

**MARQUETTE UNIVERSITY-SPONSORED
COMBINED CLINICAL CORE CURRICULUM (CCCC)
and CLINICAL PRACTICUM**

ACL Laboratories, Children's Hospital of Wisconsin,
Clement J. Zablocki VA Medical Center, Wisconsin Diagnostic
Laboratories, LLC., Froedtert & MCW, Labcorp,
and Versiti Blood Center of Wisconsin

Policies and
Procedures for
the Professional
2024–2025
Clinical Year

Table of Contents

Introduction	3
Program Goals	3
Career Entry-level Competencies	4
Professional Year Courses	5
Faculty	6
Textbooks and Manuals	7
Introduction to Policies for the Professional Year	8
Policies on Professional Behavior	8
Code of Ethics	11
Grading Policies	12
Policies Regarding Student Status	13
Academic Dishonesty	16
MLSC Test Taking Policy	16
Attendance Policies	17
Policies on Dress	19
Policies on Electronics and Social Media	19
Regulations at the Clinical Site	20
Policies on Service Work Performed by Students	20
Student Files and Release of Information	20
Student Safety	21
Appendix	21
Check-Off Sheet	22

Introduction

Welcome to your professional year of training in Medical Laboratory Science. The Medical Laboratory Science Program at Marquette University is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880. It is of great importance that you are aware of the policies and procedures governing your clinical year experience.

Program Goals

As our educational commitment to the student, Marquette University Department of Medical Laboratory Science will:

- Educate persons who will be highly skilled in the intelligent performance of laboratory procedures.
- Educate persons who will be qualified to work in the field of Medical Laboratory Science.
- Provide the necessary didactic and practical education, which will enable the student to compete in the job market.
- Educate students in principles and techniques in all areas of the laboratory and provide practice in laboratory testing so they develop confidence in their ability.
- Provide instruction and evaluation to help the student achieve the objectives of the curriculum.
- Provide knowledge of disease processes and the correlation of laboratory testing.
- Provide instruction in laboratory safety, to include topics such as standard precautions and the safe handling of biological specimens.
- Help students develop an understanding of medical and professional ethics.
- Guide students to an understanding that the patient is the primary reason for the Medical Laboratory Scientist and that as a professional there is a need to protect the integrity and confidentiality of the results.

Career Entry-level Competencies

With respect to hematology, microbiology, chemistry, urinalysis, immunoserology, immunohematology, and hemostasis, career-entry Medical Laboratory Science students will be able to:

TASK	TASK DEFINITIONS
Define and/or identify:	<ul style="list-style-type: none"> • principles of laboratory procedures • standard operating procedures • sources of error in laboratory testing • fundamental characteristics of laboratory operations • safety and governmental regulations and standards as applied to the laboratory
Select:	<ul style="list-style-type: none"> • procedural course of action for test analysis
Prepare:	<ul style="list-style-type: none"> • instruments to perform test analysis • reagents for tests
Perform:	<ul style="list-style-type: none"> • laboratory tests • quality control
Calculate:	<ul style="list-style-type: none"> • results from supplied data • results from obtained data • statistics for quality assurance
Associate and/or correlate:	<ul style="list-style-type: none"> • laboratory findings and clinical data to assess test results and procedures • laboratory findings and quality control data to assess test results and procedures • laboratory findings with other laboratory data to assess test results and procedures • patient results with reference ranges
Analyze and/or evaluate:	<ul style="list-style-type: none"> • laboratory results to also include delta checks and critical values • quality control results to detect errors and take corrective action if needed • laboratory results to correlate with health and disease states • method validation to assess, compare and institute appropriate testing for the laboratory
Collect/process:	<ul style="list-style-type: none"> • specimens for analysis

Professional Year Courses

CLINICAL COURSE DESCRIPTIONS *

4180/7180 Basic Concepts in Clinical Education Methods Practicum (2 credits)

Educational concepts especially appropriate to instruction in a clinical setting using clinical materials. The concepts discussed include: writing learning objectives, learning styles, testing and evaluation methods, and use of audiovisuals.

4181/7181 Modern Management Concepts for the Medical Laboratory Practicum (2 credits)

Comparison of management theories and styles for effective leadership. Principles and methods of communication essential to the delivery of quality health care. Strategic financial planning ensuring cost effectiveness in the diagnostic laboratory. Statistical analysis comparing alternative methodologies for selection of reliable laboratory procedures. Selected projects relating managerial practices to clinical laboratory organization and use of laboratory data systems for health care delivery.

4183/7183 Clinical Chemistry Practicum (6 credits)

The chemical constituents of blood and other body fluids in health and disease. Principles of the methods used in qualitative and quantitative determination of these constituents. Treatment of the theoretical aspects of instrumentation used in these determinations.

