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Welcome to the Department of Health Professions and the Clinical Laboratory Science program! We are delighted that you have chosen to pursue a career in laboratory medicine at Our Lady of the Lake College.

This publication contains information that is relevant to students pursuing the Bachelor's degree in Clinical Laboratory Sciences.

Please take the time to read this document and familiarize yourself with its content. Contained herein are the rules, regulations, policies and procedures that govern your participation in the Clinical Laboratory Science program.
ORGANIZATION

The Clinical Laboratory Science program is part of the Department of Health Professions, one of the departments comprising the School of Arts, Sciences, and Health Professions. In turn, the Schools of Arts, Sciences, and Health Professions, the School of Nursing, and the Health Career Institute form Our Lady of the Lake College.

Administration

Tina S. Holland, PhD
College President

Bro. Edward A. Violett, SM, PhD
Executive Vice President for Academic Affairs

Kitty Krieg, PhD
Dean for School of Arts, Sciences, and Health Professions

Faculty

Deborah Fox, PhD, MT(ASCP)
Associate Professor and Clinical Laboratory Science Program Director
e-mail: dfox@ololcollege.edu
phone: 768-1727

Terri Talbot, MHSA, MT(ASCP)
Assistant Professor, Clinical Laboratory Science
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phone: 768-1745

Margaret Devillier, BS, MT(ASCP), SM
Laboratory Assistant, Clinical Laboratory Science
e-mail: mdevilli@ololcollege.edu
phone: 214-6974

Department of Health Professions Fax: 768-0819

Staff

Nancy Winship
Secretary
Department of Health Professions (Main Building)
Phone: 768-1738

Security
Phone: 765-8825
MISSION

SCHOOL of HEALTH PROFESSIONS

Inspired by the vision of St. Francis of Assisi and in the tradition of the Roman Catholic Church, we extend the healing ministry of Jesus Christ to God’s people, especially those most in need.

We call forth all who serve in the healthcare ministry, to share their gifts and talents to create a spirit of healing ---- with reverence and love for all of life, with joyfulness of spirit, and with humility and justice for all those entrusted to our care.

We are, with God’s help, a healing and spiritual presence for each other and for the communities we are privileged to serve.

Seeking to be faithful to the ideals of its heritage and its sponsors, Our Lady of the Lake College is committed to meeting the educational needs of the people of God.

CLINICAL LABORATORY SCIENCE PROGRAM

The Clinical Laboratory Science program of Our Lady of the Lake College reflects the Mission of the Franciscan Missionaries of Our Lady and Our Lady of the Lake College, in providing an educational environment in which individuals can develop into compassionate healthcare providers.

We invite a diverse population of students to share their talents and gifts in their growth as clinical laboratory scientists: to develop a spirit of healing—with reverence and love for all of life, with joyfulness of spirit, and with humility and justice for all those entrusted to their care.

We strive to serve as a role model, resource and a healing presence within the communities we serve.
The Clinical Laboratory Science program of Our Lady of the Lake College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). In October of 2010, the CLS program received a certificate for 7 years accreditation. The program will complete the process of re-accreditation during 2017.

National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Rd, Suite 720, Rosemont, IL 60018
Tel: (773) 714-8880
Fax: (773) 714-8886
E-mail: info@naacls.org

http://www.naacls.org
CERTIFICATION

Students successfully completing the Clinical Laboratory Science program and graduating with the Bachelor of Science degree are eligible to sit for the Medical Laboratory Scientist (MLS) certifying examination offered by the American Society for Clinical Pathology (ASCP). Please note that graduation from Our Lady of the Lake College with a B.S. in Clinical Laboratory Sciences is not contingent upon passing an external certifying examination.

Board of Certification (BOC)
American Society for Clinical Pathology (ASCP)
2100 West Harrison Street
Chicago, Illinois 60612
TEL: [312] 738-1336
http://www.ascp.org

(Examination fees: $240)

It is recommended that students submit applications for certification examination approximately 6-8 weeks before program graduation and that they take the exam within 1 month of graduation.
**LICENSURE**

In order to gain employment in a clinical laboratory in the state of Louisiana, laboratory professionals must possess a license issued by the Louisiana State Board of Medical Examiners (LSBME). To contact the LSBME, please visit the following web site. Students intending to work in the state of Louisiana are required to obtain a Temporary License immediately upon graduation. Students should submit complete application packets (including criminal background checks and fingerprints) to the LSBME **approximately 3 months** before their intended graduation date.

**Note:** The application process may take 90 days from the time that LSBME receives the **completed** application. Failure to submit application in a timely manner may delay issuance of the student’s license, without which they will not begin to work as a clinical laboratory scientist/medical technologist.

Louisiana State Board of Medical Examiners  
630 Camp Street  
New Orleans, Louisiana 70130  
TEL: [504] 568-6820  
http://www.lsbme.la.gov/

1. Instructions for licensure application:  
   http://www.lsbme.la.gov/licensure/clinical-laboratory-personnel

<table>
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<th>Required Documents/Actions</th>
<th>Estimated Fees</th>
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<tr>
<td>Completed Application Packet</td>
<td>$65</td>
</tr>
<tr>
<td>Certified Birth Certificate or Original Passport</td>
<td>Fees may vary by state</td>
</tr>
<tr>
<td>Passport Photograph (optional)</td>
<td>$13</td>
</tr>
<tr>
<td>Official Transcripts</td>
<td>None</td>
</tr>
<tr>
<td>Notarized Certificate of Dean and Statement of Legal Name</td>
<td>$20</td>
</tr>
<tr>
<td>Criminal Background Check and Fingerprints</td>
<td>$50.75</td>
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HEALTH PACKET AND INSURANCE

Health Packet

All students entering the Clinical Laboratory Science program must complete a Health Packet provided by the Director of Campus Health and Safety. This packet is given to the student during the pre-enrollment meeting. This packet requires: a physical examination, proof of immunizations, drug screen testing, CPR certification, TB skin testing, Hepatitis B vaccination series, and criminal background check. Students accepted into either the June or August cohort of the Bachelor’s degree program must complete the criminal background check and the drug screen by the first day of the Summer semester, and must complete the second dose of the hepatitis vaccine series by the first day of the Fall semester. Problems encountered with criminal background checks or positive drug screens may result in revocation of program acceptance. Students who have not submitted proof of the second Hepatitis vaccine to the Health and Safety Office by the first day of Fall classes will not be allowed to participate in CLS curriculum courses. Students should submit all other health packet requirements to the Office of Health and Safety by the first day of the student’s third semester in the program (Spring for June start students; Summer for August start students). Note: TB skin testing should be completed approximately 1 year prior to the student’s anticipated graduation date. Students failing to complete health packets by the assigned due date may be put on non-academic probation. If deadlines are not met by the beginning of the next academic semester the student may be suspended from the CLS program.

Denise Gillespie, RN, BSN, Director
Campus Health and Safety
TEL: [225] 768-1755

The student may choose to complete the requirements through the public health unit, a personal physician or other health care practitioner, an employer, Total Occupational Medicine Clinic, or any combination of these. However, the urine drug screen must be done at Total Occupational Medicine Clinic since OLOL College pays for this component of the student’s health requirements. Our Lady of the Lake Regional Medical Center Employee Health Department does not provide services to students unless the student is an employee of OLOLRMC. The required health components are as follows:

1. Measles Titer Results- positive Measles antibody IgG titer.
2. Rubella Titer Results- positive Rubella IgG antibody titer.
3. Mumps Titer Results—positive Mumps antibody IgG, EIA Serum Titer
4. Meningitis Vaccine or waiver - One (1) dose of Menomune® (MPSV4) or Menactra (MCV4) preferably at entrance into college. May not be waived by PA and Clinical Lab Students
5. Tetanus-diphtheria - (a.k.a. Td, DT, DTP, DTaP, Tdap)
   - Must be within last 10 years and take you through the entire semester for compliance.
   - If you cannot show proof of vaccination, you must get another Td vaccine.
6. Hepatitis B — series of (3) vaccines or positive HBV Surface Antibody Quantitative Titer
7. Varicella (Chickenpox) Titer Results —positive Varicella-Zoster Virus Antibody IgG titer as interpreted by lab.
8. Tuberculosis (TB Skin Test) – Must be completed within 6 weeks of clinical assignment. The TB test is required to be done annually and it must take you through the entire semester for compliance. ***If test is positive with 10mm induration or (5mm induration with exposure to person with active TB)-you must be referred to the local Parish Health Unit for chest x-ray and follow up where they will issue medication. You must bring us written proof from the health unit that you are following TB protocol. A TB screen will be required annually (contact Health & Safety Office for more details).
9. Influenza- Documentation of current flu vaccine
10. Physical Exam— All clinical students are required to have physicals done upon entering the program. Your program will issue a health packet containing all necessary forms and those must be completed by a physician, nurse practitioner, or physician assistant.
11. **Drug Screen**—to be completed within one week of clinical assignment by Total Occupational Medicine Clinic (Baton Rouge) or Expert Drug Testing (New Orleans). Instructions will be provided in Health Packet.

  *Note:* For estimated vaccination/health requirement fees, refer to detailed Health and Safety Packet provided during program orientation.

### Health Insurance

All clinical students are strongly advised to carry personal health insurance. If the student does not have health insurance, there are several plans available to Our Lady of the Lake College students. Brochures for these plans are available in the Health and Safety Office.

All students of Our Lady of the Lake College are personally responsible for health care costs associated with any injury sustained while enrolled in clinical courses. Clinical students are at increased risk for injury or illness due to the nature of providing health care services in the clinical or laboratory setting. Health care institutions with whom the college contracts for student clinical experiences require that their protocol for health care be followed in the event a student sustains an injury while in the clinical setting.

Our Lady of the Lake College provides Accident Insurance for all clinical students, which covers accidents occurring while participating in school-related clinical activities. The insurance is underwritten by Combined Insurance Company of America. All clinical students are automatically enrolled in the plan each semester. Clinical students do not need to apply for this coverage.

