Proposal Form For Addition And Revision Of Courses

1. Proposing College / School: Science and Mathematics
   Department: Chemistry and Biochemistry

2. Course Prefix and Number: LBSC 2010
3. Effective Term: Fall

4. Course Title:
   Basics in Laboratory Science
   Abbreviated Title (30 characters or less): Basics Lab. Sci.

5. Requested Action:
   - Renumber a Course
   - Add a Course
   - Revise a Course
   - Proposed Course Number: 2010
   - Type of Revision:

6. Course Credit:
   Contact/Group Hours
   Scheduled Type
   3 lecture + 2 lab weekly
   Maximum Hours (Repeatability): 2
   Total Credit Hours: 2

7. Grading Type:
   - Regular (ABCDF)
   - Satisfactory/Unsatisfactory (S/U)
   - Audit

8. Prerequisites/Corequisites:
   Must be enrolled in the College of Sciences and Mathematics

9. Restrictions: List specific restriction in space above.
   - College
   - Major
   - Standing
   - Degree

10. Course Description:
    (20 Words or Less; exactly as it should appear in the Bulletin)
    Basic laboratory skills, quality control and assurance, standard precautions for biohazard testing; requirements for careers in medical and laboratory science.

11. May Count Either:
    (Indicate if this particular course cannot be counted for credit in addition to another)
    Program Type
    Program Title
    Requirement or Elective?
    (e.g.: Minor, Major, etc.)
    (e.g.: MS in Chemistry, Performance Option, Minor in Art)
    (required or optional?)
    Major
    LBSC (proposed)
    required
    Major
    MLSC (proposed)
    required

12. Affected Program(s):
    (Respond "N/A" if not included in any program; attach memorandum if more space is required)

13. Overlapping or Duplication of Other Units' Offerings:
    (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)
    - Applicable
    - Not Applicable
14. Justification:

LBSC 2010, Basics in Laboratory Science, will replace LABT 1010, Orientation. Students will learn the history of this field, career opportunities, standard precautions when dealing with biohazardous materials, quality control and assurance, as well as the basics in laboratory skills used in all laboratories, clinical and industrial. This course will be prerequisite for all LBSC courses. Students need to have the basic skills to take the clinical laboratory courses prior to starting them so this course will provide that continuity and guarantee that students have the manual skills necessary to enter the other courses more easily. Safety requirements will be addressed as well for all future LBSC courses.

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources:

NO additional resources

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e., Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond "Not Applicable")

16. Student Learning Outcomes:

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline:

LBSC 2010
Basics in Laboratory Science
Fall 2013
Instructor: Mrs. Kat Milly West, MS, MT(ASCP), CLS(NCA)
Office: Sciences center classroom - room 223
Office Hours: M and W from 2:30p – 4:30p. Or by appointment
Email: millyka@auburn.edu (Check your AU email daily!!)
Lecture: M 1:00 – 1:50p in SCC 118
Lab: W 1:00 - 3:00p in SCL 310
Text: Basic Clinical Laboratory Techniques, 6th Ed. by Barbara H. Estridge and Anna P. Reynolds

1) Class Description:
and Objectives: This course is designed to give the student an overview of Clinical Laboratory Sciences. The sessions you would normally have with your advisor about the curriculum and the future in this field will be discussions covered in this class. We will complete long-term schedules as part of your homework to be graded. We will have speakers who are Auburn University Alumni come speak about internships, career planning as well as educational coordinators of internship programs and career counselors. Each talk will be fun but very informative.
Students in this course will also gain the knowledge and the basic lab skills to be ready for any course taught in this curriculum with topics including "Conducting oneself in a Biohazard II laboratory using Standard Precautions" to "Utilizing analytical calculations necessary when analyzing blood samples in a clinical or industrial laboratory". Students will learn the history of this field, career opportunities, quality control and assurance, as well as the basics in laboratory skills used in all laboratories, clinical and industrial. By the completion of this course, you will know what it is that you are getting into and what a medical laboratory scientist does, what options are available after you finish and hopefully what your long-term goals are after finishing this degree.