4184/7184 Clinical Hematology 2 Practicum (4 credits)

Quantitative and qualitative study of blood, bone marrow and body fluid cells and alterations present in disease. Principles of procedures used. Methods of obtaining and preserving blood specimens with consideration of the theory and practice of aseptic technique.

4185/7185 Clinical Hemostasis Practicum (3 credits)

The components in the blood related to the hemostatic mechanisms, the principles of the procedures involved and their relationship to the diagnosis and treatment of disease.

4186/7186 Clinical Immunohematology Practicum (6 credits)

Therapeutic and diagnostic aspects of immunohematology. Aspects of blood transfusion and of methods used in preservation and selection of properly matched blood for transfusion.

4187/7187 Clinical Immunology and Serology Practicum (2 credits)

The mechanisms of resistance to disease, especially the antigen-antibody reactions and the diagnostic procedures used in determining this resistance.

4188/7188 Clinical Microbiology Practicum (6 credits)

Advanced study of pathogenic and normal flora microorganisms having medical importance. Includes methods for obtaining and handling specimens for culture as well as principles of current instrumentation. Identification protocols include cultural, morphological, biochemical, immunological, and molecular characteristics. Pathophysiology of infectious diseases caused by bacteria, fungi, parasites and viruses is examined.

4189/7189 Clinical Urinology Practicum (2 credits)

Physical, chemical and microscopic study of urine with emphasis on the changes exhibited in disease with related physiology.

*The above course titles and credits may appear slightly different on official university transcripts.

Faculty

Doctoral scientists, laboratory administrators, section supervisors, and practicing board-certified Medical Laboratory Scientists all contribute their expertise in the professional year curriculum. The CCCC portion of the program is where the primary didactic instruction is received. The didactic faculty includes:

- Helene Carella, MS, MLS(ASCP) – Modern Management Concepts (Marquette University)
- Heather Cowan, MLS(ASCP)SBB – Immunohematology (Zablocki VA Medical Center)
- Valerie Everard-Gigot, Ph.D., MT(ASCP) – Body Fluids, Chemistry, Education, Hematology, Immunohematology, Immunoserology, and Urinology (Marquette University)
- Michael Feierstein, MLS(ASCP)SBB^{CM} – Immunohematology (Labcorp)
- Sue Johnson, MSTM, MT(ASCP)SBB – Immunohematology (Versiti)
- Natasha Leon, MT(ASCP)SBB^{CM} – Immunohematology (Versiti)
- Stanley Lo, PhD, DABCC, FAACC – Chemistry (Children’s Hospital of Wisconsin)
- Erik Munson, PhD, D(ABMM) – Microbiology, Immunoserology, Education, Chemistry (Marquette University)
- Robert Nerenz, PhD, D(ADCC) – Chemistry (Medical College of Wisconsin)
- Karen Pierce, BS, CHS(ABHI) – Histocompatibility Testing (Versiti)
- Sandra Schindel, MT(ASCP)SBB^{CM} – Immunohematology (Zablocki VA Medical Center)
- Rebecca Schulte, MLS(ASCP) – Immunohematology (Marquette University)
- Tracy Shada, MLS(ASCP) – Phlebotomy (Zablocki VA Medical Center)
- Tori Tardin, MLS(ASCP), SBB^{CM} – Immunohematology (Labcorp)
- Kimberly Wilkinson, MLS(ASCP) – Coagulation (ACL Laboratories)

Textbooks and Manuals

Do not wait to purchase books until later in fall – they will no longer be in the Book Marq.

- MLSC 4183 - 7183:** **Clinical Chemistry: Techniques, Principles, Correlation**
Michael Bishop, et al.
Lippincott, 9th ed., 2022
- MLSC 4184 - 7184 (Heme)
& MLSC 4185 - 7185:** **Clinical Hematology and Fundamentals of Hemostasis**
Denise Harmening
F.A. Davis, 5th ed., 2014
- MLSC 4184 - 7184 (Body Fluids)
& MLSC 4189 - 7189:** **Urinalysis and Body Fluids**
Susan King Strasinger
F.A. Davis, 7th ed., 2020
- MLSC 4186 - 7186:** **Modern Blood Banking and Transfusion Practices**
Denise Harmening
F.A. Davis, 7th ed., 2019
- MLSC 4187 - 7187:** **Clinical Immunology and Serology: A Laboratory Perspective**
Linda E. Miller and Christine Dorresteyn Stevens
F.A. Davis, 5th ed., 2021
- MLSC 4188 - 7188:** Texts recommended by instructor

Laboratory manuals are provided to the students at the start of each discipline. There is no charge for these manuals. Course lecture outlines, powerpoints and additional resources will be provided. Students will have access to d2L through August of their year of graduation.

