



INSTRUCTIONAL PACKAGE

MLT 251
Clinical Experience I

Effective Term
Fall 2025

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Part I: Course Information

Effective Term: Fall 2025

COURSE PREFIX: MLT 251

COURSE TITLE: Clinical Experience I

CONTACT HOURS: 11

CREDIT HOURS: 5

RATIONALE FOR THE COURSE:

Medical Laboratory Technologists perform a wide range of complex tasks in order to assist physicians in the diagnosis and treatment of their patients. MLT 251 is designed to enhance the knowledge and application of didactic and technical concepts needed for students to successfully enter the workforce.

COURSE DESCRIPTION:

This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

PREREQUISITES/CO-REQUISITES:

Prerequisites: MLT 102, MLT 105, MLT 108, MLT 115, MLT 120, MLT 131, MLT 205, MLT 210, MLT 230. Corequisites: MLT 252, PSY 201. A grade of C or higher in all previous MLT courses.

Method of Instruction

This course will be taught through one-on-one clinical laboratory instruction utilizing observation, demonstration, participation, and some lectures.

CLINICAL ASSIGNMENTS

Students will be assigned to areas throughout the hospital laboratory(s) in a rotational scheduling pattern designed to provide maximum exposure in the areas applicable to the course's objectives. Student assignments will be based on the Program's master schedule. Students will be provided with a clinic schedule at the beginning of the term.

HIPPA Training

Purpose: To ensure confidentiality of patient protected health information to which students have access in the course of their clinical education experiences. The Clinical Office will review and reinforce training regarding HIPPA standards and regulations to all students involved in the clinical educational experiences. Students will sign a Confidentiality Form that states the date of the training. Signed forms will be kept in the student's permanent file. A student who does not receive HIPPA training will not be allowed to participate in clinical education experiences.

OSHA Training

Purpose: To protect the student from health hazards associated with blood borne pathogens. To prepare students for clinical education experiences which require that students are in compliance with Occupational Health and Safety Administration guidelines. Students will attend an annual OSHA/Blood Borne Pathogens training session. The Clinical Office will arrange and provide Blood Borne Pathogens instruction to all students enrolled in clinical education annually. Students will sign a form with the date of the training. Forms will be maintained by the Clinical Office in the student's permanent file. Students who do not complete OSHA/Blood borne Pathogen training will not be able to participate in clinical education experiences.

CPR Certification

Purpose: To ensure that all students are certified in Cardiopulmonary Resuscitation (CPR) prior to entering a clinical education experience. All students must complete a CPR certification course prior to entering a clinical education experience and provide documentation of same. The student is responsible for any expenses related to CPR training. A student who does not submit appropriate documentation to verify CPR certification prior to scheduled clinical education experiences will not be permitted to participate in the clinical education portion of the program.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:**Trajecsys software**

All students are provided with access at the start of clinical rotation semesters.

Liability Insurance

All students must be covered by liability insurance before being allowed to enter the clinic, which is included in the course tuition.

Health Requirements

As a Medical Laboratory Technology student, you are involved in clinical instruction. You may be at risk for exposure to infectious or communicable diseases, including but not limited to illness common in childhood (measles, mumps, rubella, and chicken pox), hepatitis B, and tuberculosis. It is important that you have a current physical and documentation for common vaccinations received in childhood, along with a negative TB result (must provide documentation of negative TB results in past year), current flu vaccination, current status for hepatitis B vaccinations and a Tdap (tetanus, diphtheria, and pertussis) shot to meet the standards of fieldwork centers. This requirement is for your health and safety and that of the patients/clients served by the institution.

BACKGROUND CHECK AND DRUG TESTING REQUIREMENTS:

Procedure: All clinical sites require the student to pass criminal background investigation and drug testing prior to or at the beginning of the clinical assignment. In addition, students may be required to take a drug test at any time during a clinical rotation.

Student Travel - Students can expect to travel to a variety of clinical sites within a 100-mile radius of HGTC. Students are responsible for their individual travel to and from the HGTC campus or to any assigned clinical experience or field trip, see policy # 8.1.1. Field Trips/Student or Group Travel Policy revised 06-19-2013.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

Part II: Student Learning Outcomes**COURSE LEARNING OUTCOMES and ASSESSMENTS*:**

1. Demonstrate mastery of all procedures for each Lab department assigned:

- a. Chemistry
- b. Hematology
- c. Hemostasis/ Coagulation
- d. Urinalysis & Body Fluids
- e. Blood Bank
- f. Microbiology

Demonstrate professional behavior consistent with current academic and professional standards

****Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Tests	40 %
Evaluations	10%
Clinical Practical Exams	40%
Time, Tally's, and Student Eval.	10%
Total	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

Major assignments, exams, and other assessments:

Students will be assigned an Exam simulation which correlates with the rotation the student is completing during the assigned rotation. The assigned test is designated by each individual student's specific schedule.

