

Performance Measurement Instrument and Success Criteria: Students will pass questions related to immunohematology on the comprehensive exit examination taken in MLT 270 with a score of 75% or higher.

Intended Program Outcome #2 The student will perform routine tests with skill and accuracy, being able to recognize normal and abnormal results (PSLO #2).

Program Competency #2 Students will demonstrate entry level medical laboratory bench skills and procedures.

Performance Measurement Instrument and Success Criteria: Students will complete a comprehensive final lab practical at a 75% or above proficiency level.

On Campus Course Attendance:

1. Attendance at every class/lab is expected. Illness or emergencies will be considered on an individual basis. However, no more than TWO (2)* absences, class and/or lab, will be permitted. Three (3) tardies constitute an absence. Missing any portion of class time, arriving late or leaving early, may constitute an absence from the class or lab. Sleeping during lecture or lab is strictly prohibited. Any student sleeping during class will be given an absence for that class.
2. The student with absences in excess of the above may request a meeting with a faculty committee to explain the absences and request permission to continue in the program. Otherwise, the student will not be allowed to continue and will receive a grade of "W" prior to midterm or "WF" after midterm.
3. It is the prerogative of the instructor and the program director to determine the validity of the absence.
4. The student is responsible for material covered.
5. Any invalid absence from a laboratory session will result in a grade of zero for that laboratory session.
6. Students who have been suspended or withdrawn are not automatically entitled for readmission. Both withdrawals and suspensions must submit a completed application for readmission. The application is obtained from the director of admissions and is processed as all other applications for admission.
7. A Student who withdraws or is suspended, must meet the requirements for graduation as set forth in the current catalogue.
8. A student who is absent must complete an *Incidence Report* and submit to the instructor no later than 24 hours after return from absence.

*** Missing one day (tues-thur) will constitute 1 lecture and 1 lab absence = 2 absences. It is imperative that you do not miss any lab time. There are no lab make-ups. Missing 2 labs results in automatic dismissal from the course regardless of the reason for the absences.**

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

No Shows: If you register for a course and decide not to attend for any reason, you must complete a drop form and process it through the student Records Office. You will not be automatically purged for non-attendance. If you do not submit a drop form, you will be responsible for course tuition and fees. By

not officially dropping the course, you will incur a bill with the college that can only be addressed through the College's Finance Office. The college's refund policy and dates are posted each semester.

Effective Spring 2015, the Student Ombudsman's office will no longer be the initial point of contact for requesting No Shows to be processed. Students who incur a bill must contact the Finance Office.

Administrative Drop Requests: A student requesting an Administrative Drop resulting from medical event, death of family member, and other extenuating circumstances experienced while enrolled at Midlands Technical College should be directed to the Student Ombudsman's office. Our policy dictates a request must be made no later than 30 days after the affected term. Supporting documentation is required and must be received before the request can be processed. Once the request form is received along with supporting documentation, it takes approximately three weeks for processing. As a result of an approved Administrative Drop Request, the student may be granted a refund of tuition and fees.

Military Withdrawal: According to College Procedure 3.10.1, students having to withdraw from college because of Military Deployment (active duty personnel) while enrolled must complete a withdrawal form and submit to the Records Office along with a copy of military orders.

Disabilities Statement: The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact [Counseling and Career Services](#). It is the student's responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.

D2L Brightspace Help:

Online Learning Support Help Desk: Technical questions related to the operation and use of D2L Brightspace can be answered from our [Support Help Desk](#). A response will be provided within one business day.

To login: use your MTC e-mail account username and password.

(Student Username Example: georgeasmith)

(Faculty Username Example: smithg)

D2L Brightspace Assistance: Technical questions related to the operation and use of D2L Brightspace can also be answered by leaving a voicemail at (803) 822-3561, or emailing D2LHelp@midlandstech.edu. A response will be provided within one business day.

MyMTC Help: For MyMTC log-in issues please call 803-738-7888.

Academic Dishonesty:

For more information about academic dishonesty, see the Academic Affairs Student Guidelines and Expectations attached.

If you are suspected of cheating, your instructor will inform you. You may explain or refute the allegation. If your instructor still thinks the charges are founded, you will be referred to the Office of the AVP, SDS. Documentation is submitted to the Office of the AVP, SDS, by the instructor. You will then meet with either Dr. Holloway or Mr. Hayden. After the meeting, you will receive a letter with the

sanction grade of zero (0) and any other sanctions deemed appropriate. You have the right to file an appeal. Once the hearing and the notice of the right to appeal have been completed, the instructor will be notified to apply the sanction grade of zero (0).

Course Requirements:

1. Attend and complete all laboratory sessions.
2. Practice universal safety precautions during class/laboratory sessions.
3. Comply with the program attendance code.
4. Complete assignments on time and in a professional manner.
5. Complete all tests and exams given during the course in the allotted time and designated dates.
6. Achieve an average of 75% or higher for all written examinations.