2) Grading: Course Grade:

Class roll -28% A 90 – 100%
Speaker summaries -15% B 80 – 89%
Homeworks -28% C 70 – 78%
Final Exam -29% D 60 – 69%
100%

Home work will include: long-term schedules – 6; Unblock form copy – 8;
class evaluation – 3; Must attend full class to get class roll credit!
Professional attitude and prompt attendance will be noted.
3) Attendance:
   Required!! Each class attended counts 2 points. If you miss more than 2
classes without proper documentation, you will drop 1 letter grade. No
exceptions!! Some speakers will present talks on nights at the Lambda Tau
meeting and can be used as speaker summary points. Since most of our
speakers work during the day, they will be ones who can come to night
seminars as opposed to day classes.
4) Students with Disabilities: Please provide documentation to me, Kat
   Milly West, during the first week of class so that I may accommodate you.
5) Bonus seminars: If you find a seminar on campus that relates to science,
   please let me know so I can inform others in the curriculum and this class
   for bonus points. I will give you details as they arise.
6) You will be given a notecard today. I would like to get several items from
   you for future use. Please turn it in today before you leave: a) Your name
   and name you like to be referred to, student email address, local address
   and phone.
   b) Your most usable email address
   c) Your hobbies while not in school…. running, biking, boys, girls, being a
      couch potato, etc.
   d) What do you want from this class and list at least one question you
      would like to see answered.
   e) Would you like to help on at a YES camp or a Guts camp for jr, high
      and younger to get them interested in this field. More later when I hear
      from Outreach dept.
   f) Please list anything I should know about any condition you have or drugs
      you are prescribed to take, i.e., diabetes taking insulin.

LBSC 2010

Schedule – 2013
August 21 – classes begin, MEET IN SCL 310 LAB for lecture – INTRO TO
COURSE
August 26 – "Intro to medical technology" - powerpoint
August 28 – Rebecca Hardy- AU ALABT alumni to speak on "MY CAREER
AS A RESEARCH ASSOCIATE"
Sept. 2nd – Labor Day holiday – no class!
Sept. 4th - Intro to the "HISTORY of MLS"
Sept. 9th – FINISH "HISTORY OF MLS"
Sept. 11th LAB; START LAB SAFETY LECTURE IN LAB
Sept. 16th - Affiliate AUM’s Program Director, Dr. Kyle Taylor and Kathy
Jones speak on the Medical Laboratory Science Internship available at
AUM.
Sept. 18th - LAB; FINISH LAB SAFETY LECTURE IN LAB. “Standard
precautions.” Sign and turn in “Consent Form” and “Hepatitis B Vaccination”
Form
Sept. 23rd – Long-term schedule planning.
Sept. 25th – LAB; Pipettes
Sept. 30th – Forensic Scientist speaker: Adam Grooms, AL. State Director
of Tools and Firearms Division of Forensics, will be speaking on “How to
Identify the Tool that Killed the Victim”; and, careers and jobs available in
Forensics for MLS graduates.
Oct. 2nd – LAB; ABO slide typing
Oct. 7th – Finish long-term schedule (for rest of your years at AU).
Oct. 9th – LAB; Standard Deviation
Turn in “Long-term schedules” completed due today and completed
“unblock forms” (each worth 8 pts.) due Oct. 14th.
Oct. 14th – Grade point deficits, Grade adjustment policy and other AU
policies you should be aware of. Oral presentations begin………..
Oct. 16th – LAB; Quality control and Levy Jennings charts
Oct. 21st - Oral presentations from students continue on the advance
magazine/MLO or other journal you received from me.
Oct. 23rd – LAB; Lab Math
Oct. 26th – Tracy Camara, program director at Baptist Medical Center
South (Montgomery, AL) - will speak about this internship as an AU affiliate and her AU students will also speak.
Oct. 30th - LAB; Lab Math
Nov. 4th - “How to apply for an Internship”. Writing resume’s. Interviewing skills.
Nov. 6th - LAB; Microscope usage
Nov. 11th - Speaker from BIO LIFE in Birmingham
Nov. 13th - LAB; Spectrophotometer use
Nov. 18th - Speaker from Piedmont Hospital in Atlanta on “Becoming a Laboratory Manager of a hospital clinical lab”.
Nov. 20th - LAB; Review for Final
Nov. 25st - no class
Nov. 27th - No Class; Happy Thanksgiving!
Dec. 2nd - Program director of MLS program will visit from Birmingham to discuss UAB internship for Masters of Science in CLS;
Dec. 4th - LAB; Review of all lab procedures and exam on them.
Last class day for this course! Final on exam schedule for MW 1 - 2p
Other dates of importance to remember:
Around Feb. 20th of next year? - St. Vincent’s field trip to Jacksonville, FL for 2 days to see their MLS internship.

