



# MLAB 1127 Coagulation

Course Syllabus: Fall 2025

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

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Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	1000-noon, 1230-1700	0900-1230	By appt.	By appt.	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:** 1 credit hour.

Lecture/Lab/Clinical: one hour of lecture and one hour of lab each week.

This course is a course in coagulation theory, procedures, and practical applications. Includes laboratory exercises, which rely on commonly performed manual and semi-automated methods. Also includes quality control, quality assurance, and safety

**Prerequisites:** Admission to MLT program or department approval.

**Required Textbook(s):** F.A. Davis: Hematology in Practice, 3rd edition. Ciesla, Betty.

Additional readings provided by instructor.

**Publisher:** F.A. Davis

## **Student Learning Outcomes:**

The primary goal of this course is to provide students with an understanding of the basic principles and clinical significance of coagulation testing. Students are also expected to learn how to perform basic coagulation tests. Upon completion of this course, the student should be able to do the following:

- ☐ Apply principles of safety, quality assurance and quality control in coagulation
- ☐ Evaluate specimen acceptability
- ☐ Compare and contrast coagulation processes under normal and abnormal human conditions
- ☐ Perform basic laboratory coagulation analysis
- ☐ Evaluate laboratory test results and correlate with patient condition(s)
- ☐ Demonstrate improvement in the affective traits, including organizational skills, work habits, attitude, interpersonal skills and problem-solving abilities

**Lectures & Discussions:**

Basic Quality Assurance-Pre-Analytical, Analytical, Post-Analytical  
Primary Hemostasis  
Secondary Hemostasis and Fibrinolysis  
Evaluation of Hemostasis  
Disorders of Primary Hemostasis  
Disorders of Secondary Hemostasis  
Thrombophilia

**Evaluation/Grading Policy: Lecture 80%; Lab 20%**

A      $\geq 90\%$   
B     80-89%  
C     70-79%  
D     60-69%  
F      $< 60\%$

Your Lecture Grade will be composed of exams.

Exams (4; including final) 100%

Your Lab Grade will be composed of lab worksheets, homework, MediaLab assignments, and case studies.

Lab worksheet average 25%

Homework 25%

MediaLab Assignments 25%

Case Studies 25%

A minimum grade of “C” is required for BOTH lecture/web and laboratory components of all Medical Laboratory Technology courses. Failure to meet this requirement will result in the dismissal from the program.

**Tests/Exams:**

Four exams over lecture and lab material.

**Homework:**

All chapter homework are due on the specified dates set in Blackboard (see course schedule).

**MediaLab Assignments:** All MediaLab assignments are due on the specified dates set in Blackboard (see course schedule).

**Other Course Requirements:**

Laboratory activities and case studies provided by the instructor.

**Makeup Policy:** Late work will be accepted for homework/assignments with a 10% late penalty.

Assignments available on Blackboard will be due on Sunday's at 11:59pm. Late work will be accepted until the following Tuesday at 11:59pm. 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 made up as soon as possible following the absence and must be scheduled with the instructor. If the test or lab is not made-up, the student will receive a zero for that exam or lab.

## **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 participate 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.

### **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.

## **Student Responsibilities/Expectations:**

1. Students are expected to wear scrubs to all classes on campus as well as a lab coat (provided by program) for laboratory sessions. Close-toed shoes are to be worn for all laboratory sessions.
2. Attend all classes and labs, be on time and remain in class for the entire period.
3. Notify instructor by phone, email, or Teams if unable to attend class / lab.
4. Complete assigned readings before the assigned lecture or lab.
5. Be prepared to take notes and participate in class and laboratory.
6. Be respectful of instructors and classmates.
7. Cell phones must be set to silent; if you have an emergent or urgent situation, please notify instructor before class begins, and if necessary, step into the hall to take the call.
8. Laptops or tablets may be used for note-taking or research but do not abuse this privilege. They are not for personal use during class time.
9. Check NTCC email on a regular basis (and delete unnecessary mail) – important and/or updated information may sometimes be communicated to individuals or classes as a whole.

## **Other Course Policies:**

1. There will be no makeup for unannounced quizzes.
2. You are expected to attend ALL scheduled labs and take the exams as scheduled. The student is responsible for notifying the instructor when they will be absent and for requesting makeup exams and/or labs. The student must contact the instructor at least 15 minutes before the start of class by phone, email, or Teams message for the absence to be considered excused. Absences will be counted as unexcused if the instructor is not informed in a timely manner. Makeup exams and labs will only be scheduled in the event of an EXCUSED absence.
3. Excessive unexcused absences will result in loss of points from your grade. More than two unexcused absences will result in a reduction of 5 percentage points from your final grade. 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 points added to their final exam.

### **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.

### **NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions

about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

### **Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

### **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 arrange an appointment with a College counselor to obtain a Request for Accommodations form.

An appointment can be made with Shannin Garrett, Academic Advisor/Coordinator of Special Populations located in the College Connection. She can be reached at 903-434-8218. For more information and to obtain a copy of the Request for Accommodations, please refer to the NTCC website - Special Populations.

### **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.