



MLAB 1315.021 – HEMATOLOGY (HYBRID)

Course Syllabus: Spring 2020

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Chantel Sokol

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Email: csokol@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:30-11:30	9:00-11:30	By appt	9:00-11:30	By appt	Available
	1:30-4:30					

This syllabus is an agreement between the instructor and the student.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified by the instructor.

Course Description: 3 credit hours.

Lecture/Lab/Clinical: Two hours of online lecture and four hours of lab each week

The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequences, and normal and abnormal morphology and associated diseases.

Prerequisite(s): Admission to MLT program or Department approval

Student Learning Outcomes:

1. Apply principles of safety, quality assurance, and quality control throughout the pre-analytical, analytical, and post-analytical processes in Hematology.
2. Describe the basic components and physiology of human blood.
3. Describe the disease states associated with abnormal hematological tests
4. Identify the laboratory tests required to evaluate blood cell function.
5. Perform basic laboratory hematological tests
6. Evaluate laboratory findings and correlate with clinical conditions

Evaluation/Grading Policy:

- A ≥90%
- B 80-89%
- C 70-79%
- D 60-69%
- F <60%

Lecture grade: 4 exams 20% each
Quiz Average 20%

Laboratory grade: 2 practical exams (midterm and final) 25% each
Lab reports/homework average 25% each

Final grade: 75% of lecture grade and 25% of laboratory grade

Grades will be posted on Blackboard the Monday following due date.

A minimum grade of "C" is required in both the lecture and laboratory components of all Medical Laboratory Technician courses. Failure to meet the minimum passing score in each area will result in a "D" for the course and dismissal from the program.

Required Instructional Materials: Cielsa, Betty: Hematology in Practice, 3rd Edition, F.A. Davis Company, 2018

Rodak, B.F. and Carr, J.H., Clinical Hematology Atlas, Elsevier, 5th Edition, 2017.

Publisher: F.A. Davis Company
Elsevier

ISBN Number: 9780803668249
9780323322492

Optional Instructional Materials: Powerpoints, lectures and additional resource material on Blackboard or via email

Required Computer Literacy Skills:

Computer

Most Windows or Mac desktop and laptop computers work well for online classes.

Chromebooks use the Chrome operating system which is not a supported operating system for Blackboard. Some areas of Blackboard require Java on your computer, and Chromebooks do not support the use of Java. If you use a Chromebook, please be sure you also have access to a Mac computer or Windows computer so you can fully participate in your Blackboard class. Some things will not work on a Chromebook.

Please do not ONLY rely on a tablet, including an iPad, or a smartphone to use Blackboard. Not all features will work on tablets and smartphones. You may need access to a full computer to be able to do everything in your Blackboard class.

You will need to scan documents and upload them to Blackboard. You can use a scanner attached to a computer, a smartphone app, or your cell phone's camera.

Internet Access

While Bb can be accessed with dial-up online service, best results will be obtained when using a broadband Internet service.

Intermediate Internet Skills

You should be familiar with how the Internet works including following links and searching for information.

Intermediate Word Processing Skills

You should be familiar with how to enter data (text) on a word processing document, format text, and save documents.

Java

Make sure your computer is running the current version of java. It is a free download at www.java.com.

Internet Browser

Supported browsers for use with Blackboard include Firefox, Google Chrome, Internet Explorer, and Safari. If you experience any problems in Blackboard we recommend you login to the portal and Blackboard from another browser before seeking assistance from NTCC Technical support.

Course Structure and Overview:

Unit 1: Basic Hematology Principles

Chapters 1-4

Unit 2: Red Blood Cell Disorders

Chapters 5-8

Unit 3: White Blood Cell Disorders

Chapters 9-14

Communications: E-mail preferred. E-mails will be responded to within 24 hours during the work week. Absence notifications may be texted to Remind. To be added to the Remind group text @mlab13 to 81010.

