

## COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

<b>1. General Information.</b>			
<b>a.</b>	Submitted by the College of: <u>College of Health Sciences</u>	Today's Date: <u>9/20/10</u>	
<b>b.</b>	Department/Division: <u>Department of Clinical Sciences/Clinical Laboratory Sciences</u>		
<b>c.</b>	Is there a change in "ownership" of the course?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	If YES, what college/department will offer the course instead? _____		
<b>d.</b>	What type of change is being proposed? <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <sup>1</sup> (place cursor here for minor change definition)		
<b>e.</b>	Contact Person Name: <u>Michelle Butina</u>	Email: <u>mbu228@uky.edu</u>	Phone: <u>218-0852</u>
<b>f.</b>	Requested Effective Date: <input type="checkbox"/> Semester Following Approval OR <input checked="" type="checkbox"/> Specific Term <sup>2</sup> : <u>Fall 2011</u>		
<b>2. Designation and Description of Proposed Course.</b>			
<b>a.</b>	Current Prefix and Number: <u>CLS 120</u>	Proposed Prefix & Number: <u>MLS 120</u>	
<b>b.</b>	Full Title: <u>Clinical Laboratory Sciences as a Career</u>	Proposed Title: <u>Medical Laboratory Science as a Career</u>	
<b>c.</b>	Current Transcript Title (if full title is more than 40 characters): _____		
<b>c.</b>	Proposed Transcript Title (if full title is more than 40 characters): _____		
<b>d.</b>	Current Cross-listing: <input checked="" type="checkbox"/> N/A OR Currently <sup>3</sup> Cross-listed with (Prefix & Number): _____		
	Proposed – <input type="checkbox"/> ADD <sup>3</sup> Cross-listing (Prefix & Number): _____		
	Proposed – <input type="checkbox"/> REMOVE <sup>3,4</sup> Cross-listing (Prefix & Number): _____		
<b>e.</b>	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours <sup>5</sup> for each meeting pattern type.		
Current:	<u>1</u> Lecture	____ Laboratory <sup>5</sup>	____ Recitation
	____ Clinical	____ Colloquium	____ Practicum
	____ Seminar	____ Studio	____ Other – Please explain: _____
Proposed:	<u>1</u> Lecture	____ Laboratory	____ Recitation
	____ Clinical	____ Colloquium	____ Practicum
	____ Seminar	____ Studio	____ Other – Please explain: _____
<b>f.</b>	Current Grading System: <input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail		
	Proposed Grading System: <input checked="" type="checkbox"/> Letter (A, B, C, etc.) <input type="checkbox"/> Pass/Fail		
<b>g.</b>	Current number of credit hours: <u>1</u>	Proposed number of credit hours: <u>1</u>	

**Comment [OSC1]:** Excerpt from SR 3.3.0.6.2 Definition. A request may be considered a minor change if it meets one of the following criteria:  
a. change in number within the same hundred series\*;  
b. editorial change in the course title or description which does not imply change in content or emphasis;  
c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s); d. a cross-listing of a course under conditions set forth in SR 3.3.0.E;  
e. correction of typographical errors.

\*...for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are complied with. [RC 1/15/09]

<sup>1</sup> See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.  
<sup>2</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.  
<sup>3</sup> Signature of the chair of the cross-listing department is required on the Signature Routing Log.  
<sup>4</sup> Removing a cross-listing does not drop the other course – it merely unlinks the two courses.  
<sup>5</sup> Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

## COURSE CHANGE FORM

<b>h. Currently, is this course repeatable for additional credit?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>Proposed to be repeatable for additional credit?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>If YES: Maximum number of credit hours:</i> _____		
<i>If YES: Will this course allow multiple registrations during the same semester?</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>i. Current Course Description for Bulletin:</b>	<u>Presentation of information about the various careers in clinical laboratory science via lectures, demonstrations and field trips. Open to students wishing to explore the field of clinical laboratory sciences.</u>	
<i>Proposed Course Description for Bulletin:</i>	<u>Medical Laboratory Science encompasses multiple major and minor discipline areas thus offering various career opportunities. In this course, we will explore these discipline areas and career opportunities as well as discuss the changing roles of laboratory practitioners.</u>	
<b>j. Current Prerequisites, if any:</b> _____		
<i>Proposed Prerequisites, if any:</i> _____		
<b>k. Current Distance Learning(DL) Status:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input type="checkbox"/> Please Add <sup>6</sup> <input type="checkbox"/> Please Drop	
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input type="checkbox"/> ) that the proposed changes do not affect DL delivery.		
<b>l. Current Supplementary Teaching Component, if any:</b>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
<i>Proposed Supplementary Teaching Component:</i>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
<b>Currently, is this course taught off campus?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>Proposed to be taught off campus?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<b>4. Are significant changes in content/teaching objectives of the course being proposed?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, explain and offer brief rationale: _____ _____		
<b>5. Course Relationship to Program(s).</b>		
<b>a. Are there other depts and/or pgms that could be affected by the proposed change?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, identify the depts. and/or pgms: _____		
<b>b. Will modifying this course result in a new requirement<sup>7</sup> for ANY program?</b>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES <sup>7</sup> , list the program(s) here: _____		
<b>6. Information to be Placed on Syllabus.</b>		
<b>a.</b>	<input type="checkbox"/> Check box if changed to 400G or 500.	If <u>changed to 400G- or 500-level</u> course you must send in a syllabus and you must include the <u>differentiation</u> between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