Students are encouraged to seek help outside of class lecture and laboratory for material they may have difficulty understanding. Students are also encouraged to practice lab skills during open lab times to become competent with technical detail.

Course Grading:

Tests & Midterm	40%
Labs	25%
Written Final Exam	20%
Final Lab Practical	15%

1. There will be three tests and a midterm examination scheduled throughout the semester. Each test is graded on a 100 point scale. The midterm examination will count 200 points and is comprehensive for material covered prior to midterm. An average score of 75% or higher must be achieved in order to pass this course.
2. Laboratory data sheets are due at the end of each lab session. Labs are graded on a 10 point scale. Attention to detail and accurate recording of results is stressed. Points are deducted for documentation, as well as technical, errors.
3. Missed tests and final examination: A student must make up any tests on the first day back after an absence unless extenuating circumstances prevent such. These extenuating circumstances must be discussed with the instructor. The instructor will make the final decision as to whether testing will be delayed. Any student who does not make up the missed test at the designated time will be given a zero for that test. Students with excessive absences on test days may be required to take and pass essay or oral makeup tests. For a missed final examination notify instructor within forty-eight (48) hours and arrange for makeup. Otherwise, makeup final examination can only be arranged upon presentation of a signed doctor=s excuse.

Grading Scale:

93-100	A	Superior Work
84-92	B	Good Work
75-83	C	Average Work
Below 75	F	Unsatisfactory Work

Special Procedures:

Standard Operating Procedure for Handling Laboratory Specimens and Materials

This SOP addresses the handling of laboratory specimens in the Medical Laboratory Technology Department.

All specimens will be handled using the "Universal Precautions for Blood and Body Fluids" recommended by public health (CDC) officials and government agencies. Practice will include:

1. Specimen brought into the MLT Laboratory will be carefully screened, in proper containers and labeled.
2. Proper protection will be used when processing specimen (lab coats, gloves and protective eye wear as appropriate).
3. Mechanical pipetting only.
4. Decontamination of laboratory work surfaces at end of each exercise. Use 10% bleach solution.
5. Proper disposal of all contaminated material:
 - a. non-sharps in biohazard bags.
 - b. sharps in puncture resistant containers.
 - c. biohazard trash is autoclaved before final disposal.
6. Decontamination of scientific equipment, i.e., electrodes, glassware, etc.
7. Hand washing after all laboratory procedures.
8. Accurate and proper recording and reporting of results.
9. No eating, drinking, smoking, gum chewing, or applying cosmetics in laboratory.

Classroom Rules/Other:

OBJECTIVES: AFFECTIVE

During the course of each semester, students will be given the opportunity to demonstrate the development of behaviors and attitudes consistent with those of the profession. In order to give the students the opportunity to develop these attributes, labs are typically set up in such a manner that students are placed in different work groups or assigned different partners for certain exercises or case studies, as well as given opportunities to work independently to achieve appropriate results. Students are also given the opportunity to demonstrate that they can work independently and follow instructions and safety protocols during laboratory practicals when they must perform procedures or resolve problems with a procedure they have performed.

Students are evaluated on the development of these behaviors as part of their laboratory grade, preparation/contribution and attendance grade and when appropriate as part of their practical exam grade.

Students will demonstrate:

1. The ability to work cooperatively with fellow students and instructors.
2. The ability to work with individuals of different cultural and ethnic backgrounds to achieve a common goal.
3. The ability to work independently and to make decisions based on information provided and/or discovered during the performance of a procedure.
4. The ability to organize a work assignment in an efficient manner.
5. The ability to follow established safety protocols.
6. The ability to care for equipment and to perform necessary maintenance or report malfunctions to the appropriate individual.
7. Punctuality as demonstrated by arriving for lectures and lab sessions at the designated times and turning in assigned work on time.
8. Preparedness.
9. Consideration of others working within the laboratory by making sure that reagents and equipment are replaced to their designated areas, keeping the work area clean and uncluttered.

10. Ability to follow established protocols for reporting of work, taking care to accurately report actual results obtained in the prescribed manner.
11. Recognition of limitations, seeking help from the appropriate persons.
12. Integrity and honesty.
13. Responsibility in functioning as lab assistants to prepare labs.

Course Topic Outline/Course Calendar with Assignments:

COURSE OUTLINE

- I. IMMUNOLOGY REVIEW
- II. GENETICS
- III. ABO BLOOD GROUP SYSTEM WITH ABO DISCREPANCIES
- IV. RH BLOOD GROUP SYSTEM
- V. ANTIBODY DETECTION AND IDENTIFICATION
- VI. OTHER BLOOD GROUP SYSTEMS
- VII. ANTIGEN TYPING
- VIII. COMPATIBILITY TESTING
- IX. COLLECTION/TESTING/COMPONENTS
- X. TRANSFUSION THERAPY & ADVERSE REACTIONS
- XI. HEMOLYTIC DISEASE OF THE NEWBORN

TENTATIVE LECTURE/LAB SCHEDULE - MLT 120 – SUMMER TBA

PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.