

**EDISON STATE COMMUNITY COLLEGE****MLT 135 Urinalysis and Body Fluids****SYLLABUS PART II**

Instructor: Vickie Kirk

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QUALIFICATIONS: MLS ASCP, MBA, Bluffton, 2008; BS Clinical Laboratory Science, Indiana University of Pennsylvania, 1997;

Phone: 381-1505

Class: MW 9-11:30

Room: 344 lecture and 334 for laboratory

**LECTURES: Online asynchronous-Days in green on the Laboratory section are in-class sessions.****LABS: Wednesday MLT 135 12:00-2:30 (MLT 121 9-11:30)**

| WEEK |                                                                                            |                                                               |                                                |                                                |
|------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------|------------------------------------------------|
| 1    | <b>Week 1 Assignments due Sunday at 11:59</b>                                              | Chapter 3 Renal Anatomy                                       | Chapter 4 Pre-Analytical Urinalysis            | <b>QUIZ</b><br><br>On-line due Sunday by 11:59 |
| 2    | Chapter 5 Urinalysis: Physical components<br><b>Week 2 Assignments due Sunday at 11:59</b> | Chapter 6 Urinalysis: Chemical Examination: The Reagent Strip | Chapter 7 The Microscope                       | <b>QUIZ</b><br><br>On-line due Sunday by 11:59 |
| 3    | <b>Week 3 Assignments due Sunday at 11:59</b>                                              | Chapter 8 Urinalysis Microscopic Urine Sediment Examination   | Chapter 9 Renal Diseases                       | <b>QUIZ</b><br><br>On-line due Sunday by 11:59 |
| 4    | <b>MIDTERM</b><br><b>Week 4 Assignments due Sunday at 11:59</b>                            |                                                               |                                                | On-line due Sunday by 11:59                    |
| 5    | <b>Week 5 Assignments due Sunday at 11:59</b>                                              | Chapter 10 Cerebrospinal Fluid                                | Chapter 11 Serous Fluid                        | <b>QUIZ</b><br><br>On-line due Sunday by 11:59 |
| 6    | <b>Week 6 Assignments due Sunday at 11:59</b>                                              | Chapter 12 Synovial Fluid, BAL and Sweat Chloride             | Chapter 13 Semen Pregnancy, and Amniotic Fluid | <b>QUIZ</b><br><br>On-line due Sunday by 11:59 |
| 7    | <b>Week 7 Assignments due Sunday at 11:59</b>                                              | Chapter 14 Metabolic Disorders                                | Chapter 15 Fecal Analysis                      | <b>QUIZ</b><br><br>On-line due Sunday          |

|   |  |                                |  |          |
|---|--|--------------------------------|--|----------|
|   |  |                                |  | by 11:59 |
| 8 |  | <b>FINAL<br/>LAB PRACTICAL</b> |  |          |

#### LABS:

| WEEK          |  | WEDNESDAY                                                                                                                                                                              |  |
|---------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1<br>10/21/24 |  | <b>Lab 1:</b> Urine collection; color and clarity<br><b>Lab 2:</b> Urine dipsticks-manual<br><b>Lab 2:</b> Urine dipsticks-Clinitek                                                    |  |
| 2<br>10/30/24 |  | <b>Lab</b> Confirmatory Tests<br><b>Lab 3:</b> Microscope                                                                                                                              |  |
| 3<br>11/6/24  |  | <b>Lab 4:</b> Urine microscopic<br><b>Lab 5:</b> Complete Urinalysis                                                                                                                   |  |
| 4<br>11/13/24 |  | <b>Lab:</b> Complete Urinalysis<br><b>Lab:</b> Creatinine Clearance                                                                                                                    |  |
| 5<br>11/20/24 |  | <b>Lab:</b> Hemacytometer                                                                                                                                                              |  |
| 6<br>11/27/24 |  | <b>Lab:</b> Hemacytometer                                                                                                                                                              |  |
| 7<br>12/4/24  |  | <b>Lab:</b> Hematology slide making<br>Hematology slide staining<br><b>Lab:</b> Normal differential<br><b>Lab:</b> Body fluid slide<br><b>Graduating MLT students will help in lab</b> |  |
| 8<br>12/11/24 |  | <b>LAB PRACTICAL</b>                                                                                                                                                                   |  |