Students will complete a practical at the completion of each assigned rotation. Additionally, students will receive an evaluation of performance upon completing each rotation.

The student will not complete all departmental rotations until the end of the Spring semester. Grades will be assigned for MLT 251, MLT 252, MLT 253, and MLT 254 according to each individual student's rotation schedule.

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

CLINICAL PRACTICUM ATTENDANCE

Students are assigned to the clinical facility two to three (3) days per week, for 24.0 clinical hours. The student may not skip lunch to leave early. One (1) day per week (2.0 hours) will be spent on the College campus to take the weekly rotation tests and for clinical discussions, etc.

It is the responsibility of the student to attend the appropriate clinical facility when assigned. All assigned time missed must be made up within two (2) weeks of the absence. Failure to make-up missed time will result in a grade of "incomplete" for the rotation, until the time is satisfactorily made-up.

Because of the nature of clinical instruction, a student who is absent more than 4% (7.2 hours) of the scheduled time in a clinical semester for any reason will be given a written warning. If more than 8% (14.4 hours) are absent of the scheduled time in a clinical semester for any reason the student may be dropped from the program except in extenuating circumstances as approved by the Dean of Nursing and Health Sciences. Even though all missed clinical time must be made up, clinical make up time is not considered an equivalent experience to the regularly scheduled clinical assignment. Therefore, if a student is absent for more than 8% (14.4 hours) of the planned clinical experience (at the clinical facility or on the College campus), the objectives of the course cannot be met satisfactorily, and the student will be given an "F" for the course. Each student is responsible for maintaining his/her own attendance and tardy records.

If the student must be absent, or if clinical rotation days are modified in any way, the clinical instructor and the MLT faculty **MUST** be notified before the scheduled time at clinic. Voicemail and e-mail notification of MLT faculty are acceptable forms of communication. If the student has to be absent on a day scheduled to be on the College campus, the appropriate MLT instructor(s) must be notified before the scheduled class time. If no appropriate "call in" is received, the student will be given a written

warning for the first offense and dropped from the Program for the second offense except in extenuating circumstances as approved by the Dean of Nursing and Health Sciences.

The student will make up all the missed clinical time at the clinical affiliate in the specific rotation in which the absence occurred. Make up time will be scheduled at the direction of the clinical instructor, MLT faculty, and Program Director. The time should be made up within two (2) weeks of the absence, except in extenuating circumstances as approved by the Dean of Health and Human Services. Missed time may not be made up on days when HGTC is closed or has no classes. Make up time must be entered in Trajecsyst as a time exception, and the student must include the date of the missed time in the explanation box. Failure to log time appropriately will result in a 5-point reduction of the time and attendance grade.

If the student is absent more time than can be made-up in a two (2) week period, and/or course requirements cannot be completed, the student will drop out of the departmental rotation and receive a grade of "W" for the clinical course. The student will have to repeat the rotation at the convenience of the clinical facility, MLT faculty and Program Director. Tuition will be paid for the semester when the course is repeated.

Anyone absent more than 64 hours (eight days) during the nine (9) month training period will be dismissed from the Program, and the Readmission Policy will apply, except in extenuating circumstances as approved by the Dean of Nursing and Health Sciences.

CLINICAL PRACTICUM TARDINESS

Each student must clock in and out for his/her assigned department at the time designated by his clinical instructor. If the student is going to be late, the clinical instructor and education coordinator must be notified before the scheduled clinical training time. If a student is late, the time missed must be made-up as soon as possible at the convenience of the clinical instructor, and no later than 2 weeks from the occurrence. Make up time must be entered in Trajecsyst as a time exception, and not in the clinical rotation area or class at the time the rotation is scheduled to begin. A tardy is defined as any clock time that reflects a time later than the scheduled rotation. Example: Rotation begins at 6:00am a clock time of 6:01am or later will reflect a tardy arrival to clinic. (Each third tardy at the clinical facility will count as an absence and will apply toward the general clinical absence policy. One (1) full day of absence must be made up as a result of these three (3) tardies. A 5-point reduction will be applied to the time and attendance grade for students who accrue three tardies or more in a clinical rotation.)

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option # 1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and

individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to

every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX, Section 504, and Title II Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Student and prospective student inquiries concerning Title IX and its application to the College or any student decision may be directed to the Vice President for Student Affairs.

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Jacquelyne.Snyder@hgtc.edu

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon

as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).