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 histologic laboratory techniques.

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

II. LEARNING OUTCOMES

Upon successful completion of the course, Clinical Histologic Technology/Histotechnologist I/II, the student will be able to:

A. Describe laboratory experience from the clinical site rotation.

B. Accurately perform histology laboratory procedures as designed by the clinical laboratory site rotation; including 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. To receive transferrable credit for this course, you must earn a grade of "75" or better.

C. You will be expected to attend all clinical experiences assigned. Absences in the clinical portion of the program must be made up before a grade will be given for the clinical portion of the course.
D. Demonstrate a sense of professionalism by exhibiting the following characteristics:
attends lecture and clinical site sessions regularly and punctually, seeks activities which
further learning, admits mistakes and takes steps to correct them, repeats procedures
when test results are in doubt, cooperates with lecture and clinical site instructor, takes
pride in laboratory medicine, complies with stated dress code of the student and clinical
laboratory, and precipitates in continuing education activities.

E. Each student is required to teach one lesson on a subject assigned by the instructor and/or
one laboratory procedure. This lesson will be taught to the lower MLT classmen and
evaluated by the instructor and/or the student.

III. INSTRUCTIONAL MATERIALS

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

A. Required Texts: None, previous books from MLAB/Histology books are to be used.

IV. COURSE REQUIREMENTS

A. To receive transferrable credit 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.

V. EXAMINATIONS

Each clinical rotation must be successfully completed with a 2.5 (75) or above. Any clinical
rotation receiving a grade of 2.4 or lower will result in a grade of F recorded for the course
and the student will be withdrawn from the program. If a student fails either Clinical class,
they must start the entire HT program over beginning with HLAB 1401. They must reapply
for admission.

Clinical - 100% of semester grade; 60% technical, 40% professional.
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](http://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.