Introduction to Policies for the Professional Year

The senior student in the Medical Laboratory Science program is subject to the regulations of Marquette University and the Institution providing the clinical rotation. All students are subject to Marquette University policies as well as those stated here. Policies, which are unique to the year of professional/clinical studies, will be covered here. In some instances, they may be more stringent than the University policies; in which case, the more stringent regulation will be the one which is applicable. The student must realize that this is necessary for the patient's protection.

The overall objective for this year of professional study is to help the senior student to develop into a competent, knowledgeable Medical Laboratory Scientist. It is hoped that at the completion of the clinical year, the graduate will assume her/his professional role as a member of the healthcare force. S/he will be ready to contribute to the betterment of healthcare by applying the scientific knowledge of laboratory medicine and the practical skills and techniques s/he has acquired during this year. S/he will be prepared for continued growth in dedication, responsibility, and professional attitudes.

The following information is written so that the students will know what is expected of her/him and what is expected from the instructors during this important year.

Policies on Professional Behavior

- Professional behavior expectations for the clinical year are outlined in the University Student Code of Conduct: http://www.marquette.edu/osd/policies/conduct/community_expectations.shtml#Standards_of_Conduct and in the Affective Objectives, Essential Functions and Professional Attitudes on the following pages.
- Academic honesty and integrity regulations will be followed as outlined by the University: <http://bulletin.marquette.edu/undergrad/academicregulations/>
- Professional behavior issues will be addressed by the MLSC department Promotion and Progress Committee (see Appendix).

C Clause:

Classroom and laboratory training at Marquette University as an underclassman has established the foundation for the final-year clinical internship experience. These up-to-three years are also viewed as the time when professional behaviors have been established and nurtured on a daily basis. It is the responsibility of Marquette University Department of Medical Laboratory Science faculty to ensure that students are capable of stepping into a clinical internship location on day one and performing basic medical laboratory functions (supervised) without potentially causing harm to patients. With this stated, the Marquette University Department of Medical Laboratory Science reserves the right NOT to allow the senior-year (second-year certificate) student to initiate the assigned clinical internship placement in the face of one or more of the following circumstances:

1. Repeated overt and covert signs of disrespect toward fellow students;
2. Repeated overt and covert signs of disrespect toward Faculty;
3. Repeated instances of threatening behavior toward fellow students;
4. Repeated instances of threatening behavior toward Faculty;
5. Repeated instances of academic dishonesty;
6. Repeated instances of inability to follow laboratory protocol or instances of fabricating laboratory data (which may extrapolate to patient harm); and,
7. General lack of laboratory acumen and safety (which may extrapolate to patient harm)

Potential use of cybertechnology may also apply to the aforementioned circumstances. A simple barometer that can be used by Faculty with respect to this setting is the following question, “Do I want this student to analyze specimens from my family member?”

It is duly noted that use of the word “repeated” in this clause signifies that multiple interventions have been attempted by Marquette University Department of Medical Laboratory Science faculty to correct the affective or effective behavior described. All related matters will be forwarded to the Department of Medical Laboratory Science Progress and Promotion Committee which will finalize decisions.

Professional Behavior Affective Objectives

During the professional clinical year, both during on-campus education and at the clinical site, students are responsible for displaying and demonstrating professional characteristics and attitudes by:

1. Adopting laboratory safety policies, obeying all laboratory safety rules and precautions and promoting laboratory safety at all times.
2. Asking questions and volunteering for special assignments.
3. Keeping work areas clean and orderly.
4. Investigating the clinical findings on a patient with elevated or unusual laboratory results within his/her capabilities.
5. Reading additional material, not only what has been assigned.
6. Organizing daily assignments without being directed by instructors.
7. Advocating good public relations with nursing personnel, physicians, employees and patients.
8. Showing empathy during all patient interaction including phlebotomy.
9. Recommending solutions to problems that may arise that are of technical nature or those involving interpersonal relationships.
10. Participating actively in the laboratory and in lectures.
11. Suggesting methods that would improve the educational experience.
12. Evaluating the teaching effectiveness of each department.
13. Attending inservice education programs that are held in the laboratory or off-site.
14. Complying with all laboratory policies and procedures.
15. Communicating to a supervisor/instructor that an error was made and providing suggestions for correction.
16. Seeking consultation in a timely manner when data is questionable.
17. Cooperating when situations arise that change the daily routine.
18. Complying with all quality control procedures and not falsifying patient or quality control data.
19. Organizing and completing procedures accurately and within a reasonable time.