Effective January 1, 2003, expenses incurred from injuries resulting from such an accident that requires medical care or treatment, and is provided at an emergency room, hospital outpatient department, clinic or doctor’s office, will be payable at 100% of the Reasonable and Customary rate up to a maximum of $5,000 per accident. *This policy is an excess policy. All benefits under this plan are in excess of any other valid and collectible insurance.*

### Liability Insurance

Our Lady of the Lake College provides students enrolled in clinical practica with professional liability insurance with a minimum $1,000,000 coverage limit per occurrence and $3,000,000 per aggregate. Proof of such insurance is provided to the clinical affiliate with contractual agreement, and each renewal thereafter. Effective upon the termination of the agreement, OLOL College procures and maintains, at its expense, "tail" coverage for a period of three (3) years after termination to continue and extend coverage complying with the agreement; provided that, such "tail" shall not be required if the student provides "occurrence" type coverage for the entire term of the agreement. OLOL College’s obligation shall survive any termination of the agreement.

### Physician Bills

Students are responsible for payment of any physician/ER bills incurred as a result of injury/illness which occur during clinical hours and are not a direct result of clinical practicum activities. (i.e. needlestick, specimen splash in eye, etc.)
Clinical Laboratory Science Association (CLSA)

Purpose Statement

The Clinical Laboratory Science Association (CLSA) is a student organization whose purpose is to broaden the career scope of the membership. The organization is founded on the philosophy that membership in student organizations enhances the work ethic and increases life-long learning. In keeping with the mission of Our Lady of the Lake College, the organization is committed to encouraging student members to strive to meet the needs of the community and of fellow students with compassion, understanding, respect, and dignity. Members are encouraged to participate in professional and community activities and to disseminate information about the career of clinical laboratory science.

Membership

Students currently enrolled in the CLS professional program compose the active membership of the association. Students enrolled in CLSC 1110 and CLSC 1310 are designated as associate members of the association.

Officers

CLSA officers are elected once a year. Elected officers include: president, secretary, and treasurer. These student officers will act to lead the association in fundraising, community service, and profession-specific activities throughout the year. Ms. Terri Talbot and Dr. Deborah Fox will serve as faculty advisors for the organization.

Note: Only students who are in good academic standing are eligible to serve as an officer. Any student with a previous CLS course grade of less than "C" is ineligible for election/nomination. Any elected officer who earns a course grade of less than "C" will be required to permanently relinquish their officer position.

Annual Bi-State ASCLS Convention

Active members of the CLSA attend the Louisiana-Mississippi Bi-State ASCLS (American Society of Clinical Laboratory Sciences) convention each year. They represent OLOL College by participating in the CLS Student Quiz Bowl competition. Attendance at this convention allows students to interact with other CLS students, educators, and working professionals from the bi-state area. Attendance also offers students the opportunity to attend a job fair, professional seminars, and subject-specific review sessions that help students prepare for national certification examinations.

Note: All students within the professional program are expected to/encouraged to attend the annual convention. Any student unable to attend the annual convention for personal reasons must be excused by the program director and will be given an alternate assignment in place of convention participation.

PACE Certification

Proof of participation in continuing education activities is required for all students attending convention. (Note: The specific number of hours will be designated by program faculty prior to convention attendance). All students attending convention must submit a PACE certification form providing proof of continuing education hours (CEUs). Attainment of CEU credits will be represented as a course grade in each CLS course taken during the Spring semester. Completed PACE certification forms must be submitted to the instructor/program director within 5 days of return to class at OLOLC.
**Professional Organizations**

Professional organizations/societies in the field of Clinical Laboratory Science include the following: The American Society for Clinical Laboratory Science (ASCLS) and the American Society for Clinical Pathology (ASCP).

**ASCLS**

The mission of the ASCLS is to promote the profession of Clinical Laboratory Science and provide beneficial services to those who practice it. To enable its members to provide quality services for all consumers, the society is committed to the continuous quest for excellence in all its activities, and:

- Promotes high standards of practice in the workplace
- Advocates professional autonomy
- Ensures professional competence
- Supports worthy educational efforts at all levels
- Encourages laboratories in their pursuit of expanded roles and responsibilities
- Enhances the public’s understanding and respect for the profession and its practitioners

ASCLS members are almost exclusively Clinical Laboratory Science professionals. ASCLS membership is required for all students participating in the Student Quiz Bowl Competition at the Annual Bi-State Convention. Student membership fees are $30 for the state of Louisiana. Upon completion of the professional program, graduates are eligible, for a 12-month period, to renew their membership in this society at a discounted professional rate by renewing as a First Year Professional. All subsequent years of membership renewal will require a professional membership status. Students are strongly encouraged to maintain membership in this association upon graduation and to become actively involved in its activities as he/she develops his/her professional careers.

Membership benefits for full members who maintain a Professional I membership include: continuing education offerings, discounted registration fees at both local and national ASCLS conventions, and the receipt of publications which include: the *Clinical Laboratory Science* journal and the *ASCLS Today* newsletter. Personal services such as credit cards, hotel, and car rental savings, insurance programs, and rebates on real estate commissions are also available. Members also benefit from the networking opportunity made available with local, regional, and state colleagues. Lastly, members are represented by a government affairs team that monitors and influences the laws and regulations that affect the clinical laboratory profession. Students will also benefit from the receipt of the two professional publications as well as be eligible for discounted convention registration rates.

**LSCLS Student Scholarships and Awards**

The Joy Holm and Betty Lynn Theriot Memorial Scholarships are awarded annually to students in clinical laboratory science by the Louisiana Society for Clinical Laboratory Science. Each scholarship is payable at $250 per semester for two (2) semesters or $500.00 for one (1) year in an accredited school of clinical laboratory science. For eligibility and application information: [http://www.lscls.org/#/scholarship/c1ret](http://www.lscls.org/#/scholarship/c1ret). Scholarship applications are due March 15th of each year.

The LSCLS also sponsors a student paper award of $150 for the best written scholarly papers in each of the following areas: 1) Hematology 2) Microbiology 3) Immunohematology 4) Immunology 5) Chemistry/Clinical Microscopy, or 6) Administration/Education. The deadline for paper submission is March 1st of each year. For more information: [http://www.lscls.org/#/awards/c24vq](http://www.lscls.org/#/awards/c24vq)
The mission of the American Society for Clinical Pathology is to provide excellence in education, certification, and advocacy on behalf of patients, pathologists, and laboratory professionals (http://www.ascp.org/). ASCP members are pathologists, pathology residents, medical students, and clinical laboratory professionals. Membership benefits are somewhat similar to some of those described for the ASCLS and include: continuing education offerings, online lectures, discounts on ASCP Press publications and educational resources, receipt of the monthly journal entitled Laboratory Medicine, a representative voice in government legislation and policy making, as well as personal and professional networking benefits.
COMMUNICATION

For any questions or problems that arise in the classroom or student laboratory, the student is expected to first consult the instructor in a professional manner. If the instructor is unable to resolve the student’s issue, the following channels are to be utilized.

Student

   __ Instructor
   __________________________ Program Director, Clinical Laboratory Sciences
   __________________________ Chair, Department of Health Professions
   __________________________ Dean, School of Arts, Sciences, and Health Professions
   __________________________ Executive Vice President for Academic and Student Affairs

For any questions or problems that arise in the clinical setting, the student is expected to first consult the instructor in a professional manner. If the instructor is unable to resolve the student’s issue, the following channels are to be utilized.

Student

   __ Clinical Instructor and/or Clinical Site Supervisor
   __________________________ Program Director, Clinical Laboratory Sciences
   __________________________ Chair, Department of Health Professions
   __________________________ Dean, School of Arts, Sciences, and Health Professions
   __________________________ Executive Vice President for Academic and Student Affairs

Beyond these simple steps for resolving questions and issues as quickly as possible, students should refer to the “Appeals and Grievances” section of this handbook.
DISABILITIES STATEMENT

If you have a documented disability and wish to discuss academic accommodations, please contact the Office of Student Affairs at 225-490-1620 and scheduling an appointment with the Academic Counselor.
The appeals and grievances procedures are located in the OLOL College Catalog/Handbook or are available through the School of Arts, Sciences and Health Professions. Students wishing to file an appeal or grievance should consult the OLOL College Catalog/Student Handbook and follow the procedure described therein.
CAREER OPPORTUNITIES

Our Lady of the Lake College does not guarantee employment upon graduation, but will inform graduating students of available job opportunities in the local area. The following contacts are also available to assist graduates in identifying employment opportunities.

Advance for Medical Laboratory Professionals
Advance for Healthcare Careers Job Search

American Society for Clinical Laboratory Sciences (ASCLS)
Career Center

American Society for Clinical Pathology (ASCP)
Job Finder
http://www.ascp.org/careercenter
Family Educational Rights and Privacy Act (FERPA)

To comply with the Family Educational Rights and Privacy Act of 1974, commonly called the Buckley Amendment, the administration of Our Lady of the Lake College informs the students of their rights under this act. The law affords students rights of access to educational records and partially protects students from the release and disclosure of those records to third parties. Educational records are those records, files and other materials that contain information directly related to a student’s academic progress, financial status, medical condition, etc., and are maintained by the college or a party acting on behalf of the college.

Students’ Rights to Confidentiality
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.
   A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
   A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information
At its discretion, Our Lady of the Lake College may provide "directory information" in accordance with the provisions FERPA. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Our Lady of the Lake College includes the following: student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, enrollment status, degrees, honors and awards received, and the most recent educational agency or institution attended.

Students may block the public disclosure of directory information by notifying the Registrar’s Office in writing. Students are advised to consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for the College not to release any or all of this “directory information;” thus, any future requests for such information from non-institutional persons or organizations will be refused.

The College will honor the student’s request to withhold directory information but cannot assume responsibility to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, the College assumes no liability as a result of honoring instructions that such information be withheld. Although the initial request may be filed at any time, requests for non-disclosure will be honored by the College until removed, in writing, by the student.

