

RECEIVED

OCT 30 2013

Course Information

Date Submitted: 7/19/2013

Current Prefix and Number: MLS - Medical Laboratory Science, MLS 470 - CLINICAL CORRELATIONS
OFFICE OF THE SENATE COUNCIL

Other Course:

Proposed Prefix and Number:

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: College of Health Sciences

b. Department/Division: Clinical Laboratory Sciences

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Michelle Butina

Email: mbu228@uky.edu

Phone: 859-218-0852

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: Already approved for DL*

b. Full Title: CLINICAL CORRELATIONS

Proposed Title: No change

c. Current Transcript Title: CLINICAL CORRELATIONS

Proposed Transcript Title: No change

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 3

Proposed Meeting Patterns

LECTURE: 3

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: PropGradingSys

g. Current number of credit hours: 3

Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: A comprehensive review of the medical laboratory science profession using clinical and multidisciplinary case studies. In addition, students will take mock certification exams and present a multi-disciplinary case study.

Proposed Course Description for Bulletin: This course is designed to review primary concepts taught in the major medical laboratory science disciplines. Reviews will be conducted by utilization of clinical and multi-disciplinary case studies, certifying mock examinations, comprehensive writing activity, and additional review assignments.

2j. Current Prerequisites, if any: Prereq: Admission into the Medical Laboratory Science Program or consent of instructor.

Proposed Prerequisites, if any: Prereq: Admission into the Medical Laboratory Science Program or consent of instructor.

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? Yes

Proposed to be taught off campus? Yes

If YES, enter the off campus address: Hybrid course with ITV to CERH in Hazard. If proposed track is approved it will be also be taught on-line.

4. Are significant changes in content/student learning outcomes of the course being proposed? Yes

If YES, explain and offer brief rationale: The Medical Laboratory Science Program is seeking Graduation Writing Requirement (GWR) approval within this previously existing course, MLS 470. The new GWR component would include a comprehensive paper assignment covering a multidisciplinary case study or disease as it relates to medical laboratory science. This request is being made because: 1) the GWR is still being required while several GWR courses were removed in anticipation of the move to the Communication Requirement in the Major (CRM,) however it was not approved, 2) difficulties meeting the GWR requirement for students in the Program at the CERH in Hazard (as many are transferring in from two year institutions), 3) the anticipated difficulties meeting the GWR requirement for students entering the MLT to MLS Track (proposed track) as they will be transferring into UK from two year institutions, and 4) to transform this in-depth writing assignment into a discipline specific activity.

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

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?

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.

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.

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?

If yes, which percentage, and which program(s)?

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?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

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/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

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? NO

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

Instructor Name:

SIGNATURE|JDLIND2|Jim D Lindsay|MLS 470 CHANGE HCCC Review|20130722

SIGNATURE|PNASH|Phyllis J Nash|MLS 470 CHANGE College Review|20130411

SIGNATURE|KOSKAF0|Karen O Skaff|MLS 470 CHANGE Dept Review|20130401

SIGNATURE|JMETT2|Joanie EIt-Mims|MLS 470 CHANGE Undergrad Council Review|20131030

Courses	Request Tracking
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Course Change Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

[Open in full window to print or save](#)

Generate R

Attachments:

Upload File

	ID	Attachment
Delete	1607	Memo for MLS 470 GWR 3-26-13.docx
Delete	2153	MLS 470 syllabus.docx
Delete	2477	MLS 470 GWR approval.pdf

Select saved project to retrieve...

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

Current Prefix and Number:		MLS - Medical Laboratory Science MLS 470 - CLINICAL CORRELATIONS	Proposed Prefix & Number:	
* What type of change is being proposed?		<input checked="" type="checkbox"/> Major Change <input type="checkbox"/> Major - Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, except 799 is the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does change in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above		
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No				
If YES, check the areas that apply:				
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics				
1. General Information				
a. Submitted by the College of:		College of Health Sciences	Submission Date: 7/19/2013	
b. Department/Division:		Clinical Laboratory Sciences		
c.* Is there a change in "ownership" of the course?				
<input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? Select...				
e.* Contact Person Name:		Michelle Bulina	Email: mbu228@uky.edu	Phone: 859-218-0852
* Responsible Faculty ID (if different from Contact):			Email:	Phone:
f.* Requested Effective Date:		<input checked="" type="checkbox"/> Semester Following Approval	OR	Specific Term: ²
2. Designation and Description of Proposed Course.				
a. Current Distance Learning(DL) Status:		<input type="radio"/> N/A <input checked="" type="radio"/> Already approved for DL* <input type="radio"/> Please Add <input type="radio"/> Please Drop		
*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed change affect DL delivery.				
b. Full Title:		CLINICAL CORRELATIONS	Proposed Title: *	No change