20. Realizing the importance of not having excessive tardiness/absenteeism and being in the appropriate place at the proper time.
21. Examining patient's test results using the Laboratory Information System for correlation with possible pathological conditions.
22. Accepting and complying with objectives, policies, procedures, rules and regulations of the Medical Laboratory Science program at your respective assigned clinical site.
23. Keeping confidential all patient related information.
24. Wearing attire that is appropriate for being a medical professional.
25. *Treating all with respect.*

Essential Functions

Certain essential functions represent the non-academic requirements of the program that a student must possess/achieve to successfully complete the program and become employable. These include the ability to distinguish colors, the ability to learn to perform and interpret highly-complex testing methods, the ability to disseminate information in an accurate and confidential manner, and the ability to become a competent phlebotomist. Students must possess good tactile skills, possess adequate physical and emotional health to work under stress and time constraints, and demonstrate respect and care for others. Students must also be able to work efficiently and accurately in a medical laboratory environment which often includes:

- Loud noises
- Strong odors
- Biohazardous materials
- Repetitive motions
- Standing for long periods of time

Professional Attitudes

The senior year (year two of baccalaureate certificate program) in the Medical Laboratory Science program is one of clinical instruction involving close contact with patients, laboratory staff and other clinical site employees. Students are expected to be aware of and to demonstrate those qualities essential to a Medical Laboratory Scientist:

- A sense of ethics -- the principles of conduct governing an individual or a group.
- Integrity -- adherence to a code of moral values.
- Self-discipline -- correction or regulation of oneself for the sake of improvement.
- Honesty -- a fairness and straightforwardness of conduct; it implies a refusal to lie, cheat, steal, or deceive in any way.
- Compassion -- a sympathetic consciousness of other's distress together with a desire to alleviate it.
- Discretion -- the quality of having or showing discernment or good judgment in conduct or speech.

The position of Medical Laboratory Scientist carries with it a high degree of responsibility for the care and safety of the patient. Absolute honesty is required and will be insisted upon. The program is operated on the honor system, and it is expected that the students will respond to this in a responsible, adult fashion.

Code of Ethics

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession. The professional conduct of clinical laboratory professionals is based on the following duties and principles:

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes continuing competence in both judgment and performance as individual practitioners, as well as in striving to safeguard the patient from incompetent or illegal practice by others. Clinical laboratory professionals maintain high standards of practices and promote the acceptance of such standards at every opportunity. They exercise sound judgment in establishing, performing and evaluating laboratory testing. Clinical laboratory professionals perform their services with regard for the patient as an individual, respecting his or her right to confidentiality, the uniqueness of his or her needs, and his or her right to timely access to needed services. Clinical laboratory professionals provide accurate information to others about the services they provide.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals accept responsibility to individually contribute to the advancement of the profession through a variety of activities. These activities include contributions to the body of knowledge of the profession, establishing and implementing high standards of practice and education, seeking fair socioeconomic working conditions for themselves and other members of the profession, and holding their colleagues and the profession in high regard and esteem. Clinical laboratory professionals actively strive to establish cooperative and insightful working relationships with other health professionals, keeping in mind their primary objective to ensure a high standard of care for the patients they serve.

III. Duty to Society

Clinical laboratory professionals share with other citizens the duties of responsible citizenship. As practitioners of an autonomous profession, they have the responsibility to contribute from their sphere of professional competence to the general well being of the community, and specifically to the resolution of social issues affecting their practice and collective good. Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those that do not meet the high standards of care and practice to which the profession is committed.

As a clinical laboratory professional, I acknowledge my professional responsibility to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession;
- Safeguard the dignity and privacy of patients;
- Hold my colleagues and my profession in high esteem and regard;
- Contribute to the general well-being of the community; and
- Actively demonstrate my commitment to these responsibilities throughout my professional life.

Grading Policies

Senior-year (second-year certificate) course overview

Senior-year (second-year certificate) grading in each scientific discipline is divided as follows:

- 1) CCCC (student laboratory and lecture on campus)
- 2) Clinical Practicum Evaluation
- 3) Clinical Practicum Attendance
- 4) Clinical Core Examination

The final grade percentages vary for each discipline and are listed below. Criteria for these grades are based upon specific academic learning objectives. For successful completion of the clinical year, a grade of less than “70%” in any major component of a course [i.e., Combined Clinical Core Curriculum (CCCC), Core Examination, Clinical Practicum Evaluation] is not acceptable. Appropriate remedial work will be determined on an individual basis by the Progress and Promotion Committee and may require delay of graduation or repeat of an entire course.

