bacterial, viral and rickettsial descriptions and classifications.
- Choose the proper media for and correctly process bacteriologic specimens.
- Identify unknown organisms using techniques presented in laboratory exercises.
- Apply principals of safety, quality assurance and quality control.
- Evaluate specimen acceptability.
- Correlate test results with patient conditions.

## **COURSE OBJECTIVES**

When you go to the course website each unit will have a set of objectives. Print these out and use them to study the course materials. Exam questions are created from the course objectives. Each laboratory exercise will have objectives. One helpful way to study is write the objective on an index card and write the information pertaining to that objective on the back. The following affective objectives pertain to the classroom and clinical components:

1. Demonstrate professionalism by
  - a. complying with the attendance policy
  - b. complying with the dress code
  - c. submitting assignments by the stated deadline
2. Demonstrate enthusiasm and interest in the profession of microbiology by asking questions, participating in class discussions and meeting with professors during office hours as needed.
3. Demonstrate initiative by reviewing objectives and completion of reading assignments prior to class.
4. Demonstrate progression in laboratory skills by effective organization, coordination of multiple tasks and insightful evaluation of results obtained.
5. Utilize constructive criticism to correct deficiencies and improve performance.
6. Work cooperatively with professors and fellow students to achieve the goals of each activity assigned.
7. Participate in activities designed to advance the profession of CLS and build professional pride.
8. Participate in activities to encourage an ongoing involvement in professional development.

## **COURSE MATERIALS**

### **Required**

1. Sharpie permanent marking pen
2. Pencil
3. Scrubs - appropriately fitting and professional in appearance.
4. Gloves – latex or nitrile NOT vinyl
5. Digital timer capable of counting seconds
6. Padlock, either combination or keyed (**for Round Rock Campus only**)
7. Notebook: **All laboratory exercises and study questions must be organized, preferably in a binder or notebook, for validation by the instructor.**
8. Mahon, Connie R., and Manuselis, George, *Textbook of Diagnostic Microbiology*, Fifth Edition, W. B. Saunders, ISBN 9780323089890 (Available in EVC and RRC Bookstore)
9. MLAB 2434 Course Outline/Objectives, PowerPoints, and Lab Manual (Available on course website)

## 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:

SCANS COMPETENCY	Clinical Microbiology 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 and lab time. Utilize the Internet to interact with laboratory science students through the Blackboard communication system and regular email programs.
Information	Apply knowledge gained from lecture, laboratory and the textbook to troubleshoot and problem solve laboratory results obtained during student laboratory. Utilize the Internet and other library resources to acquire information about specific topics as they relate to the field of Clinical Laboratory Science.
Systems	Apply critical thinking skills to clinical laboratory problems encountered, specifically, utilizing clinical laboratory principles and theories and applying these to results obtained.
Technology	Achieve competency in routine clinical laboratory procedures utilizing a variety of reagents, supplies and techniques. Utilize provided procedures to obtain appropriate information for performing and trouble-shooting clinical laboratory procedures, and determining clinical significance and normal values. Use computers, the Internet, and the Blackboard system to access course materials and other relevant course information.

## 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/>)
- Laboratory Practice
- Audio-Visual Materials
- Internet Resources
- **Supplemental Training Software:** <http://www.medtraining.org/corporate/default.aspx>  
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 LAB**

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. Excellent attendance and punctuality are key behaviors which demonstrate responsibility and commitment to a successful learning experience. It is this commitment to learning that will enable the student to progress satisfactorily towards completion of course goals and objectives. Additionally, we want the student to set a pattern of professional behavior which mirrors the attendance expectations in the true clinical environment.

Regular and punctual attendance is required at all lecture and lab sessions. Class roll will be taken during each class period.

Tardiness to class is strongly discouraged. Important announcements are made at the beginning of class which may not be repeated.

Notification of your absence, by phone 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, 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. Each student is responsible for making up all assignments, materials, examinations etc. when absent from class. All missed lab 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. Once a student has incurred 2 absences, for whatever reason, the progressive discipline policy will be initiated:

- 2 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
- 4 absences- conference report with instructor stating what actions will be necessary to avoid probation
- 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

### 1. 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:

- Reading assigned text 2 to3 hours
- Homework assignments 3 to 6 hours
- Time for review and test preparation 3 hours
- Total study time per week 9 to 13 hours **PER WEEK**

### 2. Lecture and Laboratory Preparation

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

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

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

### 3. 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 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.

### **Admission Ticket**

MLAB 2434 Microbiology 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 PowerPoints.

The student will also be able to develop a list of questions to ask during the lecture presentation on difficult topics.

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

### **Dress Code**

The student will be expected to attend class clean and neatly dressed in scrubs and wear closed-toe shoes. A disposable laboratory coat will be issued to each student and must be worn snapped during all laboratory sessions. Hair that is shoulder length or longer **must** be worn up or securely tied back. Gloves must be worn when handling biological materials.

