Course Syllabus MLS 1010

**Core Laboratory Skills**

**WELCOME TO MLS 1010**

For many of you this course may be your first exposure to Medical Laboratory Science as a profession. It is my goal to give you an overview of what happens in the lab and prepare you to work as a Clinical Lab Assistant.

**Instructor:** Janice Thomas Med, MLS (ASCP), Assistant Professor (Please call me Janice!)

***A little bit about me****: I am originally from Puerto Rico but have lived in UT for the past 20+ years. I still visit my homeland often and wonder why in the world I ever left! :) I do love UT and the mountains but every winter I long to go back to the tropical island I grew up in. I have a husband, 4 children, and a son-in-law, who are everything to me!  I can relate to those of you who are trying to do school, work, and raise a family. It's not easy, I know! But it can be done. I received my degrees from WSU and feel privileged to teach in this university. I also worked as a Medical Technologist for over 18 years in a clinic setting and I am excited to share my knowledge and experience with students like you who are eager to enter the field. I find this field fascinating and hope that together we can learn and have a good time this semester.*

Phone: Office 801-626-8138

Email: janicethomas@weber.edu

Office- MH 215

* The best way to contact me is through the internal email located in Canvas. I will respond within 24 hours, except on weekends. Click on "Inbox" on the top right hand corner of your screen, start typing my name and select it as soon as it pops up, then type your message and click ‘send’.
* You may also use regular email to janicethomas@weber.edu , but it may take longer to receive a response.
* You may also call and leave a message on my voice mail with the best time to call you.

**Course Description and Goals**:

The Clinical Laboratory Assistant Certificate program is designed to teach core laboratory skills to health care professionals. All participants will acquire a basic working knowledge of waived and moderate complexity laboratory tests, methodologies, and instrumentation principles.  Each student who successfully completes this program will be expected to demonstrate effective quality assurance practices, trouble-shooting skills, and the ability to perform both waived and moderate level complexity laboratory tests. The laboratory portion of this course will provide 4 to 5 hours per week of hands-on practicing of procedures. Emphasis will be given on Point of Care testing in all areas of the laboratory. Upon the successful completion of the course you will receive a Certificate of Completion from the Dr. Ezekiel R. Dumke College of Health Profession's CLINICAL LABORATORY ASSISTANT PROGRAM.

Successful completion of this course is defined as a final grade of “C+” or better in the course.  Those receiving a grade of “C” or less will not receive a CLA Certificate of Completion, nor will they be considered eligible applicants for the MLT/MLS programs.

**Students in the MLS Online Program (or those wishing to apply) are reminded that a "B-" is the lowest passing course grade for students interested in the BS MLS (MT) program, and a "C+" is the lowest passing grade for students interested in the AAS MLS (MLT) program.**

**Textbook:**

This can be purchased online through the [WSU bookstore](http://bookstore.weber.edu/" \t "_blank) or other online resource of your choice.

(required) ***"Linne & Ringsrud’s Clinical Laboratory Science: The Basics and Routine Techniques***", (Turgeon, 6th Ed.), Mosby 2012.

ISBN: 0-323-03412-8

If you prefer the electronic version of the textbook you can access it at this link (it's a little cheaper)

<https://evolve.elsevier.com/cs/product/9780323081344?role=student>

**Laboratory:**

**Students enrolled in this class MUST have access to a functioning clinical laboratory for the purpose of completing laboratory assignments.**

If you are not able to meet any of the above requirements, or if you are planning to continue your education with the MLS department to obtain your Associate of Applied Science or Bachelor of Science degree please contact me through the course email.

**Mentor:**

Students must have a working laboratory professional who is willing to work with you on your laboratory competency. This person will serve as your mentor.  During the first week, contact me with your mentor's name and contact information.  Please share the [Clinical Competency Checklisthttps://weber.instructure.com/images/preview.pnghttps://weber.instructure.com/images/popout.png](https://weber.instructure.com/files/32945763/download?verifier=q5u7RIsOhcIJEbn3VWi14USkyiJkYABJEE97jx23) posted in this course with your mentor during the first week and work out a schedule that both of you can adhere to.

Use the competency checklist to direct your laboratory activities and have your mentor sign and make comments as the activities are completed.  Students will need to spend *at least 4-5 hours per week*working with their mentor and practicing what is in the course and contained in the lab competency sheet.  These hours need to be ***outside of your regular working hours*** and will be documented weekly when you submit your weekly lab narratives.  The time spent may vary with each student; however the more time you can spend with you mentor, the more you will learn.  Feel free to have your mentor contact me with any questions or concerns.

