

GRAYSON COLLEGE
Course Syllabus

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Course Information:

HPRS 1209 Interpretation of Laboratory Results
Internet course, No proctors required for testing

Professor Contact Information:

Instructor:	Dr. Allison Collins RN, CNE	Phone:	Office (903) 463-8678 Cell (580) 775-7170
Office:	Health Science Bldg. Office 110	E-mail:	Via Canvas is preferred Secondary: collinsa@grayson.edu
Office Hours:	In office by appointment.		

Feel free to email, text, or call anytime for questions or concerns. I will respond within 24 hours. If I do not, feel free to send again.

Course Pre-requisites, Co-requisites, and/or Other Restrictions:

None. This course should only be considered transferable as an elective.

Course Description – This 2-credit course is an introductory level course for students preparing for a career in healthcare and healthcare professionals involved in the care of clients. This course is designed to allow students to gain an understanding of commonly ordered laboratory test results.

Student Learning Outcomes:

1. The student will be able to describe the clinical significance of commonly ordered labs.
 2. The student will be able to identify normal ranges of commonly ordered labs.
 3. The student will be able to interpret results of commonly ordered labs.
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There are no required textbooks for this course. There are free online resources and smartphones applications that will be given during course content.

Outline of Topics Covered

This schedule may be changed during the course of the semester at the discretion of the instructor to better meet the needs of the students.

Wk	Topics
1	Orient to course and Introduction (Discussion) 10 points Cardiovascular Labs- View powerpoint and complete case study 10 points
2	Hematological Labs- View powerpoint and discuss 10 points Hematological - Online test 10 points
3	Endocrine Labs- View powerpoint and complete online test 10 points Electrolytes- Complete case study 10 points
4	iStat Labs- Participate in Discussion 10 points Urinary Labs- View powerpoint and complete online test 10 points
5	Pulmonary Labs- View powerpoint and complete case study 10 points Gastrointestinal Labs- View powerpoint and complete online test 10 points
6	Hepatobiliary Labs- View powerpoint and complete case study 10 points Immunologic Labs- View powerpoint and participate in Discussion 10 points
7	Cancer Studies- View powerpoint and participate in Discussion 10 points Complete Grayson evaluation for course 10 points
8	Skeletal system Labs- View powerpoint and complete case study 10 points Review labs- View powerpoint and complete online test (mandatory for course completion) 10 points

Methods of Evaluation

Each unit of study will be defined as to the key terms, concepts & learning objectives. Since this is an Internet course, emphasis is placed on active, independent learning by the student. Students must assume responsibility for the completion of learning objectives in a timely manner.

Guided learning is provided by means of:

1. Online discussion questions.
2. Feedback regarding tests.
3. Case Study evaluations.
4. General guidance and support during the course of study.

Grading

Categories	Percentage
Case studies	33.3 %
Discussions	33.3 %
Online Tests	33.3 %

There will be a total of 5 online test grades. Each one will be 10 questions worth 10 points.

There will be a total of 5 discussion questions. Each one will be worth 10 points.

There will be a total of 5 case studies. Each will be worth 10 points.

The remaining 10 points will be added if the student completes the course evaluation for Grayson.

Total points possible: 160

144-160 = A

128-143 = B

112-127 = C

96-111 = D

< 96 = F

Grades will be posted online within Canvas grade book. Grading Rubrics will be used for discussion questions (see below).

Methods of Instruction

Communication between the instructor and students will primarily be through the course site in GC Canvas. Frequent announcements, comments in the course discussions, responses to email, as well as feedback on homework assignments will be provided regularly. Students will primarily communicate with one another through the course discussions tool. In addition, students have the option to use Canvas mail, as well as the

Chat tool to communicate with each other.

In an online course, regular routine participation is extremely important. Online participation is assessed through a variety of methods including timely submission of assignments as well as logging in and checking the course site regularly. In addition, active participation in the course discussions is required. Generally, you should plan to check the course site, review new course materials, and participate in the discussions, 2 to 3 times per week. According to the syllabus, 33.3% of the course grade will come from online course participation (discussions).

Online course activities will be monitored through a variety of methods including active participation by the instructor in various course areas as well as utilization of the Course Tracking tool in GC Canvas Portal. The Course Tracking tool provides detailed statistics for each student for various activities in the course.

Students are expected to have a basic understanding of personal computers, internet browsing, desktop applications such as Microsoft Word, and file management (uploading, downloading, or sending files). Generally, personal computers purchased in the last 3 years should be adequate to access GC Canvas. Software requirements include Microsoft Internet Explorer 10 or higher (www.microsoft.com), the latest version of Sun JAVA (www.java.com), the latest updates to your operating system (Microsoft Windows XP or higher or Apple MAC OS X or higher), and the latest updates to your anti-virus and spyware protection. Students needing assistance with accessing instructional technology should contact the GC Help Desk. For more information, visit www.grayson.edu and select the Help Desk link. Allow enough time before the due date and time to submit your assignments. Should there be a technical problem, immediately notify the instructor via external email or internal Blackboard mail. Alternative arrangements, if permitted, will be discussed at that time.