UCC, PLEASE NOTE:
OLD syllabus or syllabus requested for LABT 1010 - the one hour course being taught up until now is listed below:

LABT 1010
Laboratory Technology Orientation
Fall 2013
Instructor: Mrs. Kat Milly West, MS, MT(AASCP), CLS(NCA)
Office: Sciences center classroom Bldg. Rm 223
Office Hours: M and W from 2:30p - 4:30p. Or by appointment
Email: millyka@auburn.edu (Check your AU email daily!!)
Lecture : M 1:00 – 1:50p in room 118 Sciences center classroom

1) Description
And Objectives: This course is designed to give the student an overview of Laboratory and Medical Technology. The sessions you would normally have with your advisor about the curriculum and the future in this field will be discussions covered in this class. We will complete longterm schedules as part of your homework to be graded. We will have speakers who are former Auburn students to talk about internships, career planning as well as educational coordinators of internship programs and career counselors. Each talk will be fun but very informative. By the completion of this course, you will know what it is that you are getting into and what a medical laboratory scientist does, what options are available after you finish and hopefully what your longterm goals are after finishing this degree.

2) Grading: Course Grade:
Class roll (14 classes) -28 A 90 – 100%
Speaker summaries -15 B 80 – 89%
Homeworks -28 C 70 – 79%
Final Exam -29 D 60 – 69%
100 Total
Homeworks include: Longterm schedules complete – 8; Unblock form copy – 8; class evaluation – 3; Must attend full class to get class roll credit!
Professional attitude and on-time attendance must be noted for your future!!

3) Attendance:
Required!! Each class attended counts 2 points. If you miss more than 2 classes, you will drop 1 letter grade. No exceptions!! Some speakers will present talks on nights at the Lambda Tau meeting and can be used as speaker summary points. Field trips will count as 2 bonus points. Since most of our speakers work during the day, they will be ones who can come to night seminars as opposed to day classes. Lambda Tau meetings will be held about 6 or 7p in Chemistry building or outside in the breezeway on
designated days. You are all invited to attend and join Lambda Tau as this is your honor society and club while here at Auburn to learn more about your future career. Look for signs posted about the meetings and on email notes and of course I'll announce them in class as well.

4) Students with Disabilities: Please provide documentation to me, Kat Milly West, during the first week of class so that I may accommodate you.

5) Bonus seminars: If you find a seminar on campus that relates to science, please let me know so I can inform others in the curriculum and this class for bonus points. I will give you details as they arise.

6) You will be given a notecard today. I would like to get several items from you for future use. Please turn it in today before you leave.
   a) Your name and name you like to be referred to, ssn, local address and phone.
   b) Your most usable email address
   c) Your hobbies while not in school.... running, biking, boys, girls, being a couch potatoe,etc.
   d) What do you want from this class and list at least one question you would like to see answered.
   e) Would you like to help on at a YES camp or a GUTS camp for jr. high and younger to get them interested in this field. More later when I hear from Outreach dept.

Please list anything I should know about any condition you have or drugs you are prescribed to take, ie, diabetes taking insulin.

Anything I write on the board this semester will be tested on as well.