### **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**

### **Measurement, Written**

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

## **BLACKBOARD EXAMINATION POLICY**

1. Course examinations will be taken in Blackboard and will be timed. The only exception is for students who have provided their instructor with an SAS form which requests an accommodation for extending the time. The instructor will make arrangements with the SAS office for this type of arrangement.
2. Unless otherwise stated, NO unauthorized study materials are to be used during the examination. This includes, but is not limited to, Internet resources, notes, lab materials or textbooks.
3. Students 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.

### 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. **Pre-lab assignments must be completed by 8:00 am on class days to receive credit. If the student does not complete the pre-lab by 8:00 am, a zero will be recorded.**

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. Results of laboratory pre-tests.
12. Proper response to study questions. **Laboratory study questions must be turned in on time.** Unless otherwise noted, lab study questions are due the week following the lab procedure. If you are absent for the lab you are still required to submit the completed study questions at the beginning of the next class period.
13. Results of laboratory unknowns.

### Determination of Final Grade

**Lecture-** 2/3 or 67% of final grade

Exams in Blackboard= 50%

Assignments, Quizzes, Admission Tickets=10%

Class Project= 5%

Final in class= 35%

**Laboratory** – 1/3 or 33% of final grade

Laboratories = 20%

Unknowns (Actual & Virtual) = 50%

Study Questions= 15%

PreLab Assignments= 5%

Medtraining= 10%

### 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.

### Grading System

A passing grade (75% or better) is **required** in both the lecture and laboratory components in order to receive a passing grade for this course.

- A = 90-100%
- B = 80-89%
- C = 75-79%
- D = 60-74%
- F = 59% and below

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

### WITHDRAWAL POLICY

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decides to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feels 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/current/handbook> .

Academic dishonesty such as, but not limited to, the following may result in IMMEDIATE dismissal from the MLT program and withdrawal from all MLT courses. If the withdrawal date has passed the student will be given a "D" for each course.

1. Submitting homework assignments copied from others. Both the student and the student that the materials were borrowed from will receive a "0" for the assignment and may be subject to the Academic Dishonesty Process and dismissal from the program.
2. Falsifying laboratory results.
3. Printing out examinations.

### **FREEDOM OF EXPRESSION/STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

### **AUSTIN COMMUNITY COLLEGE SAFETY**

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

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. 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.
4. 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*.
5. 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.
6. 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.
7. The MLT program follows the college's general policies for student complaints as outlined at <http://www.austincc.edu/handbook#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 (assigned abstract and 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/current/needtoknow>. **This includes, but is not limited to, academic penalty and possible withdrawal from the program.**
9. 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. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/handbook>

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

### **STUDENTS WITH DISABILITIES**

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

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

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

Additional information about the Student Accessibility Services is available at [www.austincc.edu/support-and-services/services-for-students/student-accessibility-services-and-assistive-technology](http://www.austincc.edu/support-and-services/services-for-students/student-accessibility-services-and-assistive-technology).

### **SPECIAL LABORATORY REQUIREMENTS**

1. 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.
2. It is the responsibility of the student to come prepared for each laboratory session by reading the procedure *prior* to the laboratory session.
3. A pre-test may be given at the beginning of each lab exercise to ensure readiness to perform the procedure.
4. 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.
5. **Talking is strongly discouraged during laboratory exercises.**
6. Each student is responsible for cleaning up their work area. This will be closely monitored by the instructor.
7. Our student laboratory is considered "contaminated" as we work with human blood and body fluids. If a student chooses to use cell phone or iPad applications during the laboratory component of the course, these items must have a protective cover that can be disinfected at the conclusion of the activity

### **LABORATORY SAFETY REGULATIONS**

1. Follow all safety regulations during activities scheduled in the student laboratory as described in the MLT Safety Manual.
2. Standard Precautions must be employed at all times.
  - a. Use barrier protection routinely to prevent skin and mucous membrane contamination with blood or other body fluids.
  - b. Wear gloves:
    - i. When cuts, scratches, or other breaks in skin are present.

- 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.
  2. 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.
  3. Remove gloves, wash hands and remove lab coat prior to leaving the student laboratory for any reason.
  - 4. *All accidents are to be reported immediately to the laboratory instructor.***
  5. Use biological safety hoods (Class 1 or 2) for procedures that have a high potential for generating droplets (e.g., blending, sonicating, and vortexing).
  6. Pregnant laboratory workers are not thought to be at greater risk of infection than others in the laboratory. However, if an infection does develop during pregnancy or the mother is a carrier prior to the pregnancy, the infant is at risk of infection by perinatal transmission. Therefore, pregnant laboratory workers should be especially aware of universal precautions.
  7. Microscopes will be assigned. They must be cleaned and properly stored or points will be deducted from lab grade.

#### **GENERAL COMMENTS**

Most exercises will take 2 or 3 laboratory periods to complete (i.e., gathering data from previous inoculation). It will be necessary, therefore, to bring each laboratory exercise to every laboratory period.

#### **COURSE ACKNOWLEDGEMENT 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 Microbiology 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.