

SYLLABUS PART II
EDISON COMMUNITY COLLEGE
PLB 150S PHLEBOTOMY AND LAB TECH
3 Credit Hours

Course: PLB-150S-001FS

Class Meeting Time & Location: T/TH 12:30 - 2:20 **Required**

Materials:

Highly Recommended: *Phlebotomy Handbook*, Diana Garza; Kathleen Becan-McBride

ISBN: 978-0-13-470932-1

Required: *Success! In Phlebotomy*, Diana Garza; Kathleen Becan-McBride; will be used during your internship.

ISBN: 978-0-13-198609-8

Faculty: Hannah Shirk, BS MLS(ASCP)cm

AAS in Medical Laboratory Technology, Edison State Community College, 2018 BS
in Medical Laboratory Science, University of Arkansas, 2026

Office: 416

Office Hours: Room 416 Piqua Campus | Office Hours: M – F: 2:00p – 3:00p* | T/TH 9:00a - 12:00p *Hours
change based on semester course schedule. Subject to change in October 2026*

Email: hshirk2@edisonohio.edu **Phone:**

937.778.7994

This syllabus contains the policies and expectations that have been established for this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Please bring any concerns you may have to my attention.

INTERNET:

All assignments, homework and exams will occur in Blackboard. All homework and assignments will be due Sunday at 11:59pm unless otherwise noted. Monday begins the school week, and Sunday ends the school week except at the end of the Semester. All assignments and competencies must be turned in before the day of the Final Exam.

The ability to competently use technology, such as computer/mobile device, is the student's responsibility.

WEEKLY SCHEDULE OF TOPICS, ASSIGNMENTS, AND EXAMS

Week	Course Topic and Chapters to Read	Homework, Assignments, Exams
(Week 1) August 24 - 30	Chapter 1: Phlebotomy Practice and Quality Assessment Chapter 2: Communication, Computer Essentials and Documentation Chapter 4: Infection Control	Assignment: Orientation Quiz Assignment: "Crash Course Study Skills" Homework: Complete Chapter 1, 2, & 4 exercises

(Week 2) August 31- September 6	Chapter 5: Safety and First Aid Chapter 7: The Cardiovascular and Lymphatic Systems Print in color: How Anticoagulants Work, Tubes and Lab Tests documents and bring to class next week.	*Exam 1: Chapters 1,2 & 4 Homework: Complete Chapter 5 & 7 exercises Assignment: Orientation Documents due per Schedule of Documents
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Week	Course Topic and Chapters to Read	Homework, Assignments, Exams
(Week 3) September 7 - 13	Chapter 5 & 7: Review Chapter 8: Blood Collection Lab: Blood Collection Equipment Tubes and Lab Tests documents	*Exam 2: Chapter 5 & Chapter 7 Homework: Complete Chapter 8 exercises
(Week 4) September 14 – 20	Chapter 10: Venipuncture Procedures Lab: Watch “Basic Venipuncture Video” in class	*Exam 3: Chapter 8 Print document: Panel Definitions and bring to class this week and next. <i>Reminder: Register for Internship and Internship Seminar if not already done</i> Homework: Complete Chapter 10 exercises Homework: Discussion posts “Basic Venipuncture Video”
(Week 5-6) September 21 – October 4	Chapter 10 continued: Venipuncture Procedures Lab: Venipuncture Procedure Practice Lab: Tubes and Lab Tests and Test Panels Lab: Venipuncture & Customer Service Competency Lab: CLSI Library Assignment Lab: Compendium Assignment	*Exam 4: Specimen collection Tubes & Common Tests Homework: Aidet Volunteer Week

(Week 7) October 5 - 11	Chapter 3: Professional Ethics, Legal, and Regulatory Issues Lab: Watch “Avoiding Lawsuits” Competencies venipuncture, butterfly, syringe collections.	*Exam 5: Chapter 10 Assignment: Essay-What I learned about “Avoiding Lawsuits”
(Week 8) October 12 – October 18	Chapter 11: Capillary Blood Specimens Lab: Watch- “Capillary Punctures” Current Event Spotlight	Homework: Complete Chapter 11 exercises Assignment: Compendium Assignment: Capillary Puncture Essay

Week	Course Topic and Chapters to Read	Homework, Assignments, Exams
		Competency forms: Customer Service, Venipuncture, Butterfly, and Syringe Collections
	INTERNSHIP / SEMINAR BEGIN WEEK 9	
(Week 9) October 18 - 25	Lab: Capillary Competency Complete Urine Folder: Collection/Patient Instructions and Competency (from Chapter 16) Chapter 12: Specimen Handling, Transportation, and Processing Lab: Throat Swabs – Microbiology Competency	*Exam 6: Chapter 11 Assignment/Competency: Create Video-Urine Collection/Patient Instructions Homework: Complete Chapter 12 exercises
(Week 10) October 26 – November 1	In Service: Interview Skills, Resume & Cover Letter skills – Morgan’s Presentation	*Exam 7: Chapter 12 Assignment: Work on Resume, Cover Letter & References