Student’s Written Consent to Release Educational Records
Written consent by the student to release educational records to a third party must specify the records to be released and the recipient of such records. Request forms for the release of appropriate records are available in the Registrar’s Office containing educational records.

Notification of Parents
Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the college and after it has been determined that their child is legally their dependent. Our Lady of the Lake College recognizes the importance of support and interest of parents and families of students in all areas of the college program. Students are encouraged to share information about their experience and programs with their families. In keeping with that philosophy, it is not Our Lady of the Lake College’s policy to disclose non-directory information based solely on dependent status. Parents may also acquire non-directory information by obtaining a signed consent from their child. The College may choose to provide non-directory information to parents if it is regarding the student’s use or possession of alcohol or controlled substances.
The College academic calendar is published in College publications and on the web page, and depicts scheduled activities and holidays practiced by the College. Arrangement of dates for clinical rotations frequently requires flexibility in or small adjustments to the College calendar. Therefore, due to unique clinical education of the CLS Program, the CLS Program calendar may differ from the College calendar. It is a professional program and may require additional class sessions or clinical experiences in order to meet the requirements of the curriculum. Course or clinical calendars are provided at the beginning of each semester and serve as the projected schedule of the classes and/or clinical dates. If it becomes necessary to make changes in a course/clinical calendar, changes are made at least a week in advance, so that students can adjust their schedules. Every attempt is made to maintain original schedules in order to avoid any inconvenience. It is the responsibility of the student to arrange holidays and vacations around the schedule noted in CLS course/clinical semester calendars. CLS Program students will be provided holidays equitable to other students in the College while in the didactic portion of the curriculum. Students will be notified as soon as possible regarding any required changes to the published calendar.
DEPARTMENT of HEALTH PROFESSIONS
Clinical Laboratory Sciences

Bachelor of Science
Degree Program

School of Health Professions
Our Lady of the Lake College
Baton Rouge, Louisiana 70808
**PURPOSE**

The purpose of the Bachelor degree program in Clinical Laboratory Sciences (CLS) is to provide the community with cognizant and adept scientists capable of competing and excelling in today’s progressive job market. Graduates of this program will possess the knowledge and skills necessary to become successful in the CLS profession and will be eligible to take the national certification examination offered by the American Society for Clinical Pathologists (ASCP).
GOALS

The goals of the Clinical Laboratory Scientist (CLSS) program are to:

1. Admit, retain, and graduate a diverse population of academically qualified students
2. Provide a high quality educational experience which imparts to the students the knowledge and skills necessary to ensure success as a clinical laboratory professional
3. Provide the healthcare community with knowledgeable and skilled entry-level practitioner
4. Promote within the classroom and encourage in the clinical setting the development of: a) Franciscan values as defined by the College mission statement and Ex Corde Ecclesiae, and b) professional ethics and conduct according to the standards of the profession and the Ethical and Religious Directives for Catholic Healthcare Services
LEARNING OUTCOMES

Upon completion of the program, the graduate will be able to:

1. Apply knowledge of basic/advanced laboratory science concepts and theories to the practice of clinical laboratory medicine

2. Evaluate discipline specific case studies, accurately interpreting the results of laboratory testing

3. Competently perform manual and automated laboratory science procedures as an entry level practitioner

4. Demonstrate effective written and oral communication skills within the academic and clinical setting

5. Demonstrate Franciscan values and professional ethics/conduct within the academic and clinical setting
## CURRICULUM

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<tr>
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Note: Students must earn credit for at least one service learning course within the core curriculum requirements.
### Clinical Program Sequence (Program Start Date: June)

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Total credit hours for degree: 123

**Note:** Students beginning the program in August, will follow an alternate curriculum plan and will not graduate until the subsequent Spring semester.
Clinical Course Sequence for August Start Students:

### Year 3/ Semester 1 (Fall)

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Semester Total: 12

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Semester Total: 16

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Semester Total: 7

### Year 4/ Semester 1 (Fall)

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Semester Total: 14

### Year 4/ Semester 2 (Spring)

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Semester Total: 12
**GRADING SCALE**

Grades within the professional sequence of courses are based on the 10-point scale as shown below:

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A letter grade of “A” indicates that the student: goes “above and beyond” basic course requirements; takes initiative in fulfilling course requirements; is eager to learn; shows leadership in class discussions and activities; demonstrates mastery of subject matter; and is prompt and consistent in class attendance.

A letter grade of “B” indicates that the student: completes all assignments in a thorough and timely manner; participates actively in class discussions and activities; demonstrates knowledge of subject matter that is distinctly above the class average; and is prompt and consistent in class attendance.

A letter grade of “C” indicates that the student: completes all assignments in a timely manner; takes part in class discussions and activities; demonstrates adequate knowledge of subject matter on exams; and attends class regularly and is usually on time.

A letter grade of “D” indicates that the student: is inconsistent in turning in class assignments; does not contribute in a positive way to class discussions or activities; demonstrates minimal knowledge of subject matter on exams; and does not attend class regularly and is often late.

A letter grade of “F” indicates that the student: fails to complete class assignments; does not participate in class discussions or activities; demonstrates weak or unsatisfactory knowledge of subject matter on exams; and is frequently absent from class.

---

**4-POINT GRADING SCALE**

**EVALUATION Conversion Table**

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ADMISSIONS

Admission decisions to the clinical programs are made in a manner consistent with the Board of Trustees policy on admission and with the “application to selective admissions program” statement, which follows the Board policy in the catalog. The program will look carefully at a number of factors that have been determined generally to be good indicators of success in the program. Although these factors are not absolute “prerequisites” (the Board policy states that “no single factor shall automatically preclude admission”), they are considered carefully in making admission decisions and students are strongly encouraged to plan his/her academic work and other activities with them in mind.

Entrance into the CLS program is competitive, and the academic coursework within the clinical program itself is very demanding. The prerequisite general education requirements provide a necessary academic foundation. The applicant’s performance in such prerequisite coursework is an indicator of the applicant’s potential for success within the clinical program. Priority is given to applicants who have completed the prerequisite coursework at a level which indicates their potential for success in the program, and who have provided evidence of understanding the demands of the profession.

Program Application

1. All interested students should meet with the program director before program application packets are obtained.
2. Applications for admissions to the Clinical Laboratory Science program must be submitted by March 15th.

After acceptance, students must pass a criminal background check and drug screen in order to meet clinical agency requirements, and final program acceptance may be contingent upon background check/drug screen results. Information on the procedure for completing the criminal background check is in the student health packet distributed by the Office of Health and Campus Safety.
RETENTION PLAN

PURPOSE

- Improve student retention
- Improve student performance in the classroom, student and clinical laboratories, and on national certification examinations

The Clinical Laboratory Science (CLS) faculty are committed to following the rules and regulations set forth in this plan.

PROMPTNESS/TARDINESS

Definition: Tardy is defined as arriving for class after the scheduled start time. Students who arrive early to class have the opportunity to prepare for the planned activities, orient to the environment, and review previously presented material. Arriving to class on time demonstrates respect for the instructor, and fellow classmates, and improves attention to task and learning. In addition, excessive tardiness can affect the student’s academic performance and will not be tolerated. Excessive tardiness is defined as greater than 3 tardies per course.

Actions:

1. Attendance will be recorded at each scheduled class meeting, laboratory session, and date of clinical attendance.

2. Tardiness will be counted as 1.5% of each CLS course grade.

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<tr>
<th>Number of tardies per course</th>
<th>Deductions</th>
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<tr>
<td>1</td>
<td>None</td>
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<tr>
<td>2</td>
<td>0.5%</td>
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3. Students who exhibit a pattern of excessive tardiness may receive counseling from the instructor and/or the program director and in extreme circumstances may result in the student’s suspension or dismissal from the program.

ABSENCES

Definition: An absence is defined as the missing of any scheduled class period. Absences may be excused or unexcused. All scheduled class periods (lecture, laboratory, or clinical rotations) are included under this policy.

The CLS program is designed to prepare students for entry-level job competencies. Students with absences will not be adequately prepared to meet minimal competencies.
Excused absences include death in the immediate family, personal illness, illness of a dependent, or those approved by the program director. If an absence is to be considered excused, proper documentation for each excused absence is required immediately upon a student’s return to class. The CLS faculty and program director will jointly determine whether questionable absences are to be designated as excused or unexcused.

Absences are subject to the following actions:

**Actions:**

1. Attendance will be recorded at each scheduled class meeting, laboratory session, and date of clinical attendance. Excessive absences are defined as more than 2 absences (excused or unexcused) per course.

2. Absences will be counted as 1.5% of each CLS course grade.

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<th>Number of absences per course</th>
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<td>2 absences</td>
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<td>3 or more total absences</td>
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3. Students with unexcused absences may receive counseling for each occurrence from the instructor and/or program director. If counseling occurs, A Student Counseling Form will be completed and will become part of the student’s permanent record.

4. Students arriving over 30 minutes late or leaving early for unexcused reasons will be penalized for an absence.

5. During clinical rotations, any student who has a planned day of absence or needs to leave early must fill out a Leave of Absence form at least 3 days prior to the planned absence. The program director must approve the absence by signing the form in order for the absence to be considered excused.

6. Any classroom or laboratory absence should be reported by the student to the instructor of record for the course by e-mail. E-mail should be sent prior to or by the scheduled start time of the class date for which the student is to be absent. If e-mail is unavailable, phone contact is acceptable. **A 0.5% final course grade reduction will result for each absence that is not reported in this manner.**

**Please note:** Missed laboratory sessions/classroom activities cannot be made up. Students will not be able to earn credit for assigned work missed during a classroom/laboratory session.

7. Any clinical practicum absence must be reported to the following instructors/program faculty:
   a. Your clinical instructor/supervisor via direct phone call (messages left with the night technologist are unacceptable).
   b. Dr. Fox via e-mail ([dfox@ololcollege.edu](mailto:dfox@ololcollege.edu)). If e-mail is unavailable, phone contact to Dr. Fox is acceptable (768-1727).

Phone calls and/or e-mail contacts **must be made prior to or by the scheduled start time** of each clinical attendance date for which the student is to be absent.