Class Attendance and Participation

Attendance and Participation Academic success is closely associated with regular class attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their faculty's instructions. Students taking courses during compressed semester timeframes such as mini-mester, summer sessions, and 8-week courses should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. Instructors are required to include in their syllabi the attendance policy for the courses(s) they teach. The college considers absences equal to or greater than 15% of the course's requirements to be excessive.

In order for students to be counted as having attended a class before the census date, the following guidelines are to be used: • Physical attendance in class with an opportunity for instructor and student interaction • Submission of an academic assignment • Completion of an exam, interactive tutorial, or computer-assisted instruction • Attendance at a study group

assigned by the faculty • Participation in an online discussion in the class • Contact with a faculty member to ask a question

Student Conduct & Discipline

Students are expected to adhere to proper netiquette and treat each other with dignity and respect. For more information on netiquette, please visit <http://www.albion.com/netiquette/> (optional). Blackboard includes several components for communication with the class. Discussion group messages are public and can be read by anyone in the class. Before posting a discussion message you should carefully think about what you are going to say and how to say it. Because of the lack of verbal clues in written communication, it is often easy to have you comments misinterpreted. Use clues to indicate you feelings in your written communication such as ;-) (joking), :-() (surprise), :- (frown) etc.

Mail messages are confined to the course (they are not email like you use on the Internet) and are private. Mail messages can only be read by the individual you send the message to. **DO NOT** post Discussion group messages with questions of a personal nature (your class status, grades, etc.). Questions concerning your class status, grades or concerns about your performance in the course should be sent as Mail messages. **Any Discussion group message deemed inappropriate for that forum will be deleted!** The Chat tool can be used for instant communication with your classmates or myself. When using these communication tools, please follow proper etiquette.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper)
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else
- Quoting or copy/pasting phrases of three words or more from someone else without citation, • Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original
- Submitting an assignment with a majority of quoted or paraphrased material from other sources
- Copying images or media and inserting them into a presentation or video without citation,
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation
- Giving incorrect or nonexistent source information or inventing source information
- Performing a copyrighted piece of music in a public setting without permission
- Composing music based heavily on someone else's musical composition.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Molly M. Harris, Title IX Coordinator (903)463-8714
- Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646
- Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753

- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
- GC Police Department: (903) 463-8777- Main Campus) (903-415-2501 - South Campus)
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

**Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

**These descriptions and timelines are subject to change at the discretion of the Professor.

** Grayson College campus-wide student policies may be found at the following URL on the College website: <https://www.grayson.edu/currentstudents/Academic%20Resources/index.html>

Discussion Area	Excellent	Satisfactory	Unsatisfactory
Response to Main Discussion Questions/Initial Assignment Posting	3 pts – Includes: <ol style="list-style-type: none"> 1. Posting is clear and concise. 2. Well-developed ideas; introduces new ideas; stimulates discussion. 3. Post in a timely manner. 	2 pts – Depends on: <ol style="list-style-type: none"> 1. Posting is clear and concise. 2. Developing ideas; sometimes stimulates discussion. 3. Lacks full development of concepts. 	0-1 pts – Depends on: <ol style="list-style-type: none"> 1. Confusing comments, poorly developed ideas, which do not add to discussion. (“Nice work” or “I agree” do not count as a response). 2. Minimal response to discussion question. 3. Does not answer at all.
Response to Others	3 pts – Includes: <ol style="list-style-type: none"> 1. Response to at least two other students’ questions. 2. Student follows netiquette standards and uses appropriate grammar & spelling. 3. Demonstrates analysis of others’ posts; extends meaningful discussion by building on previous posts. 	2 pts – Depends on: <ol style="list-style-type: none"> 1. Response to at least 1 (one) other students’ questions. 2. Posts shallow contribution to discussion (e.g., agrees or disagrees); does not enrich discussion. 3. Student follows netiquette standards and may have some problems with grammar & spelling. 	0-1 pts – Depends on: <ol style="list-style-type: none"> 1. Two or more criteria not met. 2. Does not answer at all.
Outside Resources	2 pts – Includes: <ol style="list-style-type: none"> 1. Postings include reference to at least one professional journal, website or current news article related to the discussion. Student can upload article or add web link for others to access. 2. Link/Reference must be current and from reliable professional source. 3. The article/ website is discussed in the posting and relates to issues being discussed by the students. 	1 pts – Depends on: <ol style="list-style-type: none"> 1. Postings include at least one professional journal, website or current news article related to the discussion. Student can upload article or add web link for others to access. 2. Link/Reference must be current and from reliable professional source. 	0-1 pts – Depends on: <ol style="list-style-type: none"> 1. Two or more criteria not met.
Discussion Participation	2 pts – Includes: <ol style="list-style-type: none"> 1. Discussion posts are made by midnight on the day/date listed in the syllabus. 2. The student participates in each discussion on <u>2 different days each week</u>. 3. Interacts with instructor and at least 2 other students. 	1 pts – Depends on: <ol style="list-style-type: none"> 1. Discussion posts are made by midnight on the day/date listed in the syllabus. 2. The student participates in each discussion <u>at least 1 day each week</u>. 3. Interacts with instructor and at least 1 other student. 	0-1 pts – Depends on: <ol style="list-style-type: none"> 1. Discussion posts consistently late. 2. Minimal participation in discussion or does not answer at all.