Attendance and Participation

Criteria for Integration into the Healthcare Working Team

Integral to the role of the Clinical Laboratory Scientist as a part of the Healthcare Team, is the ability to depend on his/her:

1. Presence within the laboratory during assigned time periods.

2. Functioning as an active reliable member of the laboratory workforce.

3. Functioning as a knowledgeable member of the laboratory workforce whose responsibilities extend well beyond the basic performance of tests.

The development of these characteristics and skills does not automatically arise within an individual upon graduation. These are skills and characteristics that need to be practiced and developed beginning with the didactic courses. This is the impetus for delineating how these characteristics and skills will be evaluated in this program.

Didactic Courses

The didactic courses divide into two major formats: (1) courses with lectures/laboratories, and (2) courses with lecture/discussion or projects. Attendance/Participation will be part of the course grade with weight specified in the course syllabus. Weight may vary 10 to 20% of the course grade depending on the specific course.

Definitions

Participation is defined as providing a contribution to the course through sharing or personal involvement. This includes such activities as individual contributions, group discussions, posting on a discussion board or sharing ideas in other ways. A grade for this area may be determined through, but not limited to, such tools as tally of quantity and quality of discussion, events, or peer evaluations. A participation grade is not the same as papers, oral presentation or other written projects developed through group or individual effort in a lecture or laboratory course. These graded events will be specified in the course syllabus.
Attendance and Participation, Continued

as to their weight in the overall course grade.

*Attendance* is defined as being present and ready to begin at the specified time for the class period, including dressed in a lab coat and gloved for laboratory class periods, and staying for the full length of the class. Tardiness occurs after the class period begins or in leaving prior to the end of a class period. Laboratory instructions will be given at the start of the laboratory period. Students missing these instructions due to tardiness should not expect either the instructor or their classmates to be responsible for repeating missed instructions.

**Absences:**

**Excused & Unexcused**

**Make-up for Non-Graded Sessions in Didactic Courses**

1. An absence may be “excused” if it is the result of an illness of the student or dependent, an automobile accident/disablement, or the hospitalization of a student or of a member of the student’s immediate family, or events of a greater untoward magnitude.

   a. In cases wherein the need to be absent is known in advance, the student shall contact the instructor [or, if the instructor is unavailable, the departmental chair or departmental office] no less than 24 hours prior to class time. Contact may be in person, by phone or by e-mail.

   b. If requested by the instructor or the departmental chair, the student should be prepared to present documentation of the reason for the absence.

   c. If the student’s absence from a session is excused, the format for making up the laboratory will be at the discretion of the primary instructor. Because of limited laboratory sample availability and/or because of the cost and/or stability of the reagent, the student may not be able to make up a “wet” lab. However the student is still responsible for understanding fully the procedure/technique performed. If the primary instructor determines it is not practical to repeat the wet lab due to an excused absence, the student will be given a comparable exercise. The student will
Attendance and Participation, Continued

submit the assignment to the primary instructor
within 4 school days of your return to school

2. *Students will not be able to make up unexcused absences.*

Absences:
Excused & Unexcused
Make-up for Graded Sessions in Didactic Courses

1. Students with *excused absences* will be permitted to make up graded sessions. The graded exercise will cover the same content areas as originally scheduled, but the format of the graded exercise may or may not be the same.

2. Students with *unexcused absences* will NOT be permitted to make up graded sessions.

3. For excused absences, with the exception of final exams, makeup exams will be scheduled one day per week. The week day and time chosen for makeup exams will be determined by the Perception webmaster for a semester. The makeup period will be chosen so that the webmaster is available to trouble-shoot Perception problems. Makeup exams will cover the same content as the exam missed, but may be presented in a different format, e.g., fill in the blank or essay questions instead of multiple choice. Should the student not makeup the exam at the scheduled time, a grade of zero will be given for the exam.

Absences:
Excused & Unexcused
Make-up for Preceptorships

1. All Preceptorship days are graded sessions.

2. Definition of ‘excused’ and ‘unexcused’ absences in Preceptorships is the same as those stated for Didactic courses.

a. In cases where the need to be absent is known in advance, the student is expected to notify the clinical coordinator as far in advance as possible by email. The determination of whether this constitutes an
Attendance and Participation, Continued

...excused absence follows the same policy as for Didactic courses.

b. In those instances where the student becomes ill or has a family emergency, the student shall contact the educational coordinator at that site, the preceptorship coordinator, the departmental chair, or the departmental office as quickly as possible and before the designated time to report for training. Contact may be in person by phone or by e-mail.

c. Documentation of the reason for the absence may be required and the student should have it available.

d. Tardiness and/or leaving the preceptorship site early are also included in this policy. The Objectives state that arriving in your rotational area >5 min. late is counted as being tardy. Students repeatedly tardy, leaving their rotational area early or taking extended breaks, will be required to make this time up.

e. Failure to meet the Affective Objectives related to attendance and presence at time specified due to an excused absence will require that the student make-up the number of days missed.

3. Make-up days will be specified jointly, by the education coordinator at the Preceptorship Site and by the preceptorship coordinator. Failure to make up missed days due to an excused or unexcused absence will result in failure to meet that Affective Objective & failure to successfully complete the Preceptorship. Weekends, night or evening shifts and holidays will not be used to make up time missed.

4. Students are expected to successfully meet all Affective Objectives during each Preceptorship. Failure to achieve a “yes” response to these objectives following counseling could result in disciplinary action and/or a grade of “F” for the Preceptorship. Action on the part of a student that is potentially dangerous to a patient, colleague or the student will result in the immediate removal of the student from the Preceptorship and the
Attendance and Participation, Continued

assignment of a grade of “F”. The preceptorship coordinator will assign the final grade for Cognitive, Psychomotor, and Affective objectives evaluation.

Distance Students

1. The LEAP/WebCLS student is expected to view the Lecture Presentations on a regular basis.

2. In many of the courses there will be Discussion Boards, and On-line Chats. The LEAP/WebCLS students are expected to be in attendance and participate.

3. In cases of absence, the student is expected to contact the primary instructor, the departmental chair, or the departmental office in the same format described for the on-campus students.

4. Absences, excused and unexcused, for Discussion Boards & On-line Chats will be handled in the same manner as absences for the on-campus students.

5. LEAP/WebCLS students will be given a one (1) week delay past the time scheduled for on-campus students to complete graded exercises, unless otherwise specified by the primary course instructor. Failure to adhere to these deadlines will result in the same penalties as for on-campus students.