For any absence that is not reported in this manner, a Student Counseling Form will be completed and a 1% final grade deduction will be incurred.
8. **Clinical Make-ups**: Students will be required to make-up missed clinical time/absences with the occurrence of excessive or unexcused tardies/absences. Determination of excessive or inexcusable absences will occur via direct consultation of the clinical coordinator with the program director. Students will be informed by the next work day after an absence if a make-up session will be required. Students may only schedule such make-up sessions during periods of the academic semester as designated by the clinical coordinator or program director. (i.e. Saturday, Sundays, or late evening hours are not an option for make-up hours because of accreditation guidelines and staffing issues.)

All make-up sessions must be scheduled by contacting Dr. Fox (768-1727, dfox@ololcollege.edu).

If the amount of clinical time missed exceeds the amount of time available for make-ups, the student will earn a failing grade (course grade = F), requiring the student to repeat the entire clinical rotation at a later date. The student will not be allowed to complete the clinical program or graduate at the intended time.

9. A pattern of excessive absences may result in the student’s suspension or dismissal from the program.

**ASSIGNMENTS**

**Definition**: Assignments include all course work other than written and competency examinations. All assignments must be completed by the instructor-assigned deadline.

**Actions**:

1. Assignments received after the assigned deadline will receive a 25% deduction.

   **Note**: Exception to this policy may occur if the instructor reviews the answers to the assignment or provides an answer key on the due date. In such cases, the instructor reserves the right to further reduce the student’s score on the assignment.

**EXAMINATIONS**

**Description**: Both written and competency examinations will be used to evaluate student knowledge and skills. When students fail to demonstrate mastery of the subject material, or fail to demonstrate competency, the faculty will take the following actions.

**Actions**:

1. If a student fails to complete an examination as the result of an unexcused absence, students may not have the opportunity to take a make-up examination. In such cases, the exam grade will be recorded as zero points.

2. If a student fails to complete a unit examination as the result of an excused absence, a make-up examination may be administered at the discretion of the instructor if the following criteria have been met:
   a. Faculty must be notified before the test is administered.
   b. Student provides a written doctor’s excuse or other explanation acceptable to the instructor no later than 2 days after returning to school.

However, the instructor does have the option of increasing the weighted percent for the comprehensive final exam to include the weighted percent of the missed examination. The format of the make-up examination is at the discretion of the instructor.
3. Students scoring 65% or below on a written examination may receive academic counseling from the instructor and/or program director. If the instructor/program director cannot provide the necessary assistance, the student will be referred to Student Services for academic counseling.

4. Students achieving less than an 80% on competency examinations must repeat the examination. After a required period of remediation, students will be allowed to retake the competency exam only one time. Remediation must be scheduled immediately with the instructor. The repeat competency must be taken within two weeks of the original competency date. In order to meet competency, the student must achieve an 80% upon repeat examination. If competency is not achieved upon repeat examination, the student will earn a maximum course grade of "D" for that laboratory/clinical course.

**Note:** The earned grade of academic record for any competency examination will always remain as the student’s initial competency score, even after successful repeat examination.

5. Students who are absent for a final examination for excused reasons will be allowed to make-up the examination immediately upon their return to school. Students must adhere to all components of the absence policy in order to be eligible for a make-up examination. The format of the make-up examination is at the discretion of the instructor.

6. **Exam administration policy:**
   a. Only the following supplies will be allowed at a student's desk during an examination:
      - One sheet of blank paper, writing utensils, and an instructor-provided calculator.
      - *All other materials, including student booksacks, purses, computers, or notebooks must be stored either in the student's locker or against the wall in the front or back of the classroom during an examination.*
   b. Students will not be allowed to leave their seats once the exam has been distributed. Restroom breaks should be taken before the examination begins. If a student has a question during the exam, he/she should raise his/her hand and the instructor will come to the student's seat.
   c. Caps, drinks, and cell phones are not allowed in the testing room.
   d. Each student must keep his/her eyes on their own exam throughout the examination. Any wandering eyes will be taken by the instructor as a form of academic dishonesty.
   e. The instructor may place students in assigned seating for examinations.

7. **Exam/assignment review policy:**
   a. Typically, an exam review will occur within a week of the original examination at the instructor’s discretion.
   b. Writing utensils, notes, camera phones and/or recording devices of any kind will not be allowed at the student's desk during test review periods.
   c. Exam review will occur only when an instructor is present.
**d.** Students will not be allowed to enter or leave the classroom during a review unless all examinations have been returned to the instructor.

**e.** Any tests not returned to the instructor immediately following the test review will be recorded as a score of "0".

**f.** Completed examinations will be kept on file by the course instructor and will be available for further review by the student in a controlled and regulated instructor-monitored environment.

**g.** Students have 1 week after an exam/assignment grade has been posted to Moodle or returned to the student in order to discuss any concerns regarding the accuracy/fairness of the grade (see ASHP School Grade Appeal Policy for further detail).

**h.** Students may not copy or document any of the information from a quiz, written exam, or competency exam. This is considered academic dishonesty.

**i.** Tests or test items may not be removed from the classroom/office in any format. Sharing any information about a test, either orally or in writing, with any other student is considered academic dishonesty.

8. **In-class quiz policy:** Quizzes will typically be given at the beginning of class. Make-up quizzes will not be administered for any reason.

9. **Consequences of academic dishonesty:** Any instance of academic dishonesty before, during, or after an assignment, quiz, or examination will result in a grade of "0" for the activity and may result in a grade of "F" for the course. Repeated/severe instances of academic dishonesty will result in program dismissal.

**CLINICAL PERFORMANCE**

1. Students are expected to meet minimal expectations for psychomotor skills and professional behaviors at all times while performing the clinical practica.

2. Each clinical facility has the right to "immediately remove from the premises any Participant who poses an immediate threat or danger to personnel or to the quality of medical services or for unprofessional behavior. Facility shall reserve the right to request the College to withdraw or dismiss a Participant from the assigned clinical education experience when his/her clinical performance is unsatisfactory to Facility or his/her behavior, in Facility’s discretion, is disruptive or detrimental to the Facility and/or its patients."

**The Retention Policy was reviewed by the ASHP Policies and Procedures Committee in January 2013.**
PROGRESSION

In order to progress within the professional sequence of CLS courses, all of the following criteria must be met:

1. The student must maintain continuous full-time enrollment in the prescribed CLS curriculum sequence as defined by the student’s program start date.
2. The student must earn a 70% (“C”) or better in all CLS curriculum courses. **Note:** In order to earn a grade of “C” in any CLS laboratory course, an 80% or higher must be earned on all competency examinations as outlined in the retention plan of this handbook.
3. The student must maintain a 2.0 GPA throughout the program.
4. The student must demonstrate professional behaviors consistent with the: 1) CLS essential functions, 2) Franciscan values as defined by the college mission statement and *Ex Corde Ecclesiae*, and 3) professional ethics and conduct according to the standards of the profession and the *Ethical and Religious Directives for Catholic Healthcare Services*

Progression within the CLS program is reviewed at the end of each academic semester.

**Progression Status**

**In Good Standing:** To be considered in good academic standing, a student must have a 2.0 overall GPA and a “C” or better in all CLS degree coursework.

**Probation:** Probation provides a warning for a student whose academic work or professional conduct is unsatisfactory. The student will receive formal written warning that the work/conduct is in violation of CLS program and/or College policies. The formal written warning will provide a framework in which the student can retake failed coursework or redeem undesirable conduct over a specified period of time. A student is placed on academic probation if he/she fails to earn a “C” or better in or withdraws from one CLS curriculum courses or outstanding Arts and Science course. **Note:** Failure of a CLS course which is required as a pre-requisite for subsequent semester CLS coursework may lead to academic suspension rather than probation.

**Suspension:** Suspension designates a time period whereby the student is not eligible to enroll in courses due to his/her unsatisfactory academic work or professional conduct. In order to progress, a student who has been suspended must seek re-admission to the CLS program. Re-admission to the program is, however, not guaranteed. The student will be evaluated in accordance with the published program admission criteria. A student is placed on academic suspension if he/she fails to earn a “C” or better in or withdraws from two CLS curriculum courses and/or has two outstanding Arts and Science courses. **Note:** Failure of two CLS courses which are not required as a pre-requisite for subsequent semester CLS coursework will result in probation rather than suspension.

**Actions for Academic Probation and Suspension:** Students who have been placed on academic probation or who are re-admitted after a program suspension will remain on probation until he/she earns a grade of “C” in the required course.

a. The failed course must be retaken during the next academic offering.

b. A failed CLS course may be repeated only once for program credit.

c. Failure of a CLS course a second time will result in program dismissal.

d. Students must demonstrate competency in all previously learned clinical, laboratory, and academic skills/knowledge during each academic semester they are on probation. The student may meet this requirement by:

   i. passage of competencies/examinations as required by the instructor/program director.

   -OR-

   ii. retaking necessary program coursework and earning a grade of “C” or higher.
Non-Academic Probation and Suspension: A student is placed on non-academic probation when there is documented evidence of unsatisfactory behavior not related to specific academic or clinical performance. If a student fails to remediate the specified unsatisfactory behavior by the specified time period, the student will be suspended from the CLS program. Examples of behaviors that may result in non-academic suspension are listed below.

Dismissal: Dismissal designates a status whereby the student is ineligible to continue enrollment in the CLS program. The student status will be terminated in the CLS program permanently.

1. Academic dismissal will occur if he/she:
   a. is allowed to re-enter after program suspension, and does not earn a grade of C or better in previously failed coursework.
   b. fails to maintain a 2.0 overall GPA.
   c. fails to earn a C or better in any three or more professional CLSC courses.

2. In the case that a clinical facility requests that a student be removed from the site for any reason, that student may earn a course grade of "F". Opportunity for progression in the program is at the discretion of the program director. A student who must be removed from a clinical site for unsatisfactory behavior may be subject to immediate program dismissal.

