



**MDCA 1452-001HY**  
**Medical Assistant Laboratory Procedures**  
**Spring 2022**  
**Wednesday 9:30a.m - 12:00p.m.**

**Instructor Information:** Darlene Alexander A.A.S., CMA, RMA, [dalexander@com.edu](mailto:dalexander@com.edu)  
409-933-8231

**Student hours and location:** Wednesday 12:30am - 1:30pm STEMS Bldg. Rm 233

**Required Textbook:** Medical Assisting, Booth, Whicker, and Wyman 6<sup>th</sup> Edition, McGraw-Hill  
*Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology 5<sup>th</sup> Edition*,  
Publisher. ISBN: 978-1-259-19774-1

**Required Textbook:** Student Workbook for Use with Medical Assisting, Booth, Whicker, and  
Wyman, 6<sup>th</sup> Edition, McGraw-Hill Publisher. ISBN: 978-1-259-19774-1

**Course Description:** Application of governmental health care guidelines. Includes specimen  
collection and handling, quality assurance, and quality control in performance of Clinical  
Laboratory Improvement Amendments (CLIA) - waived laboratory testing.

**Course Prerequisite:** Students must have completed and successfully pass HITT 1305, MDCA  
1443, MDCA 1302 and MDCA 1309 in order to take MDCA 1452. Students must have  
completed the free Online Learners Workshop (required for IN or HY courses). For more details  
visit; <http://online.com.edu/olw>.

**Course Requirements:** Classroom attendance (on campus) and online participation through  
Blackboard. For the online portion of the course, you are required to log into Blackboard of a  
minimum of 3 hours per week. You will also be required to wear a uniform to consist of royal blue  
scrubs and appropriate shoes.

**Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):** As a student you are required to complete all lessons, assignments and test as part of each course within the program. Your semester grade will be comprised of:

**Grading Scale:**

**Course evaluation**

Grades will be calculated according to the following:

1. Homework Assignment	10%
2. Lab Practical/participation	25%
3. Quizzes	15%
4. Mid-term	20%
5. Final Exam	30%
TOTAL	100%

**Grading Scale:**

- 90.0% to 100% = A
- 80.0% to 89.99% = B
- 75.0% to 79.99 % = C
- 70.0% to 74.99 % = D
- 0% to 70% = F

**Please note: A student must receive a “C” (75%) or better.” If a student receives a grade of a “D”, or “F” for the same MDCA course on two occasions, the student will not be eligible to continue in the Medical Assistant Program”.**

**Final Grade Breakdown:** In order for me to meet “grade due” deadlines, I must have all work submitted to me by the deadlines noted on the calendar. Absolutely, no late submittals of work can be accepted. Furthermore, I do not give extra-credit assignments in this course. Final grades will be assigned according to the following scale:

**Quizzes cannot be made up. If you miss a quiz you will not receive a grade and it might affect your average.**

**Mid-term and Exam make-ups will not be allowed unless there is an emergency and I must be notified before the time of the exam.**

**Late Work:** Late work is defined as work not turned in when a student is present in class. Late work may be turned in with ten points off for each day the work is late up to an average of 75%. All class work is due on the day it is given—no exceptions! Homework assignments not turned in by the end of the next class day will be given a grade of zero. Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):

**Make-Up Policy:** Students that cannot complete assignments on time must contact the instructor. Parameters for make-up work will be made at the discretion of the instructor and may not be an option, depending on the circumstances. Furthermore, students that cannot take an exam within the allotted time must contact the instructor in order for the test to be considered for an additional attempt. The percentage of each activity will weight in the final grade, regardless if the student participates in the activity or test. Keep in mind, you must contact the instructor and make arrangement for submission. Do not expect the instructor to remind you.

**Attendance Policy:** Students are expected to attend every class and to be on time. Students who are late more than 15 minutes late may be counted absent by the instructor. If an absence occurs, it is mandatory for the student to call my office (409-933-8231) and leave a reason for the absence. A student may be dropped for non-attendance after 2 absences. Leaving the class early (before being released by the instructor) will result in an absence. More than 2 absences would prohibit students from successful completion of this course. A doctor's note will be required for any absents to be excused in order for the student to make up any skills and time missed. Attendance will be checked daily by instructor. College of the Mainland recommends logging into Blackboard courses at least 2 or 3 times a week to read content and complete graded activities. It is the responsibly of the student to maintain the pace of the course recommended in the Course Schedule and to submit all graded activated before or by its due date. Students not logging into the course 2 to 3 times a week can be dropped at the instructor's discretion.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard

**Student Learning Outcomes:**

1. Students completing MDCA 1452 will be able to demonstrate proper venipuncture and skin puncture techniques.
2. Students completing MDCA 1452 will be able to demonstrate compliance with universal standards and precautions based on OSHA guidelines.

