

1. General Information

1a. Submitted by the College of: HEALTH SCIENCES

Date Submitted: 5/4/2016

1b. Department/Division: Clinical Sciences

1c. Contact Person

Name: Michelle Butina

Email: mbu228@uky.edu

Phone: 859-218-0852

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: Yes ⁴

2b. Prefix and Number: MLS 471

2c. Full Title: Professionalism in Medical Laboratory Science

2d. Transcript Title: Professionalism in MLS

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 1

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 1

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: Medical Laboratory Science is an allied health profession and as such, this course is designed to address professionalism topics specific to Medical Laboratory Scientists. The course focuses on healthcare diversity, work place challenges, and career success.

- 2k. Prerequisites, if any: Prereq: Admission into the Medical Laboratory Science Program or consent of instructor.
- 2l. Supplementary Teaching Component:
3. Will this course taught off campus? No
If YES, enter the off campus address:
4. Frequency of Course Offering: Spring,
Will the course be offered every year?: Yes
If No, explain:
5. Are facilities and personnel necessary for the proposed new course available?: Yes
If No, explain:
6. What enrollment (per section per semester) may reasonably be expected?: 30
7. Anticipated Student Demand
Will this course serve students primarily within the degree program?: Yes
Will it be of interest to a significant number of students outside the degree pgm?: No
If Yes, explain:
8. Check the category most applicable to this course: Relatively New – Now Being Widely Established,
If No, explain:
9. Course Relationship to Program(s).
a. Is this course part of a proposed new program?: No
If YES, name the proposed new program:
b. Will this course be a new requirement for ANY program?: Yes
If YES, list affected programs: Medical Laboratory Science
10. Information to be Placed on Syllabus.
a. Is the course 400G or 500?: No
b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: Yes

Distance Learning Form

Instructor Name: Michelle Butina
Instructor Email: mbu228@uky.edu
Internet/Web-based: Yes
Interactive Video: Yes

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? Courses are offered synchronously to students enrolled on the UK campus in Lexington and the UK Center of Excellence in Rural Health (CERH) in Hazard. As such, CERH students will be able to interact with fellow faculty and students during scheduled lecture times. In addition, Canvas communication tools, such as the discussion board, will be utilized as a means of communicating with students and among themselves. The announcements tool is often used to share class wide information with all MLS students. Email will also be used as a means of private and/or mass communication. Course materials will be available to all students via Canvas. In addition, all MLS lectures are Echo recorded and all students in the course are able to view as necessary. The syllabus for MLS 471 conforms to Senate Guidelines for DL considerations.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. The same syllabi will be used for all MLS students regardless of delivery format or location. Course goals, student learning outcomes, textbooks, course expectations, assessments, and grading will be identical for all students. The assignments will be as identical as possible however slight modifications are made to accommodate MLT to MLS students in which the course is 100% online. Lecture syllabi, materials, assignments, and grade book will be available on the course Canvas site. The course will be delivered by a faculty member at one of the sites and simultaneously delivered to the other site using interactive video. Class lectures will be Echo recorded and can be viewed by any student enrolled in the course.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. All students enrolled in MLS 470 will submit assignments via Canvas only. This course does not have any exams.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? No.

If yes, which percentage, and which program(s)? N/A

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Students at the UK CERH in Hazard have student services comparable to those offered at the UK campus in Lexington. The CERH offers student advising, student health services, technical assistance and computer/technology access, and opportunities to interact with program faculty. The MLT to MLS track students have the distance learning services that are offered through UK such as IT and library services.

6. How do course requirements ensure that students make appropriate use of learning resources? Students may be asked to make use of the online library resources, and other online learning resources as necessary to complete assignments. The online library resources are provided in the course syllabi and any other learning resources will be communicated with all students.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. Both the UK Lexington and CERH Hazard locations are well equipped to meet student needs including distance learning classrooms and classroom/computer equipment is appropriate for the program at both locations. The MLT to MLS track students do not need access to a laboratory or classroom however access to a computer and Internet are required. All MLS students are required to have access to a computer/laptop as a Program requirement. All MLT to MLS students are required to have access to the Internet per acceptance into this track either at home or at place of employment. Information regarding technological requirements is found in the course syllabus.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)? The syllabus lists entities available for technical assistance and appropriate web links. The syllabus also provides an order for resolving technical complaints.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? YES

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? YES

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Michelle Butina

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

Course Number/Title/Section: MLS 471 Professionalism in Medical Laboratory Science
Section 001

Course Credit: 1 credit

Course Time /Place: Lecture: location TBD
Time: Tuesdays 3-4 pm

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

COURSE DESCRIPTION

Bulletin Description:

Medical Laboratory Science is an allied health profession and as such, this course is designed to address professionalism topics specific to Medical Laboratory Scientists. The course focuses on healthcare diversity, work place challenges, and career success.

Student Learning Outcomes:

By the end of the semester, given readings, activities, and class discussions, students will demonstrate the following learning outcome:

Students will demonstrate an understanding of workplace/cultural diversity, as it relates to working with a diverse group of individuals to provide care to a diverse population of patients. Students will also develop and demonstrate professional skills to help them succeed as a Medical Laboratory Scientist.