Academic dismissal appeals: Students have the right to appeal an academic dismissal directly to the program director. Such appeals must be made in writing within 2 business days after dismissal notification is received and must provide evidence of the student's future plans for achieving program success. Dismissal notifications will be issued via phone and via College e-mail. Students who are not satisfied with the final decision of the program director have the right to appeal the dismissal in writing to the Dean of the School of Arts, Sciences, and Health Professions whose decision will be final.

Non-Academic Dismissal: A student who exhibits behavior in any environment that is considered illegal, unethical, or detrimental to the health or safety of a patient or other person; or, which may jeopardize successful operation of the college classroom or clinical education center may be dismissed.

Students may be suspended or dismissed from the program for any of the following reasons, including but not limited to:

- Plagiarism
- Unauthorized possession of an examination, including printed copies of examinations.
- Participation in lying or cheating in reference to clinical or classroom assignments or examinations.
- Excessive tardiness or absences as defined in the program retention policy.
- Conduct that is inappropriate for the clinical or classroom settings (e.g., abusive language, insubordination, threats, assault and battery, disruptive talking, disrespectful behavior/language, inattentiveness to direction or instruction).
- Possession, use, sale or distribution of illegal drugs or alcohol.
- Chemical impairment in the clinical or classroom settings.
- Theft of school or clinical affiliate possessions.
- Possession of weapons.
- Conviction of a felony.
- Falsification of information given on official school documents.
- Falsification of clinical records.
- Willful wrong performance of test analyses or reporting erroneous test results.
- Inefficiency, incompetency or negligence in the performance of duties.
- Physical or mental incapability of performing duties.
- Breach of patient, student, or agency confidentiality as defined by HIPAA, FERPA, College, or hospital policies.
- Failure to maintain satisfactory and harmonious working relationships with the public, staff or fellow students.

Please note that this list is not meant to be all-inclusive, but serves to identify examples of behaviors that warrant student suspension or dismissal from the professional program.

*The Progression Policies was reviewed by the ASHP Policies and Procedure Committee in January 2013.
PROPOSED TEACHING STRATEGIES for lecture: The methods of instruction used in this course will include formal lecture, active discussions of case studies, audiovisual presentations, and web-based exercises. The lectures will present the student with an overview of the information needed to participate in active discussions of case studies, web-based exercises, and other course activities. The active discussions of case studies will be one method used to assess student comprehension of the material covered and to foster development of critical thinking skills. Web-based exercises and other course activities will be used to enhance individual problem-solving and critical thinking skills. The effectiveness of such teaching strategies and learning activities will be assessed.

Student comprehension of the lecture material will be evaluated through the use of quizzes and examinations, as well as graded assignments, exercises, and case studies. Three formative examinations and one comprehensive final examination are scheduled. These examinations will contain, but is not be limited to, a combination of multiple choice, matching, and short answer/discussion questions. In-class quizzes may also be given. Quizzes will typically be given at the beginning of class. Make-up quizzes will not be administered for any reason. Course assignments may include graded in-class or take-home assignments (some of which may be web-based).

PROPOSED TEACHING STRATEGIES for laboratory: The methods of instruction used in this course will include brief lectures/lab demonstrations and the performance of laboratory exercises. Laboratory exercises will allow the student to develop his/her technical skills in performing laboratory testing as described in the lecture. The effectiveness of such teaching strategies and learning activities will be assessed.

Student comprehension of the laboratory material will be evaluated through the use of graded laboratory assignments, quizzes, and competency examinations. In-class quizzes will be given at the beginning of class. Make-up quizzes will not be administered for any reason.

AFFECTIVE EVALUATIONS for lecture and laboratory: Student interest, attitude, and values as exhibited during both lecture and laboratory periods will be evaluated through use of affective evaluation instruments to be completed by the instructor at the end of the semester. Students may also be asked to evaluate his/her peers.

Supportive resources available to students may include: Professional journals and magazines, additional texts, and Computer-based instructional programs. Professional journals, magazines and additional texts are located in the Learning Resources Center (LRC). Students are also encouraged to use the College Writing Center for all CLS writing assignments.

**The Course Guidelines were reviewed by the ASHP Policies and Procedures Committee in January 2013.**
GRADUATION

The Bachelor of Science degree in CLS is conferred upon students when the following conditions are met, in addition to the general requirements for graduation:

1. Completion of one hundred twenty-three (123) semester credit hours, including the required general education courses and program courses.

2. A cumulative grade point average of 2.0 or higher on all College work with grades of C or better in all courses leading to the Bachelor of Science degree in CLS.

3. Fulfillment of the residency requirements of the College (36 credit hours).

Students completing the program are eligible to take the national certification examinations. **Graduation from OLOL College and the CLS program is not dependent upon taking or passing a national certification examination.** However, obtaining state licensure and employment is dependent on passing a national certification examination.

Awards/ Graduation:

Attendance at the awards and graduation ceremonies is mandatory unless excused by the Executive Vice President for Academic and Student Affairs. These events are held within two weeks of the last day of final examinations. Student should make personal plans for end-of-semester activities accordingly.
**ESSENTIAL FUNCTIONS**

Essential functions are the non-academic standards that a student must possess, or demonstrate the potential to develop, in order to successfully complete the program and to succeed as an entry-level Clinical Laboratory Scientist. It is the student’s responsibility to self-evaluate and determine that he/she can perform these essential functions. If the student feels they cannot perform these essential functions due to physical or mental deficiency, they should self-declare to the director of Counseling Services. Counseling Services will then notify the faculty regarding accommodations.

The CLS student must be able to:

A. **Observational Ability**
   1. observe laboratory demonstration in which biological materials (e.g., body fluids, microbiologic cultures, tissue sections, blood smears, etc.) are analyzed for their biochemical, hematologic, immunologic, microbiologic and histochemical components;
   2. characterize the color, odor, clarity and viscosity of biological specimens, reagents and chemical reaction products;
   3. utilize a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading and intensity) differences of microscopic specimens;
   4. read and comprehend text, numbers and graphs displayed in print and on a video monitor; and
   5. recognize alarms and codes.

B. **Motor Ability**
   1. perform laboratory analyses while adhering to current safety standards;
   2. perform moderately taxing continuous physical work that often requires prolonged sitting and/or standing;
   3. travel to assigned affiliates for clinical practice;
   4. reach laboratory benchtops and shelves, patients lying in hospital beds, and patients seated in specimen collection furniture;
   5. grasp, hold, transport, manipulate and utilize specimens, reagents, hazardous chemicals and laboratory equipment in a safe manner;
   6. collect or obtain patient specimens in a timely, safe and professional manner (e.g., perform phlebotomy);
   7. use laboratory equipment (e.g., pipettes, inoculating loops, test tubes, etc.) and instruments (e.g., centrifuge, multichannel analyzer, etc.) to perform laboratory analyses according to established procedures; and
   8. use a computer keyboard to operate laboratory instruments, to calculate, record, evaluate and transmit analytical data, troubleshoot and correct basic equipment failures, and to complete assignments and communicate with faculty.

C. **Communication Ability**
   1. read and understand technical and professional materials (e.g., textbooks, journals, handbooks, procedure manuals, etc.);
   2. understand and follow verbal and written instructions in an independent manner;
   3. clearly instruct patients regarding specimen collection;
   4. exhibit the Franciscan values when communicating with patients, co-workers, other healthcare professionals, and faculty and staff;
   5. communicate clearly, accurately and tactfully with faculty, staff, other students and healthcare professionals, both verbally and written;
D. Intellectual Ability
1. comprehend, measure, calculate, reason, integrate, analyze, evaluate, correlate, problem-solve and compare when performing and analyzing data;
2. recognize abnormal test results and take appropriate actions and/or corrective measures;
3. demonstrate critical-thinking and judgment skills appropriate to a variety of situations; and
4. independently prepare papers and laboratory reports, and take written, computer and/or practical examinations.

E. Behavioral Ability
1. organize work and perform multiple tasks, within the allotted time and under stressful conditions, while maintaining the ability to think and communicate effectively;
2. exercise time management in order to complete professional and technical tasks within the allotted time;
3. possess the emotional health necessary to effectively apply knowledge and exercise appropriate judgment;
4. be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (e.g., ambiguous test order, ambivalent test results), emergent demands (e.g., “STAT” orders), and distracting environment (e.g., high noise level, crowding, complex visual stimuli);
5. exhibit flexibility, creativity and adaptability in regards to professional and technical changes;
6. recognize potentially hazardous materials, equipment and situations, and proceed safely in order to minimize the risk of injury to patients, self and others;
7. adapt to working with unpleasant biological materials;
8. support and promote the activities of fellow students and healthcare professional to foster the development of a team approach to learning, task completion, problem solving and patient care;
9. be honest, compassionate, ethical, respectful and responsible;
10. exercise independent judgment (e.g., critically evaluate your own performance), accept responsibility for your work (e.g., accept and act on constructive criticism), and seek to improve your performance;

Please note that the student must follow all established rules, regulations, policies and procedures of the clinical affiliate, the Clinical Laboratory Sciences programs and Our Lady of the Lake College.

Please note that certain disabilities may limit employment opportunities. Moreover, immunocompromised individuals may put themselves at personal risk due to exposure to infectious agents that occur in all aspects of the laboratory.
AFFECTIVE OBJECTIVES

Students are given three different types of objectives: affective, psychomotor and cognitive. The affective objectives for the clinical rotation are listed below, the cognitive and psychomotor objectives are found in the student manuals used in each rotation. Affective objectives are used to identify a student’s motivation, attitude, and communication skills. Psychomotor objectives are used to identify a student’s technical skills. Cognitive objectives are used to define a student’s required knowledge level. Whether the student successfully meets the objectives or not will be reflected in his/her evaluations and test scores.

1. Comply with the need for good safety standards in accordance with laboratory and College policies.
   1:1 Practices universal precautions (i.e. wearing gloves).
   1:2 Comply with the policies for handling hazardous biological specimens.
   1:3 Comply with the policies for proper handwashing.
   1:4 Comply with the policies for cleaning up spills and disinfecting work areas.
   1:5 Comply with the policies for using personal protective equipment.
   1:6 Observe basic laboratory safety rules. (i.e. “No smoking/drinking/eating)
   1:7 Help to assure the safety of others.