3. Students completing MDCA 1452 will be able to perform CLIA waived laboratory tests, label, and handle all biologic specimens.
4. Students completing MDCA 1452 will be able to properly use equipment including calibration, maintenance, and troubleshooting.
5. Students completing MDCA 1452 will be able to demonstrate quality assurance and quality control procedures.

**Learning Goals:**

The learning goals for this course include:

- Role of clinical laboratory.
- Laboratory safety regulations hazards.
- Quality assurance.
- Laboratory measurements and equipment.
- Clinical laboratory and patient communication.
- Role of medical assistant in microbiology.
- Classification of microorganisms.
- Specimen collection and transportation.
- Overview of the process of diagnosing infection.
- Microbiology equipment and procedures.
- Types of specimens.
- Serology testing
- Asepsis
- Collecting the specimen.
- Routine Urinalysis.
- Urine pregnancy testing quality control.
- Blood formation and components.
- Function of blood.
- Blood specimen collection.
- Routine blood test.
- Erythrocyte sedimentation rate.
- Mono testing.
- Preparing and positioning the patient.
- Safety precautions.
- Storage and records.
- The electrocardiogram.
- Special tests.
- Pulmonary function.
- Treatments.
- Patient assessment.
- Diagnostic testing.

**Course Objectives:**

At the conclusion of the course, students will be able to:

- Demonstrate proper venipuncture and skin puncture technique.
- Demonstrate compliance with Universal/Standard Precautions and OSHA guidelines.
- Properly perform hematocrit and glucose with blood glucose meter.
- Properly label and handle all biologic specimens.
- Perform appropriate equipment maintenance and troubleshooting.
- Demonstrate quality assurance and quality control procedures.
- Comprehend and explain to the patient the importance of diet and nutrition.

**Entry Level Competencies for the Medical Assistant taken from the 2015 Standards and Guidelines for the Medical Assisting Educational Programs:**

This course includes the following competencies: (C-Cognitive, P-Psychomotor, A-Affective)

- I.C.10- Identify CLIA waived test associated with common diseases.
- III.C.1- List major types of infectious agents.
- III.C.2- Describe the infection cycle including. A. The infectious agent. B. Reservoir. C. Susceptible Host. D. Means of transmission. E. Portals of entry. F. Portals of exit.
- III.C.4- Identify methods of controlling the growth of microorganisms.
- III.C.6- Define personal protective equipment (PPE) for. A. All body fluids, secretions, and excretions. B. Blood. C. Non-intact skin. D. Mucus Membrane.
- III.C.7- Identify CDC (center for disease control) regulations that impact healthcare practices.
- V.C.7- Recognize elements of fundamental writing skills.
- XII.C.1- Identify: A. Safety Signs. B. Symbols. C. Labels.
- XII.C.2- Identify safety techniques that can be used in responding to accidental exposure to: A. Blood, B. Other Body Fluids. C. Needle Sticks. D. Chemicals.
- XII.C.6- Discuss protocols for disposal of biological chemical materials.
- XII.C.7- Identify principles of: A. Body Mechanics; B. Ergonomics.

**Skill Based:**

- I.P.2. Perform: A. electrocardiography. B. Venipuncture. C. Capillary Puncture. D. Pulmonary Function Testing.
- I.P.3. Perform patient screening using established protocols.
- I.P.10- Perform a quality control measure.
- I.P.11- Obtain specimens and perform: A. CLIA waived hematology test. B. CLIA waived chemistry test. C. CLIA waived urinalysis. D. CLIA waived immunology test. E. CLIA waived microbiology test.
- II.P.2- Differentiate between normal and abnormal test results.
- II.P.3- Maintain lab test results using flow sheets.
- III.P.1- Participate in blood borne pathogen training.
- III.P.2- Select appropriate barrier/personal protective equipment (PPE)

- III.P.3- Perform hand washing.
- III.P.10- Demonstrate proper disposal of biohazardous material: A. Sharps. B. Regulated Wastes.
- XII.P.1- Comply with: A. Safety Signs. B. Symbols. C. Labels.
- XII.P.2- Demonstrate proper use of: A. eyewash equipment. B. fire extinguishers, C. Sharps disposal containers.
- XII.P.3- Use proper body mechanics.

**Behavior Based:**

- III.A.1- Recognize the implications for failure to comply with CDC (center for disease control regulations in healthcare settings.

