I. INTRODUCTION

A. The purpose of this course is to provide practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences are unpaid. This course may be repeated if topics and learning outcomes vary.

B. The courses are designed to meet basic curriculum requirements for the Central Texas College Histologic Laboratory Technician Program. These courses are designed to fulfill the clinical requirements set forth by the National Accrediting Agency for Clinical Laboratory Sciences.

C. The course is occupationally related and serves as the preparation course in clinical medical laboratory techniques.

D. Prerequisite(s): Refer to the CTC Catalog.

II. LEARNING OUTCOMES

Upon successful completion of the course, Registry Review, the student will be able to:

A. Successfully complete exit exams in fixation, processing, embedding, microtomy, frozen cryotomy, instrumentation, reagent preparation, routine and special stains, nuclear and cytoplasmic staining, immunohistochemistry, enzyme histochemistry, cytoprep techniques, molecular and cell biology tissue identification, and electron microscopy with a minimum of 75% proficiency.

III. INSTRUCTIONAL MATERIALS

The instructional materials identified for his course are viewable through www.ctcd.edu/books.

IV. COURSE REQUIREMENTS

A. To receive transferable credits for this course, you must earn a grade of 75 or better.
B. Class attendance is mandatory. A student who is late for 15 minutes or more will be marked absent. A student who is less than 15 minutes late will be marked tardy. 2 tardies will count as 1 absence. 3 absences result in the loss of a letter grade for the course. 4 absences will disqualify a student from the HT program and the student will be required to meet with the program director for readmission.

C. Students with a grade of 2.4 or less should make an appointment with the instructor to discuss the reason for low performance. Any material not understood by the student can be discussed with the instructor privately during office hours. Office hours are posted; please try to schedule an appointment at your convenience.

D. Lecture examinations will be taken from class notes, assigned pages in your text, and any additional information such as computer assignments or videos.

V. EXAMINATIONS

A. Students in clinical courses must take Exit examinations. A grade of 75 or above is required on each exam. Exit examinations successfully completed will constitute 25% of the student’s grade for each clinical course. Each exit exam may be taken once. One retake test will be allowed per semester. If a student uses their retake test option, they will be dropped an overall grade for the semester. A student may be dismissed from the program when an exit exam is not passed with a grade of 75 or above. A grade of D will be recorded for the clinical and the student will be withdrawn from the program. The BOC test will comprise 5% of the total semester grade. If the student does not pass the BOC test, they cannot pass the semester. The clinical grade will make up 70% of the semester grade.

VI. SEMESTER GRADE COMPUTATION

NOTE: Plagiarism in any form will not be tolerated. A student who chooses to plagiarize will be given a zero on the assignment. A formal charge may be made to the College Disciplinary Board.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. **Course Withdrawal:** It is the student’s responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to **Friday of the 12th week** of classes during the **16-week** fall and spring semesters. The deadline for sessions of other lengths is as follows:

- **10-week session**  
  Friday of the 7th week
8-week session  Friday of the 6th week
5-week session  Friday of the 3rd week

The equivalent date (75% of the semester) will be used for other sessions of other lengths. The specific last day to withdrawal is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course…” Prior approval from the instructor is required before the grade of “I” for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.

D. Cellular Phones and Beepers: Student cellular phones and beepers will be turned off while the student is in the classroom or laboratory. Students choosing to disregard this policy will be asked to leave and will be recorded as absent. If a cell phone rings or is used during testing, the test will be taken and a grade of zero will be given.

E. American’s with Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. Instructor Discretion: The instructor reserves the right or final decision in course requirements.

G. Civility: The collegiate expectation is that students will conduct themselves with civility at all times in classrooms. Minimal civility includes:
1. Being in class on time.

2. Staying in class for the entire class period.

3. Leaving early occurs only after informing the teacher, prior to class, of an unavoidable conflict requiring your early departure (if possible, position yourself close to the door for a minimum disruption of the class).

4. Avoiding such uncivil conduct as talking, sleeping, reading papers/magazines, or working on some other class homework assignment.

5. Using socially unacceptable language in classroom discussions. Failure to do so can result in disciplinary action up to and including expulsion.

VIII. COURSE OUTLINE

A. Unit One:

1. **Learning Outcomes:** Upon completion of this lesson, the student will be able to:

   a. Collect and process biological specimens for analysis.
   b. Comply with biosafety regulations by practicing proper disposal of biohazardous material, as evidenced by complying with established safety regulations.
   c. Accurately perform analytical tests on body fluids, cells, and tissues.
   d. Exhibit interest in the clinical laboratory by having participated in lecture discussions and clinical laboratory assignments.
   e. Recognize factors that affect procedures and results, and take appropriate actions within predetermined limits when corrections are indicated.
   f. Help maintain a neat, clean, and orderly work area in all the laboratories without being asked.
   g. Interpret quality control values within predetermined limits.
   h. Demonstrate proper use and care of laboratory equipment, as evidenced by lack of breakage.
   i. Perform preventive and corrective maintenance of laboratory instruments.
   j. Cooperate by communicating with and helping other students.
   k. Attend clinical laboratory assignments and lectures regularly and punctually.
   l. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel and other health professionals.
   m. Exhibit assurance and confidence in performing laboratory tests.
   n. Demonstrate integrity by recognizing and repeating questionable tests.
   o. Accept instruction and constructive criticism maturely.
   p. Comply with the stated dress code of each clinical affiliate.
   q. Relate the clinical significance of laboratory procedures to the appropriate disease process.
   r. Demonstrate proper use of each laboratory information system.

2. **Learning Activities:** Methods of Teaching and Learning
Students will be taught using various learning methods and activities; which includes lectures, demonstrations including hands on with microscope preserved slides, practice sessions, case studies, projects, laboratory exercises, clinical experiences, internet exercises, quizzes, exams, and recordings. All material covered by these methods may be covered on Exams.

At the conclusion of this lecture series, the learner will have achieved the following: Achievement will be met when a minimum score of 75 percent is earned on the written examination covering the material.