<sup>6</sup> You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

<sup>7</sup> In order to change a program, a program change form must also be submitted.

## COURSE CHANGE FORM

### Signature Routing Log

**General Information:**

Course Prefix and Number: CLS 120 (Proposed MLS 120)  
 Proposal Contact Person Name: Michelle Butina Phone: 218-0852 Email: mbu228@uky.edu

**INSTRUCTIONS:**

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

**Internal College Approvals and Course Cross-listing Approvals:**

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
CLS Faculty	9/20/10	Dr. Michelle Butina / 218-0852 / mbu228@uky.edu	<i>Michelle Butina</i>
Clinical Sciences Department	9/20/10	Dr. Karen Skaff / 218-0585 / karenskaff@uky.edu	<i>[Signature]</i>
CHS Associate Dean for Academic Affairs	10/26/10	Dr. Sharon Stewart / 218-0570 / srstew01@email.uky.edu	<i>Sharon Stewart</i>
		/ /	
		/ /	

**External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>8</sup>
Undergraduate Council	3/1/2011		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

<sup>8</sup> Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

**University of Kentucky  
College of Health Sciences  
Department of Clinical Sciences  
Clinical Laboratory Sciences**

**Course Number/Title/Section:** MLS 120 Medical Laboratory Science as a Career, Section 001  
**Course Credit:** 1 credit  
**Course Time /Place:** Lecture: TBA, Time: TBA  
**Course Faculty:** Linda S. Gorman, PhD, MLS  
126G CTW Bldg. 900 S. Limestone  
Lexington, KY 40536-0200  
Email (preferred for contacting instructor):  
[lsgorm0@uky.edu](mailto:lsgorm0@uky.edu)  
Office phone: (859) 218-0855  
**Office Hours:** Immediately after class or by appointment

**COURSE DESCRIPTION**

**Bulletin Description:**

Medical Laboratory Science encompasses multiple major and minor discipline areas thus offering various career opportunities. In this course, we will explore these discipline areas and career opportunities as well as discuss the changing roles of laboratory practitioners.

**Student Learning Outcomes:**

Upon completing this course, students will be able to demonstrate the following learning outcomes:

1. Define given terms in Medical Laboratory Science.
2. Describe 5 careers that are part of the Medical Laboratory Science field.
3. Discuss their impressions of the laboratories toured in the class.
4. List three careers of interest to them and state why the career is of interest.

**General Course Objective:**

The objective of this course is for students to gain an understanding of the major discipline areas in Medical Laboratory Science and the career paths in this field.

Specific lecture objectives are provided for each topic presented/discussed in MLS 120.

**Required Text:**

*TBA*

**Grading:**

Students grades will be derived as follows:

Attendance @ 15 class sessions	10 points each	150 attendance points
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Midterm exam	50 points	50 midterm points
<u>Final exam</u>	<u>100 points</u>	<u>100 final exam points</u>
Total Points		300

Attendance and punctuality will be considered part of your grade. Tardiness is defined as arriving 10 minutes after class begins or departure before the end of the class session. Three tardies constitute one unexcused absence. Each unexcused absence will result in a 10 point deduction (out of 150 total attendance points).

All exams will be take home exams with specific deadlines which can be found in the course schedule. Exam questions will consist of multiple choice, matching, short answers and true or false statements. Students are encouraged to work thru the exams and return them promptly.

**Grading Scale:**

- A 90-100%
- B 80-89%
- C 70-79%
- D 60- 69%
- F below 60%

**Mid-Term Evaluation:**

Students will be provided with a mid-term evaluation. Exams taken and attendance points before mid-term (mid-term date can be found on the UK Academic Calendar) will be used to determine mid-term progress.

**COURSE POLICIES**

**Professional Preparation:** This program prepares students for entry into the clinical laboratory science profession. As such, instructors have a responsibility to assist students in learning about ethical and professional behavior. Professional behavior in this program includes: attending all classes, being prompt, notifying instructors of any absences, adhering to the highest standards of academic honesty, and conversing respectfully with faculty and fellow students.