To earn a satisfactory grade, the student must achieve a minimum grade of 70% on:

1. CCCC Unknown Averages
2. CCCC Examinations
3. CCCC Practical Examinations
4. CCCC Final Grade Averages
5. Clinical Practicum Evaluations
6. Clinical Practicum Attendance
7. Clinical Core Examinations

More specific criteria may be required in certain disciplines. This information will be specified in the individual course manuals.

To make up an unsatisfactory grade, the following guidelines are utilized:

1. If the overall average of CCCC unknowns is less than 70%, the student must make special arrangements with the course director to complete a second set of unknowns.
2. CCCC practical and written examinations are to be repeated, or otherwise reconciled, by special arrangement with the course director.
3. Unsatisfactory performance on core examinations or unsatisfactory practicum evaluations may require repeat examination and additional time in clinical rotation, respectively. This situation will be arranged with the university and clinical program directors.
4. Students will not be permitted to make up an excessive number of unsatisfactory grades. Each case is considered individually to determine how many make up situations will be allowed. Ordinarily, no student will be allowed to repeat the core examination in a discipline more than twice. Refer to “Policy Statement Regarding Student Status.”

In the context of remedial action, assignment of the final grade in a senior-level (second-year certificate) course follows these guidelines:

1. A make-up grade must meet the above stated criteria for satisfactory grades.
2. The final grade is derived from the first grade earned, regardless of what that grade is. Rationale: The purpose of the make-up examination is to make certain the student has learned all of the essential material before she/he can proceed.

Determination of Grades

Discipline	CCCC	Clinical Core Examination	Practicum Evaluation	Practicum Attendance
Chemistry	40%	30%/10%	15%	5%
Hematology/Body Fluids	10%/30%	30%/10%	15%	5%
Hemostasis	40%	40%	15%	5%
Immunohematology	40%	40%	15%	5%
Immunoserology	40%	40%	15%	5%
Microbiology	40%	40%	15%	5%
Urinology	40%	40%	15%	5%
Education	95%	----	----	5%
Management	95%	----	----	5%

The following grading scale is implemented into all components of the curriculum:

A	94-100		
A-	91-93		
B+	88-90	C-	67-69
B	82-87	D+	64-66
B-	79-81	D	58-63
C+	76-78	D-	55-57
C	70-75	F	<56

Policies Regarding Student Status

Penalty phase for CCCC

During the senior year (second-year certificate), academic actions taken vary in severity depending upon the academic and/or professional deficiency. The Combined Clinical Core Curriculum (CCCC) constitutes a significant and pivotal portion of the year of clinical study, establishing the foundation for all subsequent learning.

- **Written Academic Warning**

Written notification is given to a student when s/he earns a grade less than 70% on one CCCC unknown exercise, laboratory practical examination, or written examination.

- **Clinical Academic Warning**

Written notification given to a student upon either of the following criteria:

1. Cumulative CCCC grade less than 70% in any one discipline.
2. Grade less than 70% on two (total) CCCC unknown exercise(s), laboratory practical examination(s), written examination(s). This criterion may encompass a single or multiple CCCC discipline(s).

Remedial work will be determined on an individual basis and may include any action.

- **Clinical Academic Censure**

Written notification given to a student upon either of the following criteria:

1. Cumulative CCCC grade less than 70% in any two disciplines.
2. Grade less than 70% on three (total) CCCC unknown exercise(s), laboratory practical examination(s), written examination(s). This criterion may encompass a single or multiple CCCC discipline(s).

Remedial work will be determined on an individual basis and may include any action.

- **Requirement to Withdraw from the Medical Laboratory Science Major**

Written notification given to a student upon either of the following criteria:

1. Cumulative CCCC grade less than 70% in any three disciplines.
2. Grade less than 70% on four (total) CCCC unknown exercise(s), laboratory practical examination(s), written examination(s). This criterion may encompass a single or multiple CCCC discipline(s).

Penalty phase for year-long senior (second-year certificate) courses

During the senior year (second-year certificate), academic actions taken vary in severity depending upon the academic and/or professional deficiency. Upon successful completion of all CCCC components (and remedial action, if necessary), penalty phases for each student will recycle to “zero”.

- **Written Academic Warning**

Written notification is given to a student when s/he earns a grade less than 70% on a single clinical core examination. Remedial work will be determined on an individual basis. Past CCCC performance in that discipline may factor into extent of remedial work required.

- **Clinical Academic Warning**

Written notification given to a student upon either of the following criteria:

1. Grade of less than 70% on any two core examinations
2. Grade of less than 70% on any one clinical practicum evaluation.