c.	Current Transcript Title (if full title is more than 40 characters):	CLINICAL CORRELATIONS			
c.	Proposed Transcript Title (if full title is more than 40 characters):	No change			
d.	Current Cross-listing:	<input checked="" type="checkbox"/> N/A	OR	Currently ³ Cross-listed with (Prefix & Number):	none
	Proposed – ADD ³ Cross-listing (Prefix & Number):				
	Proposed – REMOVE ^{3,4} Cross-listing (Prefix & Number):				
e.	Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern				
Current:	Lecture 3	Laboratory ⁶	Recitation	Discussion	Indep. Stud
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other:	Please explain:	
Proposed: *	Lecture 3	Laboratory ⁶	Recitation	Discussion	Indep. Stud
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other:	Please explain:	
f.	Current Grading System:	ABC Letter Grade Scale			
	Proposed Grading System:*	<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade) <input type="radio"/> Graduate School Grade Scale			
g.	Current number of credit hours:	3	Proposed number of credit hours:*	3	
h.*	Currently, is this course repeatable for additional credit?				<input type="radio"/> Yes <input checked="" type="radio"/>
*	Proposed to be repeatable for additional credit?				<input type="radio"/> Yes <input checked="" type="radio"/>
	If YES:	Maximum number of credit hours:			
	If YES:	Will this course allow multiple registrations during the same semester?			<input type="radio"/> Yes <input type="radio"/>
i.	Current Course Description for Bulletin:				
	A comprehensive review of the medical laboratory science profession using clinical and multidisciplinary case studies. In addition, students will take mock certification exams and present a multi-disciplinary case study.				
*	Proposed Course Description for Bulletin:				
	This course is designed to review primary concepts taught in the major medical laboratory science disciplines. Reviews will be conducted by utilization of clinical and multi-disciplinary case studies, certifying mock examinations, comprehensive writing activity, and additional review assignments.				
j.	Current Prerequisites, if any:				
	Prereq: Admission into the Medical Laboratory Science Program or consent of instructor.				
*	Proposed Prerequisites, if any:				

	Prereq: Admission into the Medical Laboratory Science Program or consent of instructor.	
k.	Current Supplementary Teaching Component, if any:	<input checked="" type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both
	Proposed Supplementary Teaching Component:	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
3.	Currently, is this course taught off campus?	<input checked="" type="radio"/> Yes <input type="radio"/>
*	Proposed to be taught off campus?	<input checked="" type="radio"/> Yes <input type="radio"/>
If YES, enter the off campus address: Hybrid course with ITV to CERH in Hazard. If proposed track is approved it will be also be taught on-line.		
4.*	Are significant changes in content/student learning outcomes of the course being proposed?	<input checked="" type="radio"/> Yes <input type="radio"/>
If YES, explain and offer brief rationale:		
<p>The Medical Laboratory Science Program is seeking Graduation Writing Requirement (GWR) approval within this previously existing course, MLS 470. The new GWR component would include a comprehensive paper assignment covering a multidisciplinary case study or disease as it relates to medical laboratory science.</p> <p>This request is being made because: 1) the GWR is still being required while several GWR courses were removed in anticipation of the move to the Communication Requirement in the Major (CRM,) however it was not approved, 2) difficulties meeting the GWR requirement for students in the Program at the CERH in Hazard (as many are transferring in from two year institutions), 3) the anticipated difficulties meeting the GWR requirement for students entering th MLT to MLS Track (proposed track) as they will be transferring into UK from two year institutions, and 4) to transform this in-depth writing assignment into a discipline specific activity.</p>		
5.	Course Relationship to Program(s).	
a.*	Are there other depts and/or pgms that could be affected by the proposed change?	<input checked="" type="radio"/> Yes <input type="radio"/>
If YES, identify the depts. and/or pgms:		
b.*	Will modifying this course result in a new requirement ² for ANY program?	<input checked="" type="radio"/> Yes <input type="radio"/>
If YES ² , list the program(s) here:		
6.	Information to be Placed on Syllabus.	
a.	<input type="checkbox"/> Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) est different grading criteria in the course for graduate students. (See SR 3.1.4.)

