MLAB 2331 Immunohematology HYBRID
Course Syllabus: Fall 2025

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

Instructor: Chantel Sokol
Office: UHS 117
Phone: 903-434-8352; Administrative Assistant Taylor Ketelboeter 903-434-8124
Email: csokol@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	1330-1600	1330-1600	0930-noon	1330-1600	By appt	By appt

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 credit hours.
Lecture/Lab/Clinical: Three hours of online lecture and three hours of lab each week
A study of blood antigens and antibodies. Presents quality control, basic laboratory technique and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection and components, and hemolytic disease of the newborn.

Prerequisite(s): MLAB 1235 and admission to the MLT program or Department approval

Student Learning Outcomes:
Describe the structure and function of the immune system as it relates to clinical blood banking.
Describe the donor selection process and the preparation and use of blood components.
Identify and describe the characteristics and clinical significance of the ABO, Rh and other blood group systems.
Apply the knowledge of basic principles in blood banking to perform routine blood bank procedures used in pretransfusion testing.
Perform intermediate level blood bank testing for the resolution of antibody problems, HDN and transfusion workups.

Evaluation/Grading Policy: Lecture 75%; Lab 25%
A   ≥90%
B   80-89%
C   70-79%
D   60-69%
F   <60%

Your Lecture Grade will be composed of quizzes and exams
Quiz average 20%
Exam 1 20%
Exam 2 20%
Exam 3 20%
(Final) Exam 4 20%

Your Lab Grade will be composed of homework and labs
Homework/Discussion Board average 25%
Lab notebook average 25%
Lab Midterm 25%
Lab Final 25%

A minimum grade of "C" is required for BOTH the lecture and laboratory components of all Medical Laboratory Technology courses. Failure to meet the minimum passing score in each area will result in a "D" for the course and dismissal from the program

Required Instructional Materials: Paula R. Howard. Basic and Applied Concepts of Immunohematology, 6th edition, Mosby/Elsevier Publishing, 2026.
Publisher: Elsevier   **ISBN Number:** 978-0-443-11365-9
Optional Instructional Materials: Powerpoint lectures and additional material on internet

Minimum Technology Requirements:
Laptop
Most Windows or Mac laptop computers work well for online classes.
Chromebooks use the Chrome operating system which is not a supported operating system for Blackboard. Some areas of Blackboard require Java on your computer, and Chromebooks do not support the use of Java. If you use a Chromebook, please be sure you also have access to a Mac computer or Windows computer so you can fully participant in your Blackboard class. Some things will not work on a Chromebook.

Please do not ONLY rely on a tablet, including an iPad, or a smartphone to use Blackboard. Not all features will work on tablets and smartphones. You may need access to a full computer to be able to do everything in your Blackboard class.

You will need to scan documents and upload them to Blackboard. You can use a scanner attached to a computer, a smartphone app, or your cell phone's camera.

Internet Access
While Bb can be accessed with dial-up online service, best results will be obtained when using a broadband Internet service.

Java
Make sure your computer is running the current version of java. It is a free download at www.java.com.

Internet Browser
Supported browsers for use with Blackboard include Firefox, Google Chrome, Internet Explorer, and Safari. If you experience any problems in Blackboard we recommend you login to the portal and Blackboard from another browser before seeking assistance from NTCC Technical support.

Required Computer Literacy Skills:
Intermediate Internet Skills
You should be familiar with how the Internet works including following links and searching for information.

Intermediate Word Processing Skills
You should be familiar with how to enter data (text) on a word processing document, format text, and save documents.

Course Structure and Overview:
This course will cover Chapters 1-16. This is a Hybrid class which means class meets once a week and all other instruction is done online via the learning management system BLACKBOARD. In class meetings will be reserved for homework review, labs, and exams. Students are expected to complete all the readings of the required book chapters, review PowerPoints, and complete the online chapter activities. You will see that the course is divided into 13 weeks in the Blackboard portion. Each week you will be expected to complete certain online assignments for the chapters found in that week's folder. This course requires daily computer and internet access. You should expect to spend no less than 9 hours a week in this course. Pay close attention to deadlines for all assignments. Technical difficulties are no excuse for late assignments. A due date assignment schedule is posted in the START HERE folder in Blackboard the entire semester! Please check it weekly so that you know what is due and do not miss anything.