General Course Objectives:

Upon completion of this course, the successful student will:

1. Demonstrate an understanding of workplace/cultural diversity in the healthcare setting.
2. Demonstrate an understanding of ethical behavior in the laboratory setting.
3. Develop a personal Mindful Practice Plan.
4. Compose a professional resume.
5. Develop skills essential to a successful interview.
6. Identify inter-professionalism opportunities and issues.

7. Develop a personal Career Success Plan.

Required Text:

TBD

Grading:

Student's grades will be derived as follows:

Attendance @ 15 class sessions	20%
<i>(Discussion postings for 15 sessions</i>	<i>20%)*</i>
Reflective Paper on Cultural Diversity	25%
Personal Mindful Practice Plan	15%
Resume	25%
Personal Career Success Plan	15%
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Total Points	100%

**MLT to MLS Track Students will be required to participate in discussion board postings in lieu of attendance. More details regarding this discussion board assignment will be provided on Canvas.*

Attendance: 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 1% deduction in your attendance grade.

Written Assignments: Written assignments consist of: 1) reflective paper on cultural diversity, 2) 1 page personal mindful practice plan, 3) resume, and 4) 1 page personal career success plan. Detailed assignment instructions and rubrics will be posted on Canvas.

Grading Scale:

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

Mid-Term:

Students will be provided with a mid-term grade. Your Reflective Paper 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

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. It is the student's responsibility to inform the instructor of the

absence, preferably in advance of class start time. Any missed scheduled assignment(s) will be due at the beginning of the class session on the day the student returns.

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 % 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. For more details see MLS Course Complaint Flow Chart in MLS Student Handbook.

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 in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center at 859-257-2754.

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/>

MLS Program inclement weather policy for Center for Excellence in Rural Health:

It is the policy of the University of Kentucky and the Center for Excellence in Rural Health (CERH) to keep all offices open and classes meeting as scheduled except under extraordinary weather conditions. **The MLS Program will follow the cancellation or delayed announcements of the CERH.** The announcements regarding the cancellation of classes (closure of facility) or a delayed opening are typically made by 6 a.m. The most up-to-date and complete information will be available from the Center phone line at (606)-439-3557, WYMT TV, Radio Stations 97.9 & 101.1, or the Center web site at <http://www.kyruralhealth.org/>. If classes are cancelled in Hazard, but not in Lexington, ITV lectures will be recorded and made available to CERH students. Missed laboratory sessions, due to inclement weather, will be rescheduled by Mr. Allen. This might possibly require having class on a Friday.

If classes are not cancelled or delayed and road conditions in your area make it dangerous for you to travel, the prudent thing to do would be to remain home and then get the information that you missed from a classmate. To check road conditions you may use the "511" system of the Kentucky State Police. Just dial those three numbers and the machine will prompt you through road conditions for your area.

DISTANCE LEARNING STUDENTS

Distance Learning: Formal educational process in which the majority of instruction in a course occurs when students and instructors are not in the same place. For more information regarding Distance Learning Programs and for contact information: <http://www.uky.edu/DistanceLearning>

Instructor Information:

Virtual Office Hours: TBD

Preferred method of contact: Email (email address given at top of syllabus)

Maximum timeframe for responding to student communications: 24 hours

Technological Requirements:

- Access to a computer with Internet capabilities (DSL or Cable modems are highly recommended.)
- Distance learning programs – technical requirements: <http://www.uky.edu/DistanceLearning/current/technology/techReqs.html>

Technology Support:

- Contact information for Information Technology Customer Service Center
Website: <http://www.uky.edu/UKIT/Help/>
Phone: 859-218-HELP
- Procedure for resolving technical complaints: Contact Help desk via telephone or website above 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 SCHEDULE

Week	Date	Topic	Faculty/Guest	Due
Week 1	1/19	Course overview, syllabus, and What is Professionalism	Dr. Butina	
Week 2	1/26	Intro into cultural/ workplace diversity and self-assessment of diversity	Guest Speaker - TBD	
Week 3	2/2	Providing care to patients in various ethnic and religious groups	Guest Speaker - TBD	
Week 4	2/9	Providing care to patients with varying sexual orientations, social statuses, and disabilities	Guest Speaker - TBD	
Week 5	2/16	Age (generational) and healthcare challenges in Kentucky	Guest Speaker - TBD	
Week 6	2/23	HIPPA compliance in the laboratory	Guest Speaker - TBD	Reflective paper on Cultural Diversity due.
Week 7	3/1	Ethical case studies in patient care	Guest Speaker - TBD	
Week 8	3/8	Mindful Practice	Guest Speaker - TBD	
		Spring Break		
Week 9	3/22	Inter-professionalism opportunities and issues	Guest Speaker - TBD	Personal Mindful Practice Plan due.
Week 10	3/29	Composing a professional resume	Guest Speaker - TBD	
Week 11	4/5	How to have a successful interview	Guest Speaker - TBD	Resume due.
Week 12	4/12	Advocacy and Lobbying for Medical Laboratory Science and membership in professional organizations	Guest Speaker - TBD	
Week 13	4/19	Interview scenarios	Guest Speaker - TBD	Personal Career Success Plan due.
Week 14	4/26	Summary and Misc. topics	Dr. Butina	