Institutional/Course Policy:

Classroom Expectations:

1. Attend all classes and labs, be on time and remain in class for the entire period.
If students are habitually late, the classroom door will be locked at the start of class.
If you must leave early, please inform the instructor before class begins.
2. Complete assigned readings before I lecture over each topic.
3. Be prepared to take notes and participate in class.
4. You must EARN your grade; I do not GIVE grades, so study, study, study!
Average study time is 2-3 hours per hour of lecture/class time a week.
5. Be respectful of your classmates and instructors.
6. **Turn off cell phones/pagers or set to vibrate.**

Attendance and Absences: You are expected to attend ALL scheduled lectures and labs and take the exams as scheduled. You will be held responsible for all information covered in lecture. *If you will be absent, inform the instructor by phone or email at least 15 minutes BEFORE class begins. Absences will be counted as unexcused if the instructor is not informed in a timely manner.* **Excessive unexcused absences will result in loss of points from your grade. More than two unexcused absences will result in a reduction of five (5) points being subtracted from your final grade (percentage). More than five unexcused absences will result in the student being dropped from the course. Two unexcused late class attendance equals one unexcused absence.**

Makeup Policy: There will be no makeup for quizzes. Late homework will NOT be accepted unless there is a valid excuse (to be determined by the instructor). The student is responsible for requesting a makeup when they are unable to attend a regularly scheduled examination and must schedule the makeup **within 2 days** of the absence. Makeup exams will be scheduled only in the event of an EXCUSED absence. If the test is not made-up, the student will receive a zero for that exam. Makeup work for laboratory assignments will only be scheduled in the event of an EXCUSED absence.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Week	Date	On-line	Lab
1	Jan 21 st -24 th	<ul style="list-style-type: none"> Read everything in start course here folder Read Ch 1&2 in book, view Powerpoint Upload Assignment 1&2 on Blackboard 	Calculate QC statistics Ch 20
2	Jan 27 th -Jan 31 st	<ul style="list-style-type: none"> Read Ch 3&4 in book, view Powerpoint Upload Assignment 3&4 on Blackboard 	Turn in Syllabus acknowledgement Set QC ranges Compare Microcrit to Analyzer pg 346 Manual Diff pg 353

3	Feb 3 rd -Feb 7 th	<ul style="list-style-type: none"> Review Ch 1-4 	Reticulocyte pg 350 Manual Diff pg 353 Evaluate RBC morphology pg 356
4	Feb 10 th -14 th	Exam 1 (Ch1-4) In-Class	
5	Feb 17 th -21 st	<ul style="list-style-type: none"> Read Ch 5&6 in book, view Powerpoint Upload Assignment 5&6 on Blackboard 	Manual Diff pg 353 Sickle screen pg 360
6	Feb 24 th -28 th	<ul style="list-style-type: none"> Read Ch 7&8 in book, view Powerpoint Upload Assignment 7&8 on Blackboard 	Manual Diff pg 353 ESR pg 348
7	Mar 2 nd -6 th	<ul style="list-style-type: none"> Review Ch 5-8 	Manual Diff pg 353 WBC Est pg 354
8	Mar 9 th -13 th	Exam 2 (Ch 5-8) In-Class	
Spring Break			
9	Mar 16 th -20 th		
10	Mar 23 rd -27 th	<ul style="list-style-type: none"> Read Ch 9&10; View Powerpoint Upload Assignment 9&10 on Blackboard 	QC Hemacytometer pg 359 Manual Diff (Reactive Lymphs)
11	Mar 30 th - Apr 3 rd	<ul style="list-style-type: none"> Read Ch11&12; View Powerpoint Upload Assignment 11&12 on Blackboard 	Manual Diffs AML Blasts
12	Apr 6 th - Apr 10 th	<ul style="list-style-type: none"> Review Ch 9-12 	RBC Hemacytometer pg 359
13	Apr 13 th - 17 th	Exam 3 (Ch 9-12) In-Class	
WBC Hemacytometer Pg 359			

14	Apr 20 th -24 th	<ul style="list-style-type: none"> • Read Ch 13; View Powerpoint • Upload Assignment 13 on Blackboard 	RBC & WBC Hemacytometer Pg 359 Manual Diff CLL
15	Apr 27 th – May 1 st	<ul style="list-style-type: none"> • Read Ch 14; View Powerpoint • Upload Assignment 14 on Blackboard 	RBC&WBC Hemacytometer Pg 359 Manual Diff old blood
16	May 4 th – May 8 th	<ul style="list-style-type: none"> • Review Ch 1-14 	Lab Final Manual WBC and RBC with differential
17	May 11 th -15 th	FINAL EXAM (Ch 1-14) In-Class	

All of the listed week's work is due by the Friday of that week at 11:59 pm unless otherwise stated.

Student Contract for MLAB 1315

I, _____, have received, read and understand the syllabus for MLAB 1315 Hematology, offered at Northeast Texas Community College.

Student's signature

Date

Current Contact Information:

Phone: _____

Cell phone: _____

Preferred email address: _____