**Performance Objectives:**

In a skills laboratory, a simulation of a job-like environment, the student will demonstrate the correct procedure for the following without referring to resource materials. To perform these activities, the student will need a person to function in the role of a patient. The student is expected to perform each procedure with 100% proficiency. In efficient, safe, ethical, and legal manner the student will:

1. Given the required equipment and supplies, the student will perform a venipuncture within 10 minutes according to the checklist for each of the following techniques.
  - a. Multisampling evacuated tube system.
  - b. Single sample butterfly/evacuated tube system.
2. Given the required equipment and supplies, the student will demonstrate proper patient identification with 5 minutes according to the checklist which includes:
  - a. Hand washing technique.
  - b. Application of tourniquet.
  - c. Patient identification both inpatient and outpatient.
3. Given the required equipment and supplies, the student will obtain a specimen of peripheral blood by performing a skin puncture, within 10 minutes, according to the checklist which includes:
  - a. Collection of three capillary tubes.
  - b. Micro-collection.
  - c. POCT- Glucose test (via finger stick).
4. Given the required equipment and supplies, the student will prepare a blood smear for differential counts using the slide-wedge method within 3 minutes, according to the checklist.
5. Demonstrate competency in correct blood tube selection by passing a written exam.
6. Perform specific clerical functions by manual and computer methods relevant to obtaining and documenting specimens of blood.
7. Perform all skills according to OSHA guidelines for Occupational Exposure to Blood borne Pathogens Standards.
8. Obtain a blood specimen utilizing the proper color-coded tube with correct coagulant.
9. Evaluate blood sample for specimen integrity.

**Phlebotomy for the Medical Assistant Laboratory Skills:**

By completion of the course, the student will have demonstrated the following:

1. Five (5) successful venipuncture's divided into the following categories:
  - a. Multi-sample, evacuated tube system 4
  - b. Single sample, butterfly/evacuated tube system 1
2. A patient identification exam in which the student is evaluated on the following:
  - a. Patient identification in both inpatient and outpatient settings.
  - b. Hand washing technique.
  - c. Tourniquet application.
3. How to make blood smears for differential counts.
4. 3 Successful skin punctures which include:
  - a. Micro-collection -1
  - b. Capillary tube collection-1 (four different patients with three capillary tubes on each patient).
  - c. POCT- Glucose Test-1
5. How to perform and read a micro hematocrit, including how to correctly balance a centrifuge.
6. Select the correct blood tube for each blood test assigned. This competency will be tested by a written exam.

**\*A skill competency checklist is provided to each student at the beginning of the program. The instructor upon completion to the skill must sign it. All skills checklists become a part of the student's permanent file.**

**Minimum passing score for each performance objective is 90%. Skills checklists are provided in the student workbook. It is the student's responsibility to produce the master skill sheet upon final check off.**

**Clinical Learning Experience Requirements:**

In order to be eligible for the clinical learning experience, a student must successfully complete the course(s) with a minimum grade of 75% in the theory component and 90% in the lab skills component. The experience is in a hospital lab or a private clinical lab, as arranged by the MDCA Program Director.

**Student Dress for Laboratory:**

A physical appearance communicates a strong impression about an individual. Hair combed neatly, fingernails cleaned, pressed clean uniform and an overall professional appearance conveys a commitment to cleanliness and infection control.

1. For safety purposes, students are expected to wear scrubs to laboratory classes. **(MANDATORY).**

2. Closed toe shoes (no sandals or canvas shoes) that are soft-soled, such as white leather-type tennis or similar shoes are strongly recommended.
3. Student's hair must be cleaned, neat, and conservative. The hair must be drawn back if longer than shoulder length or hanging in the face.
4. Fingernails must be kept clean and reasonable length of 1/8" above the fingertips.
5. Please limit jewelry to wedding rings and a wristwatch. No dangling chains, necklaces, or earrings are allowed. Conservative earlobe earring (no more than one pair) 5mm in diameter are permitted.

**Laboratory Safety:**

Each student is responsible for his/her own work and for the cleaning of his/her workstation.

**The following must be observed:**

1. Eating or drinking will not be permitted in the laboratory. (That includes no gum chewing). Avoid putting objects in your mouth.
2. Do not attempt to adjust contact lenses in the lab.
3. Wash your hand before leaving the laboratory for any reason. Proper hand washing is essential. Hand washing is the single most important means of preventing the spread of infection. Hands must be washed before and after each patient contact.
4. Disinfect work area thoroughly after each laboratory session.
5. Cover spills with paper towels, soak thoroughly with disinfectant and with 15 minutes before cleaning it up.
6. All accident is to be reported immediately to the instructor.
7. OSHA guidelines for occupational exposure to blood borne pathogen standards must be observed.