Quizzes: Taken on-line, 20-30 multiple-choice questions over topics covered in the Lesson's readings and PowerPoint. 16 quizzes averaged together for 20% of lecture grade; grades reflected immediately in Blackboard

Study Guides: Short answer, fill in the black, and matching over topics covered in the week's readings and PowerPoint. No grade will be taken. These guides may be used during exams.

Homework: Various on-line activities. 16 assignments averaged together for 25% of lab grade; if turned in Thursday will be graded by Friday

Exams: 50 multiple choice questions from homework, quizzes, and study guides (Final Exam will be 100 multiple choice questions and include a case study); taken in class on laptop; each is 20% of Lecture grade; grade reflected immediately in Blackboard

Lab Worksheets: completed in-class. 12 labs averaged together for 25% of lab grade; grade posted on Friday following lab. Your daily lab grade will be calculated as follows: 25% attendance (on-time and present; if not, grade is a zero for this portion regardless if lab is made up), 25% good attitude, and 50% worksheet.

Communications:
EMAIL: csokol@ntcc.edu;   E-mails will be responded to within 24 hours during the work week (Monday – Thursday 8am-6pm and Friday 8-noon). Please only send emails from your ntcc account.
TEXT MESSAGE NOTIFICATIONS: Preferred. You are required in this course to sign up for the message notifications via TEAMS. TEAMS will be used to get information out to students quickly. This will enable you to receive important class announcements and reminders from me via text message so that you will not miss out on any assignment changes or important updates. Please continue to check your NTCC email daily.
ANNOUNCEMENTS: These can be found in Blackboard under the course link on your Bb homepage. Please make sure you are reading any announcements thoroughly when they are posted there

Institutional/Course Policy:

Classroom Expectations:

1. Attend all labs, be on time, and remain in class for the entire period.
   Weekly quizzes will be given at the start of each lab. No makeups are allowed.
   If you must leave early, please inform the instructor before class begins.
2. Complete assigned readings <u>before</u> lab.
3. Be prepared to take notes and participate in lab.
4. You must EARN your grade; I do not GIVE grades, so study, study, study!
   Average study time is 2-3 hours per hour of lecture/class time a week.
5. Be respectful of your classmates and instructors.
6. **Turn off cell phones/notification devices or set to vibrate.**

Attendance and Absences: You are expected to attend ALL scheduled labs and take the exams as scheduled. You will be held responsible for all information covered in lab. *If you will be absent, inform the instructor by TEAMS at least 15 minutes BEFORE class begins. Absences will be counted as unexcused if the instructor is not informed in a timely manner*. **Excessive unexcused absences will result in loss of points from your grade. More than two unexcused absences will result in a reduction of five (5) points being subtracted from your final grade (percentage). More than five unexcused absences will result in the student being dropped from the course. Two unexcused late class attendance equals one unexcused absence. Students with perfect attendance will have five (5) points added to their final exam.**

Makeup Policy: Late work will be accepted for quizzes and homework with a 10% late penalty. Assignments will be available on Blackboard each Tuesday and due by the following Tuesday at 1pm. Late work will be accepted until Friday at noon. After that date and time, a grade of zero will be entered for any work not completed. The student is responsible for requesting a makeup when they are unable to attend a regularly scheduled examination. Makeup exams and labs will be scheduled only in the event of an EXCUSED absence. All makeup exams and labs will be on the Wednesday following the absence during office hours. If the test or lab is not made-up, the student will receive a zero for that exam or lab.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (http://www.ntcc.edu/) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure

of policies regarding generative AI tools are encouraged to ask their instructors for clarification. **(Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)**

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.