



SYLLABUS PART II
EDISON COMMUNITY COLLEGE

PLB-291L-001US: PHLEBOTOMY INTERNSHIP (1.5 CREDITS) &
PLB-291R-801US: PHLEBOTOMY INTERNSHIP SEMINAR (2 CREDITS)

Course(s): PLB-291L-001US: Phlebotomy Internship & PLB-291R-801US: Phlebotomy Internship Seminar

Class Meeting Time & Location: Online

Required Materials: SUCCESS! IN PHLEBOTOMY Q&A REVIEW | ISBN13: 9780134986098

Faculty: Hannah Shirk, MLS(ASCP)cm

AAS in Medical Laboratory Technology, Edison State Community College, 2018

BS in Medical Laboratory Science, University of Arkansas, 2026

Office: 317

Office Hours: Summer office hours are available by appointment. Students should contact the instructor via email to schedule a meeting time.

Email: hshirk2@edisonohio.edu

Phone: 937.778.7994

Grading:

Weekly Timesheet & Collection Logs = 160 points

Discussion/Journal entries = 160 points

Weekly Chapter Assignments = 120 points

Attendance/Class Participation = 100 points

Student Progress Reports (2 Week & Final Eval) =
100 points (50/ea)

Safety Orientation = 20 points

ASCP Account = 10 points

Practice Tests = 160 points

Reflection paper = 50 points

Final Paperwork = 100 points

Total possible points = 980 Points

Grade figured on points earned divided by total possible points. See Breakdown below.

Must earn 70% overall in both courses for successful completion.

Seminar (291R) Grade Calculation

Weekly Chapter Assignments

Discussion/Journal Entries

Reflection paper

Future Contact Information

Student Resource Survey

Exam 1

Exam 2

ASCP Account Creation

Attendance

Total = 660 points

Internship (291L) Grade Calculation

Safety Orientation

Weekly Time Sheets

Weekly Collection Log

Total Hours Log

Final Collection Log

2 Week Student Evaluation

Final Student Evaluation

Site Evaluation

Total = 320 points

A 90-100%

B 79.5- 89.4%

C 70-79.4%

Below 69.5% = Failing

Schedule	Assignment(s) & Activities
Week 1 Due 06/14/26 11:59PM	Complete Chapter 1-3 Questions Week 1 Discussion Safety Orientation Week 1 Time sheet & Collection Logs Weekly Internship Hours – 15 clinical hours minimum
Week 2 Due 06/21/26 11:59PM	Complete Chapter 4-6 Questions Week 2 Discussion Week 2 Evaluation Week 2 Time sheet & Collection Logs Weekly Internship Hours – 15 clinical hours minimum
Week 3 Due 06/28/26 11:59PM	Complete Chapter 7-9 Questions Week 3 Discussion Week 3 Time sheet & Collection Logs Weekly Internship Hours – 15 clinical hours minimum
Week 4 Due 07/05/26 11:59PM	Complete Chapter 10-12 Questions Week 4 Discussion Week 4 Time sheet & Collection Logs Weekly Internship Hours – 15 clinical hours minimum
Week 5 Due 07/12/26 11:59PM	Complete Chapter 13-15 Questions Week 5 Discussion Week 5 Time sheet & Collection Logs Weekly Internship Hours – 15 clinical hours minimum
Week 6 Due 07/19/26 11:59PM	Complete Chapter 16-17 Questions Week 6 Discussion Week 6 Time sheet & Collection Logs Weekly Internship Hours – 15 clinical hours minimum
Week 7 Due 07/26/26 11:59PM	Week 7 Discussion Week 7 Time sheet & Collection Logs Reflection Paper ASCP Account Creation ASCP Exam 1 & 2 Weekly Internship Hours – 15 clinical hours minimum
Week 8 Due 08/07/26 11:59PM *Term Ends Friday	Week 8 Discussion Week 8 Time sheet & Collection Logs Final Internship Paperwork Weekly Internship Hours – 15 clinical hours minimum Successfully complete 115 Clinical Hours, minimum 100 successful sticks

***All assignments must be completed and official documentation submitted to pass the seminar and internship courses.** The Final Student Evaluation score must be at least 75% to pass 291L course (Internship).

Course Policies

Attendance at Clinicals:

A clinical internship is just like a job; you must attend according to the standards set at the clinical site. You **MUST** notify the site and your phlebotomy instructor **BEFORE** you are absent for any reason. No call, no show, meaning you did not notify anyone of your impending absence, may result in you being removed from the clinical site. If a clinical site dismisses you from their site for any violation, you may be removed from the program.

Repetitive tardiness will result in disciplinary action, including documentation of student misconduct, up to removal from the program. No more than three (3) absences allowed.

Late assignments: Late work is only accepted under documented extenuating circumstances.

Academic Integrity and Respondus Testing Policy:

Healthcare professionals are held to the highest standards of integrity to ensure safe and ethical patient care. Students in the Medical Laboratory Technology, Clinical Laboratory Assistant, and Phlebotomy programs are expected to demonstrate the same level of professionalism and honesty in all academic work. All quizzes and examinations administered through Respondus LockDown Browser with a Monitor require a complete environment check, including webcam verification and room scan, prior to beginning the assessment. Failure to complete the required environment check will result in a score of zero for that assessment.

All Respondus sessions are recorded and reviewed. Behaviors that may indicate academic dishonesty include, but are not limited to:

- Use of unauthorized materials or devices
- Looking off-screen excessively or repeatedly
- Presence of another individual in the testing environment
- Attempting to bypass or interfere with monitoring software
- Inconsistent audio, video, or testing behavior

If a testing session is flagged for potential academic dishonesty, the following process will be followed:

1. Review of Recording and Evidence
The instructor will review the Respondus recording and any associated flags.
2. Student Notification and Opportunity to Respond
The student will be notified of the concern and given an opportunity to provide an explanation.
3. Determination of Outcome
Based on the evidence and student response, the instructor will determine whether a violation has occurred.
4. Consequences
 - If a violation is confirmed, a score of zero will be assigned for the assessment.
 - Repeated or severe violations may result in referral for disciplinary action, up to and including removal from the program.

Academic dishonesty includes, but is not limited to:

- Cheating on quizzes, exams, or practicals
- Using unauthorized materials or assistance
- Copying or sharing answers (in person or electronically)



- Falsifying laboratory results, data, or documentation
- Completing work on behalf of another student or allowing someone else to complete your work
- Misrepresenting clinical or competency performance

Any suspected violation of academic integrity will be reviewed by the instructor. Students will be notified of the concern and given an opportunity to respond. If a violation is confirmed, consequences may include:

- A score of zero on the assignment or assessment
- Course failure, depending on severity
- Referral for disciplinary action; See Conduct Violation Form
- Possible removal from the program for repeated or serious violations

Maintaining academic integrity is essential not only for academic success but for the trust placed in laboratory professionals responsible for patient care.

Testing Your Faith Act Policy:

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/Registration-and-Records/> and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at https://www.edisonohio.edu/sites/default/files/2025-06/Student_Handbook.pdf