2. Display good attendance.
   2:1 Realize the importance of attendance.
   2:2 Display the ability to notify the instructor when absent.
   2:3 Comply with attendance rules.

3. Display good punctuality.
   3:1 Realize the importance of punctuality.
   3:2 Display the ability to report to class on time.
   3:3 Display the ability to return form breaks on time.

4. Display good class participation skills.
   4:1 Realize the value of class participation/group discussion.
   4:2 Respond to class discussions constructively.
   4:3 Display the ability to be actively engaged in class instruction.

5. Display initiative.
   5:1 Display motivation in regard to coming to class, lab, and clinicals ready to work/learn.
   5:2 Display willingness to seek extra laboratory duties during spare time.
   5:3 Display willingness to seek extra practice in skills when needed.
   5:4 Display motivation in regard to the initiation of new tasks.
   5:5 Initiates corrective action in the case of an error.

6. Display a positive attitude.
   6:1 Respond positively to all assigned tasks.
   6:2 Display a positive attitude toward learning.
   6:3 Respond positively to accept new challenges and perform new tests.
   6:4 Influence attitude of others through positive attitude.

7. Display cooperation.
   7:1 Cooperate with clinical instructors and peers during class, laboratory, and clinical rotations. (i.e. in learning new procedures, in making schedule adjustments, etc.)
   7:2 Respect individual differences among team/group members.
   7:3 Participates as a team member, providing support to others when needed.
8. Display responsibility and a commitment to learning.
   8:1 Display a commitment to completing assigned tasks/job duties.
   8:2 Accept responsibility for own actions.
   8:3 Accept accountability for adverse outcomes.
   8:4 Seek ownership when errors occur, seeking to perform appropriate corrective action.

   9:1 Display sound decision making skills when assessing problems and selects a reasonable course of action/solutions when necessary.
   9:2 Judge the limits of one’s own abilities accurately.
   9:3 Display willingness to seek advice/consult instructor when needed.

10. Display good communication skills.
   10:1 Display tactfulness and patience when speaking or listening to instructor and peers.
   10:2 Display willingness to discuss tasks/problems with peers.
   10:3 Display the ability to communicate effectively and professionally with the instructor and peers.
   10:4 Exhibit appropriate body language.

11. Display professional and ethical behavior.
   11:1 Respect instructors, peers, and patients.
   11:2 Maintain client, student, and agency confidentiality (according to HIPAA, FERPA, College policies, and hospital policies.
   11:3 Display professional conduct at all times.
   11:4 Demonstrate honesty, compassion and reverence
   11:5 Display joyfulness of spirit.
   11:6 Encourage ethical behavior in others.

   12:1 Listen attentively to constructive criticism, welcoming it.
   12:2 Utilize feedback to improve laboratory performance skills.
   12:3 Utilize feedback to perform self-assessment and self-improvement.
   12:4 Seek out input or advice on performance.

13. Display a professional appearance.
   13:1 Conform to the college or clinical dress code, including footwear and hair styles.
   13:2 Demonstrate proper hygiene.
   13:3 Demonstrate neatness and cleanliness of uniform.
   13:4 Display proper identification badge during clinical rotations.

14. Display organization and time management skills.
   14:1 Display the ability to organize work independently, efficiently, and productively.
   14:2 Display the ability to perform multiple tasks efficiently/smoothly.
   14:3 Display the ability to use time resourcefully, organizing/maintaining work area.
   14:4 Display the ability to process specimens/work in a logical manner.

15. Display adaptability and stress management skills.
   15:1 Display the ability to function and perform under stressful situations.
   15:2 Demonstrate self-control and professional demeanor.
   15:3 Strive to produce quality work at an expedient pace when demanded.

*Affective objectives will be evaluated by instructor observation.*
REQUIRED DRESS/ SUPPLIES

Professional Dress

1. OLOLC uniform scrubs bearing the OLOLC emblem are required. Scrubs are not to be modified/ altered in any way from the original appearance. Scrubs of the appropriate size should be purchased. Scrubs can be purchased through Uniforms Bayou (8650 Perkins Rd, 767-8164) or Design Resources—The Company Store (5555 Essen Lane, 767-5077).

2. Disposable laboratory coats (worn buttoned when in student laboratory).

3. Closed-toe shoes, preferably primarily white leather tennis shoes with socks are to be worn.

3. Hair longer than shoulder length should be pulled up in a clip or ponytail. Un-natural hair colors (ie. blue, green, purple) are also not allowed in the clinical setting.

4. Excessive jewelry is not permitted, including long, dangling earrings or necklaces, heavy chains, noisy bracelets, or large rings. Only one ear ring is permitted per earlobe.

5. Nails should be trimmed. Artificial nails having excessive length (>1/4 inch past fingertips) or extravagant designs are not permitted.

6. Visible body tattoos and piercings are not allowed in the classroom, laboratory, or clinical settings.

Students failing to comply with the dress code will be dismissed from class and given an unexcused absence.

Supplies

1. Disposable laboratory coat; Lab coats should be worn buttoned during laboratory sessions (to be provided by the CLS program)

2. Safety glasses designed for use with blood and body fluids must be worn when handling blood and body fluids.

3. Other personal safety equipment such as gloves or face masks will be provided by the instructor as appropriate. Gloves must be worn when handling all blood and body fluids and universal precautions must be followed at all times.

4. Two fine point black Sharpie markers

5. Scientific calculator (Programmable graphing calculators are not allowed)
LABORATORY PRACTICE

Student Laboratories
With few exceptions, each of the professional lecture courses has a correlating student laboratory course. The student laboratory is available to students outside of the regularly scheduled class meetings for additional practice. Students are encouraged to make use of this extra time to develop competency and ensure mastery of the material. Note: For safety reasons, students are not allowed in the laboratory unless a faculty member is on the premises and available for assistance.

Clinical Practica
Students pursuing the B.S. degree will participate in four, 5-credit hour clinical practica at an area hospital. Students beginning the program in June, will complete these practica during their second summer and fall semesters in the program. The clinical practica are held at one of the following facilities. Note: Students beginning the program in August, will follow an alternate clinical practica rotation and will not graduate until the subsequent Spring semester.

Guarantee policy for clinical experience placement:
In the unexpected event that a hospital cannot provide completion of a pre-scheduled/in-progress student rotation, the CLS program director will assign the affected student(s) to another clinical affiliate who can provide instruction to the student within the originally scheduled time frame of the program.

Clinical Affiliates
The CLS programs of Our Lady of the Lake College hold affiliation agreements with the following institutions. Affiliation agreements (contracts) with these institutions are renewable every two years, and are negotiated by the office of the Executive Vice President for Academic and Student Affairs, or by the Program Director. Signed affiliation agreements are maintained by the VP and/or the CLS program director.

Baton Rouge General Medical Center (Mid City)
3600 Florida Street
Baton Rouge, LA 70808

Baton Rouge General Medical Center (Bluebonnet)
8585 Picardy Avenue
Baton Rouge, LA 70809

Lane Memorial Medical Center
6300 Main Street
Zachary, LA 70791

Our Lady of the Lake Regional Medical Center
5000 Hennessy Boulevard
Baton Rouge, LA 70808

Our Lady of Lourdes Regional Medical Center
611 St. Landry Street
Lafayette, LA 70506

East Baton Rouge Medical Center
(Ochsner Medical Center)
1700 Medical Center Drive
Baton Rouge, LA 70816

St. Elizabeth Hospital
1125 West Highway 30
Gonzales, LA 70737

Woman’s Hospital
100 Woman’s Way
Baton Rouge, LA 70817

North Oaks Health System
15790 Paul M. Vega MD Drive
Hammond, Louisiana 70403
CLT (MLT) to CLS (MT/MLS) Articulation Policy

Students who hold an Associate Degree in CLS and wish to enter the CLS Bachelor’s Degree program at Our Lady of the Lake College will be awarded transfer credit for all CLSC 3xxxx level courses and are eligible to apply the CLS program and start in CLSC course work at the 4xxx level if they meet the following criteria. The student:

1. Has earned an Associate Degree in CLS from a NAACLS-accredited program.
2. Is certified by BOC (ASCP) as an MLT.
3. Completed the A.S. degree less than three years ago or has greater than 3 years of experience as an MLT.
4. Has completed all required upper level Arts and Science pre-requisites.
5. Has demonstrated competency in hematology, microbiology, immunohematology, clinical chemistry, urinalysis, and immunology by passing written and/or competency exams, as required by the OLOL College faculty in each content area.

Any student who cannot fulfill the above criteria, will be required to take all CLSC course work at the 3000 level and above. The program director and faculty reserve the right to waive one or more of the above listed requirement in certain circumstances.

**The Articulation Policy was reviewed by the ASHP Policies and Procedures Committee in May 2013.**
ENTRY-LEVEL COMPETENCIES

At career entry, the clinical laboratory scientist/medical technologist will be proficient in performing the full range of clinical laboratory tests in areas such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms. The clinical laboratory scientist/medical technologist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. The clinical laboratory scientist/medical technologist will also possess basic knowledge, skills, and relevant experiences in:

1. Communications to enable consultative interactions with members of the healthcare team, external relations, customer service and patient education;

2. Financial, operations, marketing, and human resource management of the clinical laboratory to enable cost-effective, high-quality, value-added laboratory services;

3. Information management to enable effective, timely, accurate, and cost-effective reporting of laboratory-generated information, and;

4. Research design/practice sufficient to evaluate published studies as an informed consumer.

[From Standards of Accredited Educational Programs for the Clinical Laboratory Scientist/Medical Technologist. NAACLS]
SERVICE WORK POLICY

Service Work is defined as “work which students may be able to perform in a clinical laboratory setting after they show proficiency in specific skills”. At this time, service work is not an established option available to students enrolled in the CLS program at OLOL College. No formal agreements exist between Our Lady of the Lake College and any of its clinical affiliates in regard to service work. If, however, a student does acquire a position in the laboratory through independent means, the OLOLC program director must ensure that this service work occurs outside of academic hours and is noncompulsory. Such service work is not allowed to interfere with the academic hours required during the student’s applied education (clinical practicum) experience.
STUDENT HONOR CODE and STATEMENT

The student Honor Code and Honor Statement were approved for publication by the Faculty Assembly of Our Lady of the Lake College on May 26, 1998, and are published in the College Student Handbook.