Remedial work will be determined on an individual basis and may include any action including repeat of a departmental rotation. Past CCCC performance in a given discipline may factor into extent of remedial work required.

- **Clinical Academic Censure**

Written notification given to a student upon either of the following criteria:

1. Grade of less than 70% on any three core examinations
2. Grade of less than 70% on any two clinical practicum evaluations.

Remedial work will be determined on an individual basis and may include any action including repeat of a departmental rotation. Past CCCC performance in a given discipline may factor into extent of remedial work required.

- **Requirement to Withdraw from the Medical Laboratory Science Major**

Written notification given to a student upon either of the following criteria:

1. Grade of less than 70% on any four core examinations
2. Grade of less than 70% on any three clinical practicum evaluations.

Ultimately, with respect to the year-long senior (second-year certificate) MLSC curriculum, students who do not achieve an overall grade of $\geq 70\%$ or higher in a given course will be required to repeat the course. This circumstance will inevitably delay student graduation.

Failure to fulfill the terms delineated in the Written Academic Warning will automatically place a student on Clinical Academic Warning status. Failure to fulfill the terms delineated in the Clinical Academic Warning will automatically place a student on Clinical Academic Censure. Failure to fulfill the terms of the Clinical Academic Censure status places the student in jeopardy of being withdrawn from the program.

The decision to withdraw a student from the program is made by the University, subject to student appeal. Appeals to this decision may initially be heard by the MLSC Promotion and Progress Committee. The student will receive copies of documents presented to the committee and may submit in writing to the committee any pertinent information s/he feels would have bearing on how the documentation would be interpreted by the committee. The committee and University will present its ultimate decision to the Medical Laboratory Science Department Chair, who will notify the student of the decision.

Student's Right to Appeal:

Students are urged to discuss any problems promptly with the Department Chair or the Clinical Program Director/Education Coordinator. A student may appeal action taken for failure to meet the standards of the program. Please refer to the University appeal process. The grievance procedure at the clinical site will follow established Marquette University policy. The decisions of the Program Officials are final.

Academic Dishonesty

Academic dishonesty will be treated according to the *Undergraduate Bulletin*, with matters forwarded to the Marquette University Academic Integrity Council. Examples of academic dishonesty include: 1) copying material from the internet or an artificial intelligence outlet and submitting it as one's own work; 2) quoting from a document without making proper reference; 3) copying answers from the exam or homework of another student; 4) working collaboratively on a take-home assignment or examination when instructions explicitly stated that the work be done individually; 5) impersonating another student; and, 6) the illegitimate use of materials during an examination.

MLSC Test Taking Policy

1. Students are expected to take all course examinations at the scheduled times. Dates and times of the scheduled examinations are fixed and non-negotiable.
2. In the event of illness or crisis, the student must contact a MLSC faculty member or the course director.
3. Any tardiness after the examination start time will be subject to the following disciplines:
 - a. First offense, the student will receive a verbal warning and still take the examination
 - b. Second offense, the student will take the examination but receive a deduction of 10% on the earned grade.
 - c. Third offense, the student will receive a zero for the examination. The student will be mandated to meet with the Department of Medical Laboratory Science Promotion and Progress Committee whereby actions may include academic or professional probation, conditional promotion, or dismissal from the MLSC program.
4. Students who miss an examination because of illness or crisis must take the exam in a time period arranged by the course director.
5. Scheduling of missed examinations for the student with a prolonged illness will be dealt with by the Promotion and Progress Committee of the Department of Medical Laboratory Science.

Additional Policy on Core Examinations

- A. Students will NOT be handed a core examination on their scheduled day of testing UNLESS two signed student rotation evaluation sheets are presented to the examination proctor. These sheets are completed and signed by preceptors at the sites and address: 1) Clinical Practicum Evaluation; and, 2) Clinical Practicum Attendance.
- B. These evaluation sheets are not to be used as an opportunity to forego the scheduled core examination. If signed evaluation sheets are not presented to the examination proctor at the beginning of the core examination period, students will be mandated to return to the rotation site that day so that completed paperwork and/or appropriate signatures can be gathered.

Attendance Policies

Reporting Absences

Illness or any other unexpected absence must be reported by telephone or e-mail to the faculty member whose class you will miss. This will enable the faculty to save appropriate material for the student to use in making up the missed work.

Valerie Everard-Gigot – Valerie.Everard@marquette.edu, (414) 288-8810

Erik Munson – Erik.Munson@marquette.edu, (414) 288-5848

Excessive Absences/tardies

Cumulative attendance records are maintained in the Medical Laboratory Science Department and become a permanent part of the student record. These records enable the faculty to evaluate student professionalism and provide documentation of student dependability for employment references, scholarships, financial aid, and graduate/professional school. Students who develop a pattern of excessive absences or tardiness will be issued a WA (withdrawal due to excessive absences) grade in the course. More than one (1) WA in MLSC courses will result in withdrawal from the program. Both excused and unexcused absences contribute to the “WA count.”