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 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 gene least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

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.

Submit as New Proposal Save Current Changes

March 26, 2013

Memorandum

TO: Karen Skaff, Clinical Science Department Chair

FR: Michelle Butina, Medical Laboratory Sciences Program Director

RE: Request for GWR Approval for MLS 470, Clinical Correlations

The faculty of the Medical Laboratory Sciences (MLS) Program is requesting approval for a major course change to incorporate Graduation Writing Requirement (GWR) criteria into an existing MLS course (MLS 470, Clinical Correlations).

This request is being made because: 1) the GWR is still being required while several GWR courses were removed in anticipation of the move to the Communication Requirement in the Major (CRM) however it was not approved, 2) difficulties meeting the GWR requirement for students in the Program at the CERH in Hazard (as many are transferring in from two year institutions), 3) the anticipated difficulties meeting the GWR requirement for students entering the MLT to MLS track (described below) as they will be transferring into UK from two year institutions, and 4) to transform this in-depth writing assignment into a discipline specific requirement.

MLS 470, Clinical Correlations, is taught during the last semester of the MLS Program and is considered a review course for the profession's certifying examination. This course was selected as it: 1) is a review course of the major medical laboratory science disciplines and as such is ideal for a lengthy paper assignment covering a multidisciplinary case study or disease, and 2) is co-taught by four faculty members therefore allowing division of the work in reviewing and grading the 15-page paper assignment.

As stipulated by the guidelines for the GWR, MLS 470 seeks to address the following outcomes:

- a) The existing course will be revised to include a 15-page paper in which students must draft, edit, revise, and proofread while taking into account instructor reviews.
- b) Students must research a topic area focusing on a multidisciplinary approach to a clinical case or a disease as it relates to medical laboratory science. This paper will allow students to demonstrate the ability to perform literature searches, clearly present data and findings, and provide citations in the accepted format for this profession. Further it will allow the writing to focus on a discipline specific topic while promoting more in-depth learning of this topic. The paper must be relatively free of grammatical and mechanical errors.
- c) Students must earn a "C" or better to receive GWR credit for this course.

Note: If UK approves the proposed Graduation Composition and Communication Requirement (GCCR), replacing the GWR, the MLS Program would fulfill the new presentation/visual electronic artifact requirement via existing assignments within MLS courses.

This request is one component of a larger packet of a group of program change requests being submitted simultaneously. Thus, the other requests are being submitted electronically but not via eCATS. This request will affect one of the proposed program changes, specifically the request to offer an additional track within the MLS Program. For more details regarding this, one should read the rationale presented with the packet of program change requests.

Please contact Michelle Butina (mbu228@uky.edu or 218-0852) if you have questions or concerns.

**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: Online and face-to-face meetings (ITV delivery, Lexington and Hazard)
For dates, times and room locations, see schedule below

Course Faculty:

Course Coordinator and Chemistry Review:

Linda S. Gorman, PhD, MLS
126G CTW Bldg. 900 S. Limestone
Lexington, KY 40536-0200
Email (preferred for contacting instructor):
lsgorm0@uky.edu
Office phone: (859) 218-0855

Hematology Review:

Michelle Butina, PhD, MLS(ASCP)
126E CTW Bldg. 900 S. Limestone
Lexington, KY 40536-0200
Email (preferred for contacting instructor):
Michelle.Butina@uky.edu
Office phone: (859) 218-0852

Microbiology Review:

Kim Campbell, MLS(ASCP)^{CM}
126D CTW Bldg. 900 S. Limestone
Lexington, KY 40536-0200
Email (preferred for contacting instructor):
kkcamp1@uky.edu
Office phone: (859) 218-0853

Immunohematology Review:

Steve Schwarze, PhD, MLS(ASCP)
126B CTW Bldg. 900 S. Limestone
Lexington, KY 40536-0200
Email (preferred for contacting instructor):
Steve.Schwarze@uky.edu
Office phone: (859) 218-0846

Office Hours: Contact by email for an 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 a few face-to-face ITV (Lexington campus and CERH in Hazard campus) 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:

This course is designed to review primary concepts taught in the major medical laboratory science disciplines. Reviews will be conducted by utilization of clinical and multi-disciplinary case studies, certifying mock examinations, comprehensive writing activity, and additional review assignments. Prereq: Admission into the Medical Laboratory Science Program or consent of instructor.

Note: MLS 470 meets the University of Kentucky Graduation Writing Requirement

Student Learning Outcomes:

By the end of the semester, given readings, activities, examinations, and class discussion, the students will be able to demonstrate the following learning outcomes:

The student will:

Learning Outcome #1: Demonstrate entry level knowledge and practical application skills toward the field of Medical Laboratory Science.

Learning Outcome #2: Possess the ability to interpret clinical results and apply troubleshooting skills while practicing self-validation of their findings.

Learning Outcome #3: Research and write a paper on a multidisciplinary clinical case or a disease as it relates to medical laboratory science.

General Course Objectives:

Upon completion of this course, the successful student will:

1. Correlate hematology, clinical chemistry, clinical microbiology, and immunohematology findings for a given patient given the patients results.
2. Successfully complete mock exams that cover entry level knowledge for the Medical Laboratory Sciences field with at least 75% accuracy.
3. Complete the case studies and review for each area in Medical Laboratory Science with at least 75% accuracy.
4. Complete a comprehensive writing assignment specific to medical laboratory science that includes a literature review focusing on a multidisciplinary approach to a clinical case or disease and earn at least 75%.

Affective behavior Objectives:

1. Students will appreciate how correlation of practical rotations enables them to successfully pass certification exams.
2. Students will comprehend the significance of accurate results needed by other healthcare professionals to successfully treat our patients.

Grading:

The MLS 470 Clinical Correlations course is graded as follows:

Mock Exam #1	5%
Mock Exam #2	15%
Review Exams (Each area exam worth 12.5%)	50%
Case Study or Disease Paper	10%
Case Studies (Each area cases worth 5%)	20%
Total	100%

Mock Exams: Students will take certifying mock examinations via computer in a proctored environment. This is to simulate the environment and testing format used by the BOC.

Review Exams: Reviews consist of the four major disciplines (hematology, microbiology, clinical chemistry and immunohematology). After each review students will take an on-line

examination. Students will be notified if additional content, such as body fluids, is to be included in that discipline review exam.

Case Study or Disease Paper: Students must research a topic area focusing on a multidisciplinary approach to a clinical case or a disease as it relates to medical laboratory science. The end results of this research will be a 15-page paper in which students must draft, edit, revise, and proofread. Details of this assignment can be found on Blackboard and will be discussed during the first face-to-face meeting.

Case Studies: Each discipline will have an associated set of case studies which must be completed. These case studies are designed to help you review the content of that section and will also assist in studying for the review exam.

Grading Scale:

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

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.

Textbooks:

The following are a list of suggested MLS Review books that have exam questions and review material with each answer. They will be useful in studying for the MLS Certification exam (BOC) and for this course. There is no one book recommended for this course and so a book is optional.

1. **Clinical Laboratory Science Review: A Bottom Line Approach** , ed. Jarreau, Patsy, publisher LSU Health Sciences Center Foundation, New Orleans, 3rd edition, c. 2005, ISBN 0-9670434-1-7.
2. **Success! In Clinical Laboratory Science**, ed. Ciulla, A. P., Lehman, D. C., publisher Pearson, Boston, 4th edition, c. 2010, ISBN 10 0-13-512648-7 or ISBN 13 978-0-13-512648-6.
3. **Clinical Laboratory Science Review**, ed. Harr, Robert R. , publisher F. A. Davis Company, Philadelphia, 3rd edition, c. 2007, ISBN 10: 0-8036-1373-3 or ISBN 13: 978-0-8036-1373-7.
4. **BOC Study Guide**, ed. Tanabe, P. A., and Holladay, E. B. , Publisher American Society for Clinical Pathology, Chicago, 5th edition, c. 2009, ISBN 10: 0891895876.