**Weekly Lab assignments:** At the end of each week, you will write about what you did in the lab that week as well as answer any questions within the assignment. These are referred to as weekly lab narratives. In each assignment, you will include the number of hours that you spent in the lab that week. This may be typed in the box provided or attached as a word document within each Lab Narrative assignment on Canvas. This is a required assignment each week and is worth 15 pts each. Each lab report must be completed to its fullest in order to receive full credit. Given the fact that students are all busy and emergencies may arise, students will be allowed to miss a maximum of 2 lab logs per semester. If you miss a lab log, you will still be required to turn in the assignment stating the reason you missed your lab hours that week. No points will be awarded for missed lab logs. If you fail to complete all the laboratory hours (ie: missing more than 2 lab logs by the last week of the semester) your final grade for the course will be no higher than a C.

Each narrative has specific requirements you will need to fulfill. See the “Lab Narratives and activities” document in the “Laboratory Component Module” in Canvas.

**Proctor:**

If you live further than 50 miles away from a WSU testing center, You MUST use an approved proctor to administer the tests.  Your mentor and proctor CANNOT be the same person. Exams and quizzes are taken online using Chi tester.

If you live within 50 miles of the WSU Campus, you will need to take your exams at a Weber-approved testing center.

For those of you needing a proctor, you **cannot** take a test without having submitted the Proctor Approval Form and having it approved by WSU Online Testing.

To find out how to set up a proctor or find a WSU Testing Center, go to: [http://departments.weber.edu/ce/distancelearning/testing.aspx](http://departments.weber.edu/ce/distancelearning/testing.aspx" \t "_blank)

To take a test, you must request a proctored test from [http://chitester.weber.edu](http://chitester.weber.edu/" \t "_blank) prior to actually taking the test.

**How the course works**

The [Clinical Competencieshttps://weber.instructure.com/images/preview.pnghttps://weber.instructure.com/images/popout.png](https://weber.instructure.com/courses/230007/files/32945763/download?wrap=1) should be printed off and shared with your mentor(s).  These are the items you will be working on each week with your mentor.  Unfortunately they aren't listed in the exact order that they will appear in the class.

This course is divided into 7[Units.](https://weber.instructure.com/courses/230007/modules)Each unit will include a list of objectives.  At the bottom of these objectives are the Learning Activities associated with this course including the Reading Assignments in your Textbook, associated assignments and available Power Point Presentations for you to view.  The Presentations are condensed from the textbook reading to emphasize the information that you will be tested on in your exams.  After completing the learning activities, you should know the information indicated by each objective.  Once you have mastered the objectives, you will be ready to take the associated exam.

**Cheating Policy:**

Please do your own work.  The penalties for cheating/plagiarism are outlined in the Student Handbook for Online Program.  The handbook can be accessed online at [http://www.weber.edu/mls/degrees/online/Online\_Student\_handbook.html](http://www.weber.edu/mls/degrees/online/Online_Student_handbook.html" \t "_blank). 

**Assignments and Assessments:**

Due dates will be listed in the class schedule.  Online quizzes can be retaken as many times as you want, and the highest score will be retained as your score.You can check on your exam grades, determine point values for assignments, and keep track of your progress by clicking on [Grades](https://weber.instructure.com/courses/230007/grades) on the left side bar.

**Examinations and Grading Policy**:

The number points assigned to each exam or assignment may be changed at the discretion of the instructor.

For the laboratory component of each MLS class (the Clinical Competency Checklist), students must maintain at least an overall 80% proficiency; otherwise, the final letter grade for the course will be no greater than a "C."

You **MUST** be signed off on your Clinical Competencies by your mentor in order to pass this class and receive your CLA certificate.

Failure to turn in your Clinical Competency checklist will result in an “E.”

All scores will be added together for the purpose of determining your course grade, and your final course letter grade will be compared to the standard MLS Program schedule:

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| --- | --- | --- | --- |
| A | 93.0% - 100.0% | C | 73.0% - 76.9% |
| A- | 90.0% - 92.9% | C- | 70.0% - 72.9% |
| B+ | 87.0% - 89.9% | D+ | 67.0% - 69.9% |
| B | 83.0% - 86.9% | D | 63.0% - 66.9% |
| B- | 80.0% - 82.9% | D- | 60.0% - 62.9% |
| C+ | 77.0% - 79.9% | E | Below 60% |

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Again if you need help, contact me by via the conversation tool. Please do not hesitate to ask questions and get help.

Also, let me know if there are any technical problems with any instructional deliveries, so we can make substitutions.

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Services Center. SSD can also arrange to provide course materials in alternative formats if necessary. [http://departments.weber.edu/ssd](http://departments.weber.edu/ssd" \t "_blank)

\*This information is not set in stone, and may change.  I will notify the class of any changes as they occur.