Students enrolled in the 4183/7183 (including the single phlebotomy session), 4184/7184 (hematology component), 4184/7184 (body fluids component), 4185/7185, 4187/7187, and 4189/7189 CCCC courses will receive sufficient warning that they are in jeopardy of receiving a grade of WA. A warning will be issued to the student after one (1) absence/tardy combined. A strict warning (such that one additional violation will result in a grade of WA) will be issued to the student after two (2) absences/tardies combined. The grade of WA will be issued to the student after three (3) absences/tardies combined.

Students enrolled in the 4180/7180 combined with 4181/7181 (Wednesday senior seminar), 4186/7186, and 4188/7188 CCCC courses will receive sufficient warning that they are in jeopardy of receiving a grade of WA. A warning will be issued to the student after two (2) absences/tardies combined. A strict warning (such that one additional violation will result in a grade of WA) will be issued to the student after three (3) absences/tardies combined. The grade of WA will be issued to the student after four (4) absences/tardies combined.

On days during which lecture and laboratory sessions are held, each session will be treated as a separate entity and contribute individually to the absence/tardy tally.

A student may appeal a WA grade. The appeal must be in writing and received by the Promotion and Progress Committee within two (2) days after receipt of the grade. The appeal will be considered by the appeals committee whose decision will be final. Excused absences and tardiness which have been explained to the instructor will be considered more favorably than unexcused or unexplained absences and tardiness.

Request for Excused Absences

The University recognizes that there are times when students must miss class due to exigent circumstances. The following are considered excused obligations and not counted as absences in class:

1. Jury duty with documentation
2. Short-term military call-up as outlined in the Military Call to Active Duty or Training Policy (<https://bulletin.marquette.edu/undergrad/academicregulations/>)
3. Day(s) of religious observances (<https://www.marquette.edu/campus-ministry/>)
4. Participation in Division 1 athletics or other university-sanctioned events
 - a. This activity must be documented and provided to the faculty in advance of the activity
 - b. Documentation must be verified by an official of the University who is directly related to the activity (e.g., Division 1 athletic representative, musical group director, student development representative, *etc.*)

*Absences not listed above are UNEXCUSED. The ability to make up class work as a result of an unexcused absence is at the discretion of the faculty.

Attendance at Clinical Sites

For those Wednesdays on which no classes are scheduled at the University, students must remain at the clinical site unless told otherwise by the clinical site. The distribution of vacation and sick days at the clinical site is subject to the policies of that individual institution.

In the event of inclement weather that causes the shutdown of Marquette University, internship *students must contact their clinical site coordinators* to determine if attendance is necessary. Attendance will be at the discretion of the clinical site, rather than Marquette University.

Marquette COVID-19 Policy Central (as of August 2024)

www.marquette.edu/central/registrar/faculty-staff/guidance-on-spring-2024-class-attendance-withdrawal-grading.php

Policies on Dress

Fall CCCC:

Laboratory coats, safety glasses, and hairstyles appropriate for safety are required. Shoes must be closed-toe and -heel and made with material that will not allow absorption of spills. Jeans are allowed. Consider modesty, professionalism, and appropriateness. Dress codes at the clinical sites will be more stringent.

Clinical Sites:

Dress codes will vary by clinical site. However, certain basic rules apply to all. All students must be well-groomed and maintain good personal hygiene. Hair, nails, and jewelry should not present a safety hazard. Tattoos will likely require covering.

Policies on Electronics and Social Media

Smart phones cannot be used during lecture or laboratory, whether at the University or at your clinical site. Out of respect for all lecturers and fellow classmates you may not use electronic devices to text, check or send Email, surf the web, tweet, blog, or check social media sites during lecture or laboratory. You are expected to act professionally, and these types of activities are not allowed in clinical laboratories. Not only are these activities distracting and potentially disrespectful, but they also detract from your ability to complete your work and they have the potential to break HIPAA privacy rules.

It is also expected that all students, faculty, and staff adhere to professional conduct in regard to social networking sites. It is unacceptable to post pictures or any identifying information of faculty, staff, classmates, clinical preceptors, or patients. Please be respectful in all communications related to or referencing the Marquette University Medical Laboratory Science Program and its clinical affiliates. Social networking sites should not be used for personal harassment, bullying, or intimidation of faculty, staff, students, clinical preceptors, or patients.