Student Honor Code

We, the student body of Our Lady of the Lake College, embrace the idea that honor is an intangible quality which, if it pervades all phases of campus life, tends to foster a spirit of dignity and personal integrity. Upon enrolling at the college, we become part of the Our Lady of the Lake College Honor System. We realize that honor must be cultivated, that its success depends upon the combined and cooperative efforts of the college’s administration, faculty, staff and students. Inherent in the honor system is the premise that students will not perform or tolerate any violations of the “Regulations Governing Student Behavior” published in the college’s Student Handbook. As responsible members of the Our Lady of the Lake College community, each of us freely accepts and proudly endorses this, our code of honor.

Approved for publication with revision by the Faculty Assembly on 5-26-98

Student Honor Statement

“I will not give or receive any unauthorized aid on any examination or paper. In the event that I witness anyone else do so, I will report him/her immediately to the instructor and/or the appropriate division director.”

Approved for publication by the Faculty Assembly on 5-26-98

Student Signature: ________________________________________________

Student Printed Name: ________________________________________________
OUR LADY of the LAKE COLLEGE
Clinical Laboratory Science Program
Permission to Release Certification Scores

Sign and return this form to Program Director, Our Lady of the Lake College, Clinical Laboratory Science Program. This form will be part of your permanent record.

The program director of Our Lady of the Lake College, Clinical Laboratory Science Program has my permission to release my certification scores to academic and/or clinical advisors.

___________________________________________________
Student’s Signature

___________________________________________
Student’s Name (Printed)

___________
Date

___________
Date
OUR LADY of the LAKE COLLEGE  
Clinical Laboratory Science Program  
Consent Form, Self-Testing and Phlebotomy

Sign and return this form to Program Director, Our Lady of the Lake College, Clinical Laboratory Science Program. This form will be part of your permanent record.

I understand that I may use my own blood and body fluids for educational purposes in the student laboratory. I also understand that I will be required to participate in phlebotomy practice sessions with fellow classmates during some student laboratories.

During all phlebotomy procedures, the following standards will be applied: 1) There will be continuous supervision by a CLS instructor, 2) Sterile technique will be utilized at all times, and 3) Standard precautions will be utilized at all times.

I understand that there is a risk of infection/injury, no matter how small, associated with having my blood drawn. I hold Our Lady of the Lake College and the faculty of the Clinical Laboratory Science program harmless for any complications that may arise. I release the College and its employees/faculty from any liability.

Furthermore, I understand that the assays and tests performed in the student laboratory are for educational purposes only; therefore, I will not use the results for self-diagnosis, nor for the evaluation of any pre-existing medical condition that I may have.

Student’s Signature ___________________________ Date _____________

Student’s Name (Printed) ___________________________ Date _____________
OUR LADY of the LAKE COLLEGE
Clinical Laboratory Science Program
Acknowledgment of Policies and Procedures

Sign and return this form to Program Director, Our Lady of the Lake College, Clinical Laboratory Science Program. This form will be part of your permanent record.

By accepting a position in the clinical program at Our Lady of the Lake College, Clinical Laboratory Science Program, I accept the policies of the College and the responsibilities associated with my duties in a student status. I have read the handbook and the appendices and I am aware of what will be required of me, both academically and professionally.

I understand that Our Lady of the Lake College reserves the right to dismiss a student for incompetence, misconduct or violation of the College or clinical facility policies and procedures.

______________________________  ________________________
Student’s Signature                  Date

______________________________  ________________________
Student’s Name (Printed)            Date
OUR LADY of the LAKE COLLEGE  
Clinical Laboratory Science Program  
*Physical Contact Policy*

Instruction within the Clinical Laboratory Science program may periodically require physical contact between faculty or clinical instructors and students for the purpose of physically guiding appropriate techniques. My signature below certifies that I have been advised of this possibility, accept that it may be an appropriate and necessary part of instruction, and am accepting of this practice.

_________________________  __________________  
Student’s Signature  Date
OUR LADY of the LAKE COLLEGE
Clinical Laboratory Science Program
Acknowledgement of Blood and Body Fluids Risk

Sign and return this form to Program Director, Our Lady of the Lake College, Clinical Laboratory Science (CLS) Program. This form will be part of your permanent record.

I understand that as a student in the Clinical Laboratory Science students I will be exposed to blood and body fluids in all classroom laboratories and in all clinical settings. I understand that I am required to wear personal protective equipment including gloves, goggles, and a disposable lab coat when handling blood and body fluids specimens. Universal precautions must be used with all blood and body fluids specimens. I must always remove all personal protective equipment and wash my hand thoroughly before leaving the laboratory area. In addition, I understand that I must provide documentation of a completed hepatitis vaccination series before beginning the CLS program. If I have not been previously vaccinated against hepatitis B, I understand that I must initiate the hepatitis vaccine series before beginning my first full-time semester in the CLS program. I further understand that antibodies against Hepatitis B will not form until 4-6 weeks after the second dose of the vaccine.

I hold Our Lady of the Lake College and the faculty of the Clinical Laboratory Science program harmless for any exposure incident to blood and body fluids. I release the College and its employees/faculty from any liability.

Student’s Signature __________________________ Date _____________

Student’s Name (Printed) __________________________ Date _____________

Note: This document must be printed on official OLOL College letterhead.
OUR LADY of the LAKE COLLEGE

Photograph/Video Release Form

I, _________________________________, hereby permit Our Lady of the College to use a photograph or videotape in official College publications including but not limited to the College Web site, Catalog or other publication or office news release(s). I furthermore release Our Lady of the Lake College, its Board, Board members individually and its employee and agents, from any and all claims, damage, injury including attorneys’ fees, arising out of the use of said photograph or image or likeness thereof.

Signature_____________________________________Date______________
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OUR LADY of the LAKE COLLEGE
Clinical Laboratory Sciences
Record of Student Consultation

Student: ___________________________ Date: ___________________________
Clinical Facility Instructor: ________________ Department: ________________

Describe the incident or circumstances that resulted in the student consultation session:

Plan of action to correct, eliminate or improve the behavior (determined by the instructor(s) and the student):

Student Comments:

Student Signature ___________________________ Clinical/OLOL College Instructor Signature ___________________________
Date ___________________________ CLS Program Director Signature ___________________________
OUR LADY of the LAKE COLLEGE
Clinical Laboratory Sciences
LEAVE OF ABSENCE REQUEST FORM*

Student must submit or fax this form to Dr. Fox, CLS Program Director, at least three working days prior to the date of requested leave. (OLOL College Fax: 768-0819)

Student Name: __________________________________________________________

Course/Clinical Facility/Department: __________________________________________

Leave of Absence Date: _____________________________________________________

Leave of Absence Time Period: ___________AM / PM to ___________AM / PM

Leave of Absence Reason: ________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

*In the event of missed clinical time, a make-up session will be determined and scheduled by OLOL College Faculty in conjunction with the Laboratory Clinical Instructor.

Clinical Facility Approval Signature: ___________________________ Date: _______
(Clinical Instructor/ Supervisor)

OLOL College Approval Signature: ___________________________ Date: _______
(Program Director)

Date Received by OLOLC College Faculty: ___________
## CLS Affective Evaluation

**Directions:** For each evaluation category, circle the description which best describes the student’s performance. Place a “✓” in the “Not Applicable (N/A)” column if you feel that you do not have sufficient information to accurately evaluate an item. A discussion section is included for comments and suggestions.