**Academic Dishonesty:** Any incident of academic policy will be dealt with in accordance with college policy and Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Kay Frieze, Allied Health Careers Chairperson at 409-933-8414 / [kfrieze@com.edu](mailto:kfrieze@com.edu).



## Course Outline:

## Laboratory Procedures Schedule Spring 2021

Dates	Lecture and Labs	Assignments		Due Dates
<i>Week One Jan 19<sup>th</sup></i>	<i>Chapter 45 Orientation to the Lab</i>	On-line assignment Homework Assignment		<i>Jan 26<sup>7th</sup></i>
<i>Week Two Jan 26<sup>h</sup></i>	Skills Lab and Skills Test		Skills Test	<i>Jan 26<sup>th</sup></i>
<i>Week Three Feb 2<sup>nd</sup></i>	<i>Chapter 46 Microbiology and Disease</i>	Online Assignment Homework Assignment		<i>Feb 9<sup>th</sup></i>
<i>Week Four Feb 9<sup>th</sup></i>	Skills Lab and Skills Test		Skills Test	<i>Feb 9<sup>th</sup></i>
<i>Week Five Feb 16<sup>th</sup></i>	<i>Chapter 47 Collecting, Processing, and Urine and Stool Specimen</i>	Online Assignment Homework Assignment		<i>Feb 23<sup>rd</sup></i>
<i>Week Six Feb 23<sup>rd</sup></i>	Skills Lab Skills Test		Skills Test	<i>Feb 23<sup>rd</sup></i>
<i>Week Seven Mar 3<sup>rd</sup></i>	<b>Lab/ Skills- Review</b>			<i>Mar 3<sup>rd</sup></i>
<i>Week Eight Mar 2<sup>nd</sup></i>	<b>Mid-Term</b>			<i>Mar 2<sup>nd</sup></i>
<i>Mar 14<sup>th</sup> – 18<sup>th</sup></i>	<b>Spring Break</b>			
<i>Week Nine Mar 23<sup>rd</sup></i>	<i>Chapter 48 Collecting, Processing, and Testing Blood Specimens</i>	On-line Assignment Homework Assignment		<i>Mar 30<sup>th</sup></i>
<i>Week Ten Mar 30<sup>th</sup></i>	Review Blood Draws		Skills Test	<i>Mar 30<sup>th</sup></i>
<i>Week Eleven Apr 6<sup>th</sup></i>	Start live Blood Draws			<i>Apr 6<sup>th</sup></i>
<i>Week Twelve Apr 13<sup>th</sup></i>	Practice Blood Draws			<i>April 13<sup>th</sup></i>
<i>Week Thirteen Apr 20<sup>th</sup></i>	Practice Blood Draws			<i>April 20<sup>th</sup></i>
<i>Week Fourteen Apr 27<sup>th</sup></i>	Practice Blood Draws			<i>April 27<sup>th</sup></i>
<i>Week Fifteen May 4<sup>th</sup></i>	Practice Blood Draws check off			<i>May 4<sup>th</sup></i>
<i>Week Sixteen May 11<sup>th</sup></i>	<b>Final</b>			<i>May 12<sup>th</sup></i>

**\*This Schedule is subject to change at the discretion of the instructor. \***  
**Textbook assignments will be assigned in class.**

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## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to setup their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last date to withdraw from the 1<sup>st</sup> 8-week session is March 2<sup>nd</sup>. The last date to

withdraw from the 16-week session is April 25<sup>th</sup>. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 4<sup>th</sup>.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> grade.

**Early Warning Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.

**Class Activities:** Course topics are introduced and discussed during classroom sessions. Additional group exercises and workbook activities are conducted throughout the class meetings. General, ongoing feedback for assessments and assignments will be conducted before and after the assigned due dates.

**Online Activities:**

Any quiz, exam, or learn smart assignment will be hosted online on the publisher's server— McGraw Hill Connect, however, access to assessments and learn smart assignments are conducted through links in Blackboard. Only access the quizzes, exams, and learn smart assignments through the links provided in each learning module. Feedback on you assessments can be reviewed after

each quiz or exam or exam is completed. Each learn smart assignment provides feedback as you proceed through the material. Practice assessments are also available in Connect for each Chapter. Ongoing feedback is important for you to assess your progress in the course and to determine if your approach to learning the material is effective.

