

COURSE CHANGE FORM

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

1. General Information.					
a. Submitted by the College of:		College of Health Sciences		Today's Date: 9/20/10	
b. Department/Division:		Department of Clinical Sciences/Clinical Laboratory Sciences			
c. 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? _____					
d. What type of change is being proposed? <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor ¹ (place cursor here for minor change definition)					
e. Contact Person Name:		Michelle Butina		Email: mbu228@uky.edu Phone: 218-0852	
f. Requested Effective Date: <input type="checkbox"/> Semester Following Approval OR <input checked="" type="checkbox"/> Specific Term ² : Fall 2011					
2. Designation and Description of Proposed Course.					
a. Current Prefix and Number:		CLS 890		Proposed Prefix & Number: MLS 470	
b. Full Title:		Laboratory Investigations		Proposed Title: Clinical Correlations	
c. Current Transcript Title (if full title is more than 40 characters): _____					
Proposed Transcript Title (if full title is more than 40 characters): _____					
d. Current Cross-listing: <input checked="" type="checkbox"/> N/A OR Currently ³ Cross-listed with (Prefix & Number): _____					
Proposed – <input type="checkbox"/> ADD ³ Cross-listing (Prefix & Number): _____					
Proposed – <input type="checkbox"/> REMOVE ^{3,4} Cross-listing (Prefix & Number): _____					
e. Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern type.					
Current:		1-3 Lecture	____ Laboratory ⁵	____ Recitation	____ Discussion
		____ Clinical	____ Colloquium	____ Practicum	____ Research
		____ Seminar	____ Studio	____ Other – Please explain: _____	
Proposed:		3 Lecture	____ Laboratory	____ Recitation	____ Discussion
		____ Clinical	____ Colloquium	____ Practicum	____ Research
		____ Seminar	____ Studio	____ Other – Please explain: _____	
f. 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					
g. Current number of credit hours:		1-3		Proposed number of credit hours: 3	
h. Currently, is this course repeatable for additional credit?				YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

Comment [OSC1]: Excerpt from SR 3.3.0.G.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]

¹ 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.
² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.
⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
⁵ 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.)

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Proposed to be repeatable for additional credit?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES:	Maximum number of credit hours: _____		
If YES:	Will this course allow multiple registrations during the same semester?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
i. Current Course Description for Bulletin:	<p><u>Students will demonstrate knowledge and expertise in CLS through interpretation and integration of CLS issues. Students will analyze laboratory data through patient-focused scenarios and integrate information from multiple laboratory reports for the patient care management. Students will apply the principles of research technique to analyze problems arising from technical methods, disease correlation, or other pertinent problem areas in laboratory sciences and will use library sources, computer skills, and presentation skills in the pursuit of solutions to identified problems.</u></p>		
Proposed Course Description for Bulletin:	<p><u>A comprehensive review of the medical laboratory science profession using clinical and multi-disciplinary case studies. In addition, students will take mock certification exams and present a multi-disciplinary case study.</u></p>		
j. Current Prerequisites, if any:	<u>Completion of all requirements for the CLS program; may be concurrent.</u>		
Proposed Prerequisites, if any:	<u>Admission into the Medical Laboratory Science Program or consent of instructor.</u>		
k. Current Distance Learning(DL) Status:	<input type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input checked="" type="checkbox"/> Please Add ⁶ <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.			
l. Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both		
Proposed Supplementary Teaching Component:	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both		
3. Currently, is this course taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
Proposed to be taught off campus?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
4. Are significant changes in content/teaching objectives of the course being proposed?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
If YES, explain and offer brief rationale:			
<p><u>Currently, the CLS 890 course focuses on reviews of the major discipline areas through patient-focused scenarios and discussion of current CLS issues or hot topics. The program is proposing to remove the current CLS issues or hot topics content from the course. Instead the course will focus on the review of major and minor disciplines in Medical Laboratory Science in order to prepare students for their certifying exam. Patient-focused scenarios integrating data from multiple laboratory reports will be used in conjunction with mock certification exams.</u></p>			
5. Course Relationship to Program(s).			
a. Are there other depts and/or pgms that could be affected by the proposed change?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
If YES, identify the depts. and/or pgms: _____			
b. Will modifying this course result in a new requirement⁷ for ANY program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
If YES ⁷ , list the program(s) here: <u>Medical Laboratory Science</u>			

⁶ You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷ In order to change a program, a program change form must also be submitted.

COURSE CHANGE FORM

6. Information to be Placed on Syllabus.	
a.	<input type="checkbox"/> Check box if <u>changed to 400G or 500.</u> If <u>changed to 400G-</u> or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> 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 <i>SR 3.1.4.</i>)

COURSE CHANGE FORM

Signature Routing Log

General Information:

Course Prefix and Number: CLS 890 (Proposed MLS 470)

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 ⁸
Undergraduate Council	3/1/2011		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁸ 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 470 Clinical Correlations, Section 201
Course Credit: 3 credits
Course Time /Place: Lecture: On-Line and CTW 403, Time: TBD
Course Faculty: Michelle Butina, PhD, MLS(ASCP)
124D CTW Bldg. 900 S. Limestone
Lexington, KY 40536-0200
Email (preferred for contacting instructor):
Michelle.Butina@uky.edu
Office phone: (859) 218-0852

Office Hours: Immediately after class or by appointment
Virtual Office Hours: TBD
Response Time: Maximum timeframe for responding to student communications is 24 hours

Delivery Format:

MLS 470 is a distance learning course and will be delivered on-line with some face-to-face meetings. All course content will be available on Blackboard.