LABT 1010

Tentative Schedule – 2013

August 26 – “Intro to medical technology” - powerpoint
Sept. 2nd – Labor Day holiday – no class!
Sept. 9th – “HISTORY OF MLS”
Sept. 16th - Affiliate AUM’s Program Director, Dr. Kyle Taylor and Kathy Jones speak on the Medical Laboratory Science internship available at AUM.
Sept. 23rd - Long-term schedule planning.
Sept. 30th - Forensic Scientist speaker: Adam Grooms, AL. State Director of Tools and Firearms Division of Forensics, will be speaking on “How to Identify the Tool that Killed the Victim”; and, careers and jobs available in Forensics for MLS graduates.
Oct. 7th – Finish long-term schedule (for rest of your years at AU).
Turn in “Long-term schedules” completed due today and completed “unblock forms” (each worth 8 pts.) due Oct. 14th.
Oct. 14th – Grade point deficits, Grade adjustment policy and other AU policies you should be aware of. Oral presentations begin...........
Oct. 21st - Oral presentations from students continue on the advance magazine/MLO or other journal you received from me.
Oct. 28th – Tracy Camara, program director at Baptist Medical Center South (Montgomery, AL) – will speak about this internship as an AU affiliate and her AU students will also speak.
Nov. 4th – “How to apply for an Internship”. Writing resume’s. Interviewing skills.
Nov. 11th – Speaker from BIO LIFE in Birmingham
Nov. 18th – Speaker from Piedmont Hospital in Atlanta on “Becoming a Laboratory Manager of a hospital clinical lab”.
Nov. 25st – no class
Nov. 27th – No Class; Happy Thanksgiving!
Dec. 2nd - Program director of MLS program will visit from Birmingham to discuss UAB internship for Masters of Science in CLS;
Last class day for this course! Final on exam schedule for MW 1 - 2p
Other dates of importance to remember:
Around Feb. 20th of next year? – St. Vincent’s field trip to Jacksonville, FL for 2 days to see their MLS internship.

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)
18. Assignments / Projects:

LBSC 2010
Schedule - 2013
August 21 - classes begin, MEET IN SCL 310 LAB for lecture - INTRO TO COURSE
August 26 - “Intro to medical technology” - powerpoint
August 28 - Rebecca Hardy- AU LABT alumni to speak on “MY CAREER AS A RESEARCH ASSOCIATE”
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(List all quizzes, projects, reports, activities and other components of the course grade — including a brief description of each assignment that clarifies its contribution to the course’s learning objectives)

19. Rubric and Grading Scale:

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<tr>
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<th>Course Grade</th>
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<tr>
<td>Class roll</td>
<td>-28%</td>
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<tr>
<td>Speaker summaries</td>
<td>-15%</td>
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<tr>
<td>Homeworks</td>
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<td></td>
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</tbody>
</table>
Final Exam  -29%
Home work will include: long-term schedules - 8; Unblock form copy - 8;
D   60 - 69%
class evaluation - 3; Must attend full class to get class roll credit!
100%
Professional attitude and prompt attendance will be noted!

(List all Components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit:

(Inclued a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for
evaluation, development of critical thinking and analytical skills, etc.))

(Include below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the
academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the
Student Policy eHandbook, Faculty Handbook, or any existing university policy.)

POLICY STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event
of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of
the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for
university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an
excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of
the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such
notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please consult the Student Policy
eHandbook for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g., hour exams, mid-term exams) due to properly authorized excused absences
must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence
of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in
extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Student Policy
eHandbook will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the
Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need accommodations are asked to electronically submit their approved accommodations through AU
Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict
with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the
Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2099 (V/TT).
Approvals

Department Chair / Head

College / School Curriculum Committee

College / School Dean

Dean of the Graduate School (for Graduate Courses)

Assoc. Provost for Undergraduate Studies (for Undergraduate Courses)

Date 4/4/13

Date 4/4/13

Date

Date

Contact Person: 
E-Mail Address: 
Telephone: 
Fax: 