If a student is found using an electronic device at the clinical site (*NEW IN 2024*: this also applies to classroom CCCC and spring semester activities) without prior approval of their supervisor, the following disciplinary action will take place:

- **First offense:** **Verbal Warning**
- **Second offense:** **Written Warning**
- **Third offense:** **Hearing by Promotion and Progress Committee;**
 may result in dismissal from the program

Regulations at the Clinical Site

During this year of professional studies, the student is required to follow all rules and regulations of the clinical site and its laboratory. Note that this may include such matters as passing a physical examination and adherence to a dress code. The hours of clinical instruction are set by the clinical site. Normally the students are present at the clinical site during the daytime hours. Some second and third shifts may be assigned. This schedule is non-negotiable. The objectives and the evaluations used during this time are the same as those that apply to these departments during the normal daytime shift. Every student should carefully inquire as to the regulations to which s/he will be subject, and abide by these regulations. Not adhering to all regulations set by the clinical site may result in dismissal from the clinical rotation.

Policies on Service Work Performed by Students

Students should not be used in the clinical laboratory to perform testing in place of professional staff. Students should always be performing testing under the supervision of a clinical instructor. This especially applies to students who also hold a non-academic employment position in the laboratory. Any work that may be performed by students should be non-compulsory and take place outside of the regular academic hours.

Student Files and Release of Information

Student files (availability and disclosure) are governed by regulations established by the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380). Any student 18 years of age and over shall have the right to examine the official records, files and any other pertinent material, which may directly relate to that student. The student has the right to challenge the content of such records to ensure their accuracy and fairness.

No records, files or data directly relating to an individual student may be made available to anyone without the consent and notification of the student except:

- Instructors and officials of the University or clinical programs who have a legitimate educational interest in such information.
- When there has been a federal request for submission of student records in connection with a student application for financial aid.
- Program review officials by accrediting organizations in carrying out their accrediting function.
- Disclosure ordered in a legal action or arbitration.
- When a student has signed a records release authorization.

Students may review their file in the presence of the Program Director. Students may request copies of information from their file by submitting a request to the Program Director. Information excluded from

student review includes letters of reference when students have waived their right to review and information that could infringe upon another individual's privacy.

The University and the clinical programs will request a Records Release Authorization from each student prior to graduation to legalize the release of evaluation data to prospective employers requesting it. The student's own statement of disagreement shall also be released to third parties.

Student Safety

In case of injury or accident at the clinical site, a written summary of the incident at the clinical site is forwarded to the Medical Laboratory Science Program Director at Marquette University. During CCCC, students must follow the Marquette University Medical Laboratory Science Student Safety Handbook regulations, including completion of an incident report.

Appendix

Progress and Promotion Committee:

Committee Function and Responsibilities

1. To review the academic and professional progress of all Medical Laboratory Science students during the clinical year.
2. To make RECOMMENDATIONS to the Program Director for:
 - A. Students in true or potential academic difficulty
 - B. Academic policy development or modification
 - C. Students with professionalism behavior misconducts
3. The committee is comprised of the core faculty of the Marquette University Department of Medical Laboratory Science
4. The Progress and Promotion Committee will meet on an *ad hoc* basis.

The Committee will deliberate and make recommendations to the Program Director regarding:

1. Promotion and academic progress
2. Directing student counseling
3. Remedial work based on departmental recommendation(s) or recommendations of adjunct instructors (remediation)
4. Academic probation/professional probation
5. Clinical probation
6. Suspension/deceleration
7. Dismissal
8. Leave of absence

Marquette University Department of Medical Laboratory Science
Policies and Procedures
Senior, Second-year Certificate Student Sign-off Sheet

Check off the following indicating that you understand the content of those items contained in this Policies and Procedures for the Professional 2024-25 Clinical Year guidebook. If you do not fully understand any item, please get clarification from any of the faculty before checking off the item and signing this form.

- Program Goals _____
- Career Entry-level Competencies _____
- Professional Year Courses _____
- Faculty _____
- Textbooks and Manuals _____
- Professional Behavior Affective Objectives _____
- Essential Functions _____
- Professional Attitudes _____
- Code of Ethics _____
- Grading Policies _____
- Policies Regarding Student Status _____
- Academic Dishonesty _____
- MLSC Test Taking Policy _____
- Attendance Policies _____
- Policies on Dress _____
- Policies on Electronics and Social Media _____
- Regulations at the Clinical Site _____
- Policies on Service Work Performed by Students _____
- Student Files and Release of Information _____
- Student Safety _____

I, the undersigned, have read and agree to abide by all of the aforementioned policies set forth in this document.

Name (print please): _____

Signature _____ *Date* _____