Technological Requirements:

- Access to a computer with Internet capabilities (DSL or Cable modems are highly recommended.)
- System Requirements for Blackboard see <http://wiki.uky.edu/blackboard/Wiki%20Pages/FAQS.aspx>

Technology Support:

- Contact information for Teaching and Learning Services Center (TASC):
Website: <http://www.uky.edu/TASC/>
Phone: 859-257-8272
- Contact information for Information Technology Customer Service Center (ITSC):
Website: <http://www.uky.edu/UKIT/>
Phone: 859-218-HELP
- Procedure for resolving technical complaints: Contact TASC or ITSC first, then contact instructor

Distance Learning Library Services:

- Contact information for Distance Learning Library Services:
Website: <http://www.uky.edu/Libraries/DLLS>
DL Librarian: Carla Cantagallo
Email: dllservice@email.uky.edu

Phone: 859 257-0500, ext. 2171; (800) 828-0439 (option #6)
DL Interlibrary Loan Service:
http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

COURSE DESCRIPTION

Bulletin Description:

A comprehensive review of the medical laboratory science profession using clinical and multi-disciplinary case studies. In addition, students will take mock certification exams and present a multi-disciplinary case study. Prereq: Admission into the Medical Laboratory Science Program or consent of instructor.

Student Learning Outcomes:

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

1. Demonstrate knowledge in all disciplines within the clinical or medical laboratory.
2. Recognize normal and abnormal test values.
3. Evaluate test values for specimen acceptability and result validity.
4. Correlate test results across multiple laboratory disciplines.
5. Provide explanations and corrective actions for abnormal and/or erroneous results based on given scenarios.
6. Demonstrate the ability to evaluate and interpret test values and associate them with their corresponding disease states or conditions.
7. Present a multi-disciplinary case study encountered during their clinical practicum rotations.

General Course Objectives:

The objective of this course is to impart to students:

1. Entry level knowledge and practical application skills in all disciplines of a clinical or medical laboratory.
2. The ability to evaluate clinical results and correlate with common conditions and disease states.

Required Text:

Tanabe and Holladay (2009). Board of Certification Study Guide for the Clinical Laboratory Examinations, 5th ed. ASCP Press. (ISBN: 9780891895879)

Optional Text:

Jarreau, P (2005). Clinical Laboratory Science Review: A Bottom Line Approach. 3rd ed. Louisiana State University Medical Center. (ISBN: 978-0967043418)

Grading:

Assignments	60.0%
Review Exam I	10.0%
Review Exam 2	10.0%
Case Study Project	20.0%

Assignments consist of case studies for the four major disciplines (Clinical Hematology, Clinical Microbiology, Clinical Chemistry and Immunohematology) and two minor disciplines (Body Fluids and Hemostasis and Clinical Immunology and Serology). Thus each set of case studies is worth 10% (total of 60.0%) of course grade. These case studies will be multi-disciplinary and more advanced than those used during initial courses.

Review exams: Two 100-question exams will be given as an effective means of preparing for the Board of Certification (BOC) registry exam. As with the registry exam, students will take the exam via computer with a set time limit. Students will be allowed to review their exams on-line.

Case Study Project: During the first or second clinical practicum rotation, students should identify ONE patient from an area of the laboratory to use as a case study. During this course the student will use this case to develop writing skills and presentation skills. Students will submit a written summary and give an oral presentation on their case at the end of this course.

Rationale for the case study: The written abstract and case study presentation should correlate results from several laboratory disciplines. Students should select a patient that illustrates the correlation between the different disciplines of the laboratory. The cases DO NOT have to be extremely complex or unusual. More information on the Case Study Project can be found on Blackboard.

Mid-Term Evaluation:

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

Grading Scale:

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

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 face-to-face meetings, being prompt, notifying instructors of any absences, adhering to the highest standards of academic honesty, and conversing respectfully with faculty and fellow students.

Attendance: 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. Attendance is mandatory for all face-to-face meetings. For the second and each subsequent unexcused absence, the final average will be lowered by 1 point (1%). You are expected to contact the instructor PRIOR to class if you are unable to attend.

Make-up opportunity: When there is an excused absence a student will be given an opportunity to take the missed exam. It is the student's responsibility to inform the instructor of the absence, preferably in advance. Rescheduling of the exam 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.

Submission of assignments: Assignments and project information is available on Blackboard. All assignments are to be accessed and submitted via Blackboard. All assignments are due on the assigned date (see course schedule) by 5:00pm.

Questions Concerning Grades: All assignments, project, 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) 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

Date	Timeframe	Format	Topic	Assignment/Project
TBD	Week 1	Face-to-face	Introduction/Overview of the Course	Case Study Project (Due: TBD)
TBD	Week 2 & 3	On-Line	Clinical Hematology Review	Hematology Case Studies (Due: TBD)
TBD	Week 4 & 5	On-Line	Clinical Microbiology Review	Microbiology Case Studies (Due: TBD)
TBD	Week 6	On-Line	Clinical Immunology and Serology Review	Immunology & Serology Case Studies (Due: TBD)
TBD	Week 7	Face-to-face	Case Study Updates Review Exam 1 (Time: TBD)	
TBD	Week 8 & 9	On-Line	Clinical Chemistry Review	Chemistry Case Studies (Due: TBD)
TBD	Week 10 & 11	On-Line	Immunoematology Review	Immunoematology Case Studies (Due: TBD)
TBD	Week 12 & 13	On-Line	Body Fluids and Hemostasis Review	Body Fluids & Hemostasis Case Studies (Due: TBD)
TBD	Week 14	On-Line	Review Exam 2 (Time: TBD)	
TBD	Week 15	Face-to-Face	Certification Exam Instructions and Case Study Presentations	
TBD	Week 16	Face-to-Face	Graduation Overview and Case Study Presentations	