<table>
<thead>
<tr>
<th>Category</th>
<th>4 = Excellent/ Entry level Professional (A)</th>
<th>3 = Above Average/ Developing Professional (B)</th>
<th>2 = Average/ Beginning Professional (C)</th>
<th>1 = Unsatisfactory/ Unprofessional(D)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Safety Standards</td>
<td>Always practices universal precautions (i.e. wearing gloves), exhibiting excellent technique in handling biologic specimens. Always washes hands after removing gloves. Always cleans up spills immediately and disinfects work area when finished; keeps work area clean. Always use appropriate PPE. Always observes lab safety rules and works to assure the safety of others.</td>
<td>Practices proper universal precautions (i.e. wearing gloves), handling biologic specimens appropriately. Washes hands after removing gloves. Cleans up spills and disinfects work area when finished; keeps work area clean. Uses appropriate PPE. Observes lab safety rules.</td>
<td>Practices proper universal precautions (i.e. wearing gloves), generally handling biologic specimens appropriately. Occasionally violates lab safety rules or forgets to use appropriate PPE, but works to immediately change behaviors when reminded.</td>
<td>Fails to practice proper universal precautions (i.e. wearing gloves) when handling biologic specimens. Does not wash hands most of the time. Often forgets to disinfect work area or clean up spills; does not keep work area clean. Does not observe lab safety rules. At risk of contracting an infectious disease (i.e. AIDS, hepatitis)</td>
<td></td>
</tr>
<tr>
<td>2. Attendance</td>
<td>Present for all scheduled classes. Adheres to all program attendance (instructor notification) policies.</td>
<td>1 absence (excused or unexcused); Adheres to all program attendance (instructor notification) policies.</td>
<td>2 absences (excused or unexcused); Variable adherance to program attendance (instructor notification) policies.</td>
<td>3 or more absences (excused or unexcused); Does not adhere to program attendance (instructor notification) policies.</td>
<td></td>
</tr>
<tr>
<td>3. Punctuality</td>
<td>Routinely on time both at the start of class/work day and after break.</td>
<td>Often &lt; 5 minutes late at the start of class/work day or after break.</td>
<td>Sometimes engaged in class/instruction; Creates minimal disruptions when needed.</td>
<td>Not engaged in class/instruction; Does not contribute to instructional discussions; frequent instances of sleeping/nodding off during instruction; behavior continues after notification by instructor</td>
<td></td>
</tr>
<tr>
<td>4. Participation</td>
<td>Fully engaged in class/instruction; offers useful contributions to instructional discussions; no instances of sleeping/nodding off during instruction.</td>
<td>Usually engaged in class/instruction; Contributes to instructional discussions, but sometimes in a negative manner (i.e. monopolizes time, distracts others, off-subject comments); no instances of sleeping/nodding off during instruction.</td>
<td>Sometimes engaged in class/instruction; Contributes minimally to instructional discussions (seldom answers questions/participates); occasional instances of sleeping/nodding off during instruction; student takes immediate corrective action when notified by instructor</td>
<td>Not engaged in class/instruction; Does not contribute to instructional discussions; frequent instances of sleeping/nodding off during instruction; behavior continues after notification by instructor</td>
<td></td>
</tr>
<tr>
<td>5. Initiative</td>
<td>Student is extremely self-motivated (a real self-starter). Student actively seeks extra practice in skills when needed. Student is able to begin new tasks with independence. Student always initiates corrective action in the case of a laboratory error.</td>
<td>Student is self-motivated. Student usually begins new tasks with independence. Student usually initiates corrective action in the case of a laboratory error.</td>
<td>Student show some level of self-motivation. Student has difficulty beginning some new tasks independently. Student sometimes initiates corrective action in the case of a laboratory error.</td>
<td>Student is not self-motivated. Student does not seek extra practice in skills when needed. Instructor must always assist student in getting started on a new task. Instructor must initiate corrective action after error.</td>
<td></td>
</tr>
<tr>
<td>6. Attitude</td>
<td>Displays a positive attitude. Cheerfully and willingly performs all assigned tasks. Always eager to learn a new skill. Always interested in new challenges. Positive attitude has uplifting effect on others.</td>
<td>Exhibits a positive attitude toward performing assigned tasks. Interested in learning new skills.</td>
<td>Generally exhibits a positive attitude toward performing assigned tasks, exhibiting occasional inconsistencies in behavior. Willing to learn new skills.</td>
<td>Fails to exhibit a positive attitude toward performing assigned tasks. Unwilling to learn new skills.</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>4 = Excellent/ Entry level Professional (A)</td>
<td>3 = Above Average/ Developing Professional (B)</td>
<td>2 = Average/ Beginning Professional (C)</td>
<td>1 = Unsatisfactory/ Unprofessional(D)</td>
<td>N/A</td>
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<tr>
<td>7. Cooperation</td>
<td>Cheerfully, willingly cooperates with others; Respects individual differences in group members; demonstrates sensitivity and objectivity. Works as a true team member, seeking opportunity work cooperatively with others.</td>
<td>Cooperates with others. Respects individual differences in group members; Works well as a team member.</td>
<td>Generally cooperates with others. Usually respects individual differences in group members; Sometimes has difficulty working as a team member.</td>
<td>Fails to cooperate with others. Fails to respect individual differences in group members. Does not work effectively as a team member.</td>
<td></td>
</tr>
<tr>
<td>8. Responsibility/ Commitment to Learning</td>
<td>Always prepared for class/instruction; completes assignments/tasks on time; is accountable for adverse actions/outcomes, actively taking ownership when errors occur; displays eagerness to perform appropriate corrective action.</td>
<td>Usually prepared for class/instruction; completes assignments/tasks on time. Accountable for adverse actions/outcomes, taking ownership when errors occur; seeks appropriate corrective action.</td>
<td>Generally prepared for class/instruction; sometimes does not complete assignments/tasks on time. Generally accountable for adverse actions/outcomes, usually taking ownership when errors occur and seeks appropriate corrective action.</td>
<td>Unprepared for class/instruction; often does not complete assignments/tasks on time. Is not accountable for adverse actions/outcomes. Fails to take ownership for errors or seek appropriate corrective action.</td>
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<td>9. Problem Solving/Critical Thinking</td>
<td>Accurately assesses problem/solution and always follows a reasonable and thoughtful course of action. Readily recognizes own limitations. Effectively carries out responsibilities within limits of ability; Routinely seeks instructor advice.</td>
<td>Prioritize problem; Identify contributing factors to problem; considers consequences of solution; Follows a reasonable course of action. Recognizes own limitations. Seeks assistance when approaching limits of ability.</td>
<td>Recognize problem; States problem clearly; describes solution; Generally follows a reasonable course of action; Occasionally fails to recognize own limitations; overestimates abilities and fails to seek assistance when needed.</td>
<td>Fails to identify problem; Fails to follow a reasonable course of action; Fails to recognize own limitations; Overestimates abilities and does not seek assistance when needed.</td>
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<tr>
<td>10. Communication</td>
<td>Demonstrates excellent verbal and non-verbal communication skills with instructors/peers. Always utilizes appropriate body language, displays excellent listening skills.</td>
<td>Demonstrates good verbal and non-verbal communication skills with instructor/peers. Utilizes appropriate body language, displays effective listening skills.</td>
<td>Demonstrates occasional difficulty in verbal and/or non-verbal communication with instructors/peers. Occasionally utilizes inappropriate body language and/or ineffective listening skills.</td>
<td>Demonstrates poor/ ineffective verbal and/or non-verbal communication skills. Utilizes inappropriate body language and ineffective listening skills.</td>
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<tr>
<td>11. Professional Ethics</td>
<td>Always demonstrates honesty, compassion, and respect for instructors, peers, and patients. Adheres to all HIPAA, FERPA, and College confidentiality guidelines. Abides by all standard professional code of ethics.</td>
<td>Usually demonstrates honesty, compassion, and respect in regards to instructors/peers/patients, exhibiting rare inconsistencies in behavior. Adheres to all HIPAA, FERPA, and College confidentiality guidelines. Abides by standard professional code of ethics.</td>
<td>Generally demonstrates honesty, compassion, and respect in regards to instructors/peers/patients exhibiting occasional inconsistencies in behavior. Adheres to all HIPAA, FERPA, and College confidentiality guidelines. Abides by standard professional code of ethics.</td>
<td>Does not demonstrate honesty, compassion, or respect in regards to instructors/peers/patients. Fails to adhere to HIPAA, FERPA, or College confidentiality guidelines. Fails to abide by standard professional code of ethics.</td>
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<td>12. Use of Constructive Feedback</td>
<td>Seeks out and openly welcomes constructive criticism and is never defensive. Effectively and immediately integrates instructor advice.</td>
<td>Responds readily to constructive criticism and is not defensive. Immediately integrates instructor advice.</td>
<td>Generally responsive to constructive criticism; sometimes defensive. Integrates instructor advice with hesitancy.</td>
<td>Unresponsive to constructive criticism; Usually defensive. Does not attempt to integrate instructor advice.</td>
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<td>Category</td>
<td>4 = Excellent/ Entry level Professional (A)</td>
<td>3 = Above Average/ Developing Professional (B)</td>
<td>2 = Average/ Beginning Professional (C)</td>
<td>1 = Unsatisfactory/ Unprofessional(D)</td>
<td>N/A</td>
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<td>13. Professional Appearance</td>
<td>Appearance/dress/hygiene are always excellent.</td>
<td>Appearance/dress/hygiene are usually appropriate; rare instance of minor improvement required; immediate corrective action in response to instructor comments.</td>
<td>Appearance/dress/hygiene are generally appropriate, 1 instance of improper uniform.</td>
<td>Appearance/ dress/ hygiene are not appropriate for professional environment.</td>
<td>N/A</td>
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<td>14. Organization/ Time Management</td>
<td>Organizes work independently, efficiently, and productively. Sets priorities and reorganizes when necessary. Multitasks efficiently and smoothly. Always utilizes extra time effectively (ie. starts second task, maintains/organizes work area). Supervision unnecessary.</td>
<td>Exhibits some confusion/hesitation when organizing work. Plans ahead and demonstrates flexibility; Multitasking is usually efficient and smooth. Usually utilizes extra time effectively effectively (ie. starts second task, maintains/organizes work area). Minimal supervision necessary.</td>
<td>At times, exhibits moderate confusion/hesitation when organizing work; may require instructor guidance during organization of tasks. Stays focused on task at hand; Multitasking is fairly efficient and smooth, but may be inconsistent. Generally utilizes extra time effectively effectively (ie. starts second task, maintains/organizes work area). Average supervision necessary.</td>
<td>Exhibits significant confusion when organizing work; required detailed instructor guidance frequently during organization of tasks. Multitasking was not efficient or smooth. Lack of organization did not allow for the extra time needed to organize/maintain work area. Very close supervision necessary.</td>
<td>N/A</td>
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<td>15. Adaptability/ Stress Management</td>
<td>Excellent ability to function under unexpected or stressful situations. Adapts to inconsistencies in environment. Always demonstrates professional demeanor and responds calmly in urgent/unexpected situations. Work rate and accuracy are always maintained.</td>
<td>Performs well in unexpected or stressful situations. Copes with inconsistencies in environment. Rarely flustered; typically maintains professional demeanor in urgent/unexpected situations. Work rate and accuracy are usually maintained.</td>
<td>Performs adequately in unexpected or stressful situations. Exhibits some difficulty in handling inconsistent environments, but seeks assistance when necessary. Occasionally flustered. At times, has difficulty maintaining professional demeanor in urgent/unexpected situations. Work rate slows down, but accuracy is maintained.</td>
<td>Cannot perform in unexpected or stressful situations. Exhibits difficulty in handling inconsistent environments. Extremely flustered. Does not maintain professional demeanor in urgent/unexpected situations. Work rate slows down significantly and errors occur.</td>
<td>N/A</td>
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</tbody>
</table>

Discussion: In making comments and/or suggestions, please reference by category number if indicated.

The faculty in the CLS program at OLOL College thank you for your time and cooperation in this matter.