**Attendance:** See grading section above.

**Make-up opportunity:** When there is an excused absence a student will be given an opportunity to make up the missed work and/or exams. It is the student's responsibility to inform the instructor of the absence, preferably in advance. Any missed scheduled assignment(s) will be due at the beginning of the class session on the day the student returns. Time and location of make-up exams will be determined by the instructor.

**Excused Absences:**

S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences:

- a) serious illness;
- b) illness or death of family member;
- c) University-related trips;
- d) major religious holidays;

e) other circumstances you find to be "reasonable cause for nonattendance".

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day for adding a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

**Verification of Absences:**

The instructor has the right to request appropriate verification of an excused absence. Students missing work due to an excused absence bear the responsibility of informing the instructor about their excused absence (except where prior notification is required) and of making up the missed work (see "Make-up Opportunity" policy above).

**Late work:** Late work will not be accepted for a grade unless approved by instructor. If approved, points will be deducted for late work at the rate of 5 points per day. After one week, late work will not be accepted.

**Questions Concerning Grades:** All assignments and exams will be evaluated. Any assignment graded incorrectly or questions concerning the grading must be brought to the instructors' attention within one week of the grade being posted/returned. One week after grades have been posted/returned they become final and no corrections will be made.

**Electronic Device Policy:** Generally cell phone use is not permitted for any reason. All cell phones must be placed in the "off" or "silenced" position during class. If there is a situation where a student might need to be notified during a class period, please alert the instructor to this potential and carefully monitor your phone. Other electronic devices (except for computers and iPads) such as smartphones, i-Pods, MP3 Players, and electronic game devices should be turned off.

**Academic Integrity, Cheating, and Plagiarism:** Each student in the class and program are expected to adhere to the highest standards of academic honesty. Cheating, plagiarism, and destruction of course materials violate the rules of the University. For more information on the University's policy on academic integrity please see Students Rights and Responsibilities, Part II, Section 6.3 (<http://www.uky.edu/StudentAffairs/Code/part2.html>). Violations of the university's rules regarding academic honesty can lead to a failing grade in the course and suspension, dismissal or expulsion from the University. Instances of academic dishonesty will be reported to appropriate University officials as required by University rules and procedures.

**Classroom Behavior:** Classroom behavior should be in compliance with the student code of conduct. Full details can be viewed at: <http://www.uky.edu/StudentAffairs/Code/part1.html>. Consistent with this policy, student behavior that detracts from the educational environment will not be tolerated. Examples of inappropriate behaviors include engaging in disrespectful or uncivil discussions, holding disruptive discussions, or sleeping. Disruptive students will be asked to leave the classroom and re-admittance is at the discretion of the instructor.

**Academic Accommodations:** If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to

receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 859-257-2754, email address [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution.

**Severe Weather:** It is the policy of the University of Kentucky to keep all offices open and classes meeting as scheduled except under extraordinary conditions.

If severe weather should result in changes to the university schedule, the university will follow specific procedures about when those decisions are made and how they will be announced. Details of those procedures are available at <http://www.uky.edu/PR/News/severeweather.htm>.

All faculty, staff and students should note that announcements regarding the cancellation of classes and closure of offices, or a delayed opening will normally be made by 6 a.m. through the local news media. The most up-to-date and complete information will be available from the UK Infoline at 859-257-5684, UK TV Cable Channel 16, or the UK Web site at <http://www.uky.edu/>

### COURSE SCHEDULE

Week	Date	Topic	Readings
Week 1	TBA	Introductions	TBA
		Orientation	
		What is a Profession?	
Week 2	TBA	Levels of Preparation and Practice	TBA
		Certification Exams	
Week 3	TBA	Hierarchy and Specialties of Medical Laboratory Science Profession	TBA
Week 4	TBA	Tour of UK Routine Clinical Laboratories	
Week 5	TBA	Tour of the VA Clinical Laboratories	
Week 6	TBA	Take home Midterm	
Week 7	TBA	Immunohematology Labs and the Kentucky Blood Center: Guest Speaker TBA	TBA
Week 8	TBA	Tour of UK Flow Cytometry, HLA and DNA Laboratories (Newer Areas of Practice)	TBA
Week 9	TBA	MLS Leading to Sales	TBA
Week 10		Spring Break	
Week 11	TBA	Tour of Reference Lab: Location TBA	TBA
Week 12	TBA	MLS and the Forensic Lab: Guest Speaker TBA	TBA
Week 13	TBA	MLS and Animal Patients	TBA
Week 14	TBA	TBA	
Week 15	TBA	MLS and the Physician Office Lab Guest Speaker: Gwen Howard, MT (ASCP)	TBA
		Take home final	