(Week 11) November 2 – 8	Chapter 13: Pediatric and Geriatric Procedures	Assignment: Watch Port Draw Video and write summary Homework: Complete Chapter 13 exercises
(Week 12) November 9 - 15	Chapter 14: Point of Care Testing with Lab Chapter 15: Blood Cultures, Arterial, and Special Collection Procedures	*Exam 8: Chapter 13 Homework: Complete Chapter 14 & 15 exercises
(Week 13) November 16 - 22	Chapter 16: Urinalysis, Body Fluids and other Specimens Chapter 17: Drug Use, Forensic Toxicology, Workplace Testing Overview of Competency for Occult Blood Testing /Instructions to Patient	*Exam 9: Chapters 14 & 15 Homework: Complete Chapter 16 & 17 exercises Assignment: Video Occult Blood Instructions Competency form: Occult Blood Competency
Week	Course Topic and Chapters to Read	Homework, Assignments, Exams
(Week 14) November 23 – 29 *No Class this week. Thursday – Thanksgiving*	Student Review for final Student Review of student documents	Prepare for final Exam
(Week 15) November 29 – December 6	Instructor review for final Instructor review of student documents Mock Interviews – TBD	*Exam 10: Chapters 16 & 17
(Week 16) December 7 – 11 *Semester ends on Friday	Interns fill out: Student Resource Survey Site Survey	*Comprehensive Exam – In Person Tuesday Interns – complete & upload all documentation <i>All coursework due BEFORE final exam*</i> <i>You cannot sit for final if your competencies are incomplete. No exceptions.</i>

Note: Instructor reserves the right to revise the schedule if necessary and adjust assignments and exams.

EVALUATION METHODS AND POLICY STATEMENTS

Please Note: The schedule is subject to change due to practicing and evaluation competencies.

In class: Cell phones and smart watches must be turned off during class. You may make necessary cell phone calls and text messages during class break times. Texting in class is forbidden.

Homework/Assignments: All homework assignments are due on the Sunday by 11:59 pm unless otherwise noted. No assignments will be accepted after the final exam.

Competencies: Competencies will be pass/fail. You will need to pass ALL competencies and submit the documentation in Blackboard to pass the course. Documentation must be uploaded before the Final Exam.

Final: The final exam is comprehensive of the chapters covered in the course.

Communication: Announcements and emails are available through the Blackboard system. Periodically check for class announcements. If there is an urgent message, announcements will be sent to all students via e-mail. I usually check e-mail daily, which will be the easiest way to contact me with questions or problems. I will get back to you within 24-48 hours. If I have not responded within 48 hours, please email me again. I am available to meet with you as needed. Office hours or by appointment.

GRADING:

Cognitive domain:

Students must maintain at least a 70% average overall and on written exams and quizzes to remain in the course.

Psychomotor domain:

Students must also achieve a satisfactory score on all critical steps of the skill competencies to remain in the course. There will be 10 skill competencies.

Affective domain:

Students must meet the following to attend Internship:

1. Grades as described above.

2. Completed all Health requirements. UVCC students are tracked differently but subject to the same health requirements.
3. Students must have successfully completed or be currently enrolled in ALH 101S Introduction to Health Care, ALH 151S and Medical Terminology to attend Internship.

Grade figured on points earned divided by total possible points.

- A 90-100%
- B 79.5- 89.4%
- C 70-79.4%
- Below 69.5% = Failing

Missed exams or competencies. Because of the quick pace and hands on demos and practice that occur during class, **attendance is required.** Many of the learning experiences and competencies are difficult to set up. Repeats may not occur. Students that miss more than three (3) class periods or scheduled internship days will be dropped from the course and required to repeat the course to remain in the program. Refer to the Phlebotomy Handbook. If an exam is missed, it must be made up in the library (bring photo ID) prior to returning to the next scheduled class. There will be an automatic 10% deduction for missed exams. Make up exams may be different from the original.

Late assignments: It is the instructor's discretion as to whether late assignments will be accepted. If it is determined, acceptable they will be deducted at least 10%.

AI Use:

For this course, YOU must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities:

- Brainstorming and refining your ideas
- Drafting an outline to organize your thoughts
- Checking grammar and style

The use of AI tools is not permitted in this course for the following activities:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments

Your use of AI tools must be properly documented and cited to stay within college policies on academic honesty. Any assignment that is found to have used generative AI in unauthorized ways will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification. Using AI beyond the permitted scope is considered a violation of Academic Honesty. Assignments flagged as containing more than 25% AI-generated content will be treated as plagiarism. If this occurs, you may be required to resubmit the assignment within 48 hours for a late grade or receive a zero. This is subject to the instructor's approval. Repeat offenses will result in an automatic zero for the assignment and may be reported for formal academic misconduct.

Academic Honesty: The academic honesty policy of Edison community College will be upheld. Academic dishonesty will not be tolerated. Please refer to the student handbook and the Phlebotomy Handbook in Blackboard.

https://www.edisonohio.edu/sites/default/files/2025-06/Student_Handbook.pdf

Academic Alerts: The college has a process of alerting advisors that a student is not meeting course standards. Instructors are required to complete an Academic Alert Form as needed to alert advisors who will contact the student to guide the student with the ultimate goal of improving performance.

SERVICES AT EDISON

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

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>

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.

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.

HEALTH AND WELLNESS SERVICES

Health and Wellness Services are available on the Edison State Piqua campus. The program is dedicated to providing resources that promote healthy lifestyle choices for our students, faculty and staff.

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).

Emergency Resources

If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988.

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, 937-778-7950, or stop in!

MENTAL HEALTH SERVICES

College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have established partnerships with many local mental health providers. If you are struggling and need to speak with someone in person, please reach out to Kara Myers at kmyers1841@edisonohio.edu, 937-778-7832, Suite 136. If you are concerned about a student or colleague, please file a CARE Team form <https://www.edisonohio.edu/CARE-TeamReferral-Form/> so that immediate assistance can be given. This link and the CARE Team website can be found under Campus Services on our home page.

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 163 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. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu

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 ○ 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 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

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 <http://www.edisonohio.edu/TitleIX/>

Reporting Options: Title IX Coordinator Kara Myers kmyers1841@edisonohio.edu 937-778-7832 Suite 136

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, 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.

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>.