- **Case Study:** Assignments will be provided in the Blackboard learning modules. Download and save the word document and edit your response. Your completed document will be uploaded in the assignment link. A case Study rubric is provided in the rubric menu link. Use it to guide you in the completion of your document. Instructors feedback will be provided individually on your submission through your My Grades tool.
- **Discussions:** are conducted on Blackboard through the Discussions tool. The forum will help foster connections with your fellow classmates, and will contribute to the sense of community (online). The discussion post will also supplement your mastery of the content and strength your communication and writing skills. A discussions rubric provided in the Rubric menu link. Use it to guide you in your posts and replies. Instructor feedback will be provided individually on each discussion through your My Grades tool.

**Weekly Quizzes: Please Note**—The week begins on Wednesday and ends Tuesday at midnight. Therefore, weekly quizzes should be submitted no later than Tuesday of the week in which information they appear on the calendar. Late work may not be accepted unless individuals arrangements have been made with me prior to the due date and time. I will e-mail you if I make any adjustments to the calendar.

**Course Communication Policy:** I check my e-mail and course mailbox and discussion areas daily Monday through Friday. For any course related questions please email me through blackboard. I will respond to your phone call and e-mails within 24 hours or less. However, I may not always be able to respond to e-mails sent over the weekend until Monday Morning. I will communicate any changes in or new assignments within 48 hours. When leaving a message or e-mail please state your name the class and the specific assignment.

**Tardiness Policy:** Students who are late more than 15 minutes may be counted as an absence. Failure to interact with course content via Blackboard as indicated on the Course Schedule and module overview pages in Blackboard can likewise negatively impact a student's final course grade. Unless arranged by the instructor BEFORE the due date, a late submission will be given a score of zero. Once the class is closed it WILL NOT be reopened.

**Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student

Handbook. <http://www.com.edu/student-services/student-handbook.php>. Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

**Cell Phone Use -- Cell phone use is strictly prohibited during any class/lab sessions. You could be dismissed from classes.**

You will have one verbal warning and two written warnings ones and if you receive a second written warning you will be dismissed from classes at the instructor discretion, so please keep in “silent” mode during lectures and in all exam rooms and Lab. Should you need to answer the call, please do so out of the classroom. Due to cheating in the past, we cannot allow any wireless devices to be on during the tests. In an emergency, you may be reached by: contacting Campus Police at 409-933-8403

**Classroom Behavior:** Students are expected to conduct themselves a mature adult observing all college rules and classroom etiquette. Disruptive behavior will not be tolerated in the classroom. Use of **Camera and or Recording devices:** As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. **To show respect of your fellow students and instructor, you will turn off you phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.** Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

**Behavioral Responsibilities of Students:** Behavioral Expectations of students are noted in the student handbook on page 17, under student conduct. Please click on the following link <http://www.com.edu/student-services/student-handbook.php>. Furthermore, the program requires the student to be professional.

**Plagiarism:**

The practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else’s words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else’s words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to Office of Student Conduct for the appropriate discipline action.

**Success Tips for Students:**

- Read all assignments and understand requirements for completing assignment prior to coming to class.
- **Three Prior to Me:** The MA faculty encourages students to problem-solve, work as a team as well as utilize available resources. In order to develop these skills, we will employ the “**Three Prior to Me**” process. This means that before you contact the instructor with a course-related question, you must have attempted to find the information in three other places. For instance, if you are unsure about the meaning of a term used in the course, you would attempt to locate this information in three places prior to asking the instructor. Hence, you might do a Google search for the term, ask a classmate, and refer to your text book. Instructors will question you regarding what research methods you utilized to locate information on your own. This process is not meant to be a barrier to you, but instead to provide the following benefits:
  - Preparation for the workforce.
  - Increased research skills.
  - Instructors will have more time to provide feedback and interact with students.

**Professionalism:** Success in one’s career is almost as dependent on professional behavior as on one’s academic knowledge and abilities. Therefore, students are expected to exhibit professional behavior in the classroom as well as all activities with this course. Professional behavior includes:

- **Attends class is punctual-** The student attends every class period, arrives on time for class activities or informs the instructor in a timely manner of unavoidable situations that cause the student to be late or miss class.
- **Dependable-** the student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills-** The student relates well to people, shows respect to others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive critics without altering others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Effective communication skills-** The student listens, speaks using correct grammar and without excess fillers. Example: Umm, you know, and like.
- **Ethical Conduct-** The student maintains honesty, integrity, and confidentiality of patient provider, fellow student and college information.

**ACKNOWLEDGEMENT OF RECEIPT:**

I, \_\_\_\_\_, acknowledge that I have received the syllabus for MDCA 1452 for Medical Assistants Laboratory Procedures, and that my instructor has reviewed it with me.

\_\_\_\_\_  
**Signature of Student** **Date**

\_\_\_\_\_  
**Signature of Witness** **Date**