Text: Clinical Laboratory Urinalysis and Body Fluids, Sunheimer, Graves, Stockwin; 2015

ISBN: 978-0-13-278404-7

Text: Turgeon, M.L., Clinical Laboratory Science, 9<sup>th</sup> ed., 2023

ISBN: 978-0-323-82934-2

[www.medtraining.org](http://www.medtraining.org) for supplemental training modules

#### GRADING:

The grading scale for the MLT program is:

100-93 = A

92-83 = B

82-75 = C

Below 74.5 is failing

#### EVALUATION POLICIES

Students are required to achieve a 70% average on their exams and at least a 70% on their final exam to pass the course. They must maintain a C in the MLT courses to continue in the program.

#### MedTraining grading:

If you score an:

80 or above you will earn the entire 100 points

70-79 = 80 points

60-69 = 60 points

59 or below and I will require you to retake automatically.

You can retake any section test.

Final grades will be based on the following scale:

|                      |             |
|----------------------|-------------|
| Quizzes              | 15%         |
| Exams                | 25%         |
| Assignments/Homework | 15%         |
| Labs                 | 20%         |
| Practical exam       | 20%         |
| Professionalism      | <u>5.0%</u> |
| Total:               | 100%        |

#### PROFESSIONALISM/ATTITUDINAL: (See Student Handbook)

The following professional behavior/attitudes will be assessed during the semester:

Ability to follow instructions

Punctuality and Attendance

Written Communication

Verbal Communication

Appearance

Teamwork

Cost containment

Responsibility

Respect for Colleagues

Self Confidence

Honesty/Integrity

Organization

#### HOMEWORK AND LABORATORY REPORTS

All weekly homework will be due by Sunday at 11:59 pm. All due dates and submissions are in Blackboard. If homework is turned in late you will receive **half** credit.

There will be no makeup labs; if you must miss a lab, you will receive a zero for that day's lab report, or you may make up on your own time and turn in the next lab period.

#### MAKE UP EXAMS

Grades on makeup exams will be reduced by 20%--make sure you are here on days of exams.

I am available to discuss the course by appointment. Please call or email me to set up a time.

#### ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing [disabilities@edisonohio.edu](mailto:disabilities@edisonohio.edu) or by calling

937.778.7850. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160.

### ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

### BOOKSTORE SERVICES

The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Online at <https://edisonohio.ecampus.com>

### CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit <https://www.edisonohio.edu/Career-and-Job-Services/> for more information.

### COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

### STUDENT WELLNESS

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

### SUPPORT SERVICES AVAILABLE

Edison State has built a network of health professionals to support students. With these partnerships, students who need support in areas such as:

- Recovery and counseling referral
- Housing
- Food
- Physical well-being

### INFORMATION AND EDUCATION

We also provide information and education on the topics of:

- Alcohol and drug abuse and prevention
- Sexual assault prevention and awareness
- Building healthy relationships
- Inclusion and belonging
- Survivor support
- Self-care
- Anti-hazing

### GETTING HELP

If you are struggling and need to speak with someone in person, please reach out to Student Affairs, at 937-778-7895, Room 160 (stop at the front desk).

### LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: <https://www.edisonohio.edu/Library/>. Libguides and short instructional videos are available to help you use these resources and can be found at: <https://libguides.edisonohio.edu/>. Please contact the library staff with any library questions you may have at [library@edisonohio.edu](mailto:library@edisonohio.edu), 937-778-7950, or stop in!

### STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Stations in Room 060 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville.

### TECHNICAL SUPPORT SERVICES

**For Blackboard Assignment issues, the instructor should be the first point of contact.**

**For Log-in or other technology issues:** There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
  - email to [support@edisonohio.edu](mailto:support@edisonohio.edu)
  - call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts
- Go to [www.edisonohio.edu](http://www.edisonohio.edu) into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

### 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 <http://stage.edisonohio.edu/digipub/StudentHandbook/index.html>

### TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.

All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services.

Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at [www.edisonohio.edu/TitleIX/](http://www.edisonohio.edu/TitleIX/).

### TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at [tutoringcenter@edisonohio.edu](mailto:tutoringcenter@edisonohio.edu), call 937-778-7959, or visit our webpage at <https://www.edisonohio.edu/tutoring-center/>

#### ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.