COURSE POLICIES

Attendance:

For face-to-face meetings, attendance and punctuality is required.

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. 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.

Submission of assignments: Assignments will come from each instructor and will be available on Blackboard. All assignments are to be accessed and submitted via Blackboard or as directed by the Instructor. All assignments are due on the assigned date given by the instructor.

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.

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>). Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

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.

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.

Lexington Campus 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/>

CERH Campus Severe Weather: 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.

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.

COURSE SCHEDULE

08/27 **Orientation to MLS 470** (10 am-Noon) Room Lex: TBD, Haz: TBD
Mock Exam 1 (Noon-2 pm)

08/28-09/16	Microbiology Review On-line
09/10	Microbiology Case Studies assignment Due (5pm)
09/15-09/16	Microbiology Review Exam (window opens 5pm for 24 hours)
9/17	Paper Outline #1 Due (5pm)
09/17-10/7	Hematology Review On-line
10/01	Hematology Case Studies Assignment Due (5pm)
10/06-10/07	Hematology Review Exam (window opens 5pm for 24 hours)
10/08-10/14	Week to Work on Paper
10/14	Paper Draft #1 Due (5pm)
10/15	Microbiology Review Mtg (10am-Noon) Room Lex: TBD, Haz: TBD BOC Information Session (Noon-1pm) Hematology Review Meeting (1 pm-3 pm)
10/22-11/11	Immunoematology Review On-line
11/05	Immunoematology Case Studies Assignment Due (5pm)
11/10-11/11	Immunoematology Review Exam (window opens 5pm for 24 hours)
11/11	Paper Draft #2 Due (5pm)
11/12-12/02	Clinical Chemistry Review On-line
11/26	Clinical Chemistry Case Studies Assignment Due (5pm)
12/01-12/02	Clinical Chemistry Review Exam (window opens 5pm for 24 hours)
12/03	Graduation Updates (Noon-1:30pm) Room, Lex: TBD, Haz: TBD Immunoematology Review Meeting (1:30 pm-4pm) Final Paper Due (5pm)
12/04	Chemistry Review Mtg (10am-11:30am) Room Lex: TBD, Haz: TBD Mock Exam #2 (12:30-2:30pm)

Ett, Joanie M

From: Robertson, Diane
Sent: Thursday, October 24, 2013 3:53 PM
To: Ett, Joanie M
Subject: Approval as GWR Courses - COM 252W and MLS 470

Joanie,
Adam Banks, WRD Director, has reviewed COM 252W and MLS 470 and approved both as GWR courses. Thank you and sorry for the delay.
Diane

Diane Robertson, Department Manager
(859) 218-2867 diane.robertson@uky.edu
Writing, Rhetoric, & Digital Studies (WRD) and Jewish Studies
1353 Patterson Office Tower
University of Kentucky
Lexington KY 40506-0027

From: Ett, Joanie M
Sent: Thursday, September 12, 2013 11:29 AM
To: Robertson, Diane
Subject: GWR course approvals question

Hi Diane,

The Undergraduate Council has received two courses that are requesting GWR approval. I checked with the Senate Council office, because the last I heard GWR approvals were on hold. However, I was told that since the GCCR won't go into effect until 2014, then GWR approvals are still possible.

I know I used to send you GWR courses and Roxanne Mountford would give her approval for them as GWR courses before I had them reviewed by the UGC. Is this still the correct procedure? If so, I have attached the two course proposals for you.

Thanks for your help!
Joanie

Joanie Ett-Mims
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joanie.ett-mims@uky.edu

From: Connors Manke, Elizabeth A
Sent: Friday, December 20, 2013 9:20 AM
To: Withers, Benjamin C
Cc: Brothers, Sheila C
Subject: MLS 470 GWR approval
Attachments: MLS 470_GWR review.pdf

Ben:

I've reviewed the application for MLS 470 for the GWR (as it is presented in the attached pdf), and I concur with Adam's previous approval of the course for GWR. Please consider it approved by WRD.

Best,
Beth

Beth Connors-Manke, Ph.D.
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