**CLS 365: Body Fluid Analysis**

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is the student’s responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

**Instructor:** Dawn Barten MS, MLS(ASCP)CM

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**Email:** **dbarten@uwsp.edu** **(**Preferred method of contact)

**Location & Time:** 100% Online

**Course Description**:

CLS 365: Body Fluid Analysis. 2 credits. Theoretical and practical aspects of chemical and microscopic analysis of urine, Cerebrospinal fluid, synovial fluid, serous fluid and other miscellaneous body fluid.

Prerequisite: BIOL 385

**Expected Instructor Response Times:**

* I will attempt to respond to student emails within 24 hours. If you have not received a reply from me within 24 hours, please resend your email.
* I will attempt to reply to and assess student discussion posts within 48 hours of discussion closing.
* I will attempt to grade written work within 72 hours; however, longer written assignments may take me longer to read and assess.

**Communicate with your Instructor:**

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the course so that we can help you find a solution.

**Required Texts:**

Fundamentals of Urine & Body Fluid Analysis, 4th ed., Nancy A. Brunzel

**Required Online Subscription (Included with Course):**

MediaLab - To access: Medialab.uwsp.edu

 You will login using your UWSP credentials.

**Course Learning Outcomes:**

Student will:

1. Recognize the critical importance of body fluid analysis.
2. Identify chemical tests and reactions performed on various body fluids.
3. Identify causes of false negative and false positive reactions.
4. Differentiate normal from abnormal results.
5. Recognize and explain the clinical significance of abnormal results.
6. Develop an awareness of general record keeping and quality control.
7. Acquire an introduction to automated principles used in body fluid analysis.
8. Correlate laboratory data and interpret as to disease/disorder.

You will meet the outcomes listed above through a combination of the following activities in this course.

1. Assigned readings.
2. Review recorded lectures.
3. Complete quizzes/exams.
4. Complete case studies.
5. Participate in discussions.
6. Worksheets as needed.

**Course Structure:**

This course will be delivered entirely online through the course management system Canvas. You will use your UWSP account to login to the course from the [Canvas Login Page](https://www.uwsp.edu/canvas/Pages/default.aspx),

**Student Expectations:**

In this course you will be expected to complete the following types of tasks.

1. Communicate via email.
2. Download and upload documents to the LMS (Canvas)
3. Read documents online.
4. View online videos.
5. Participate in online discussions.
6. Complete quizzes/tests online.
7. Complete case studies via MediaLab.
8. Complete worksheets as assigned.

**Technology:**

**Canvas Support**



Click on the   button in the global (left) navigation menu and note the

options that appear:

|  |  |
| --- | --- |
| Support Options | Explanations |
|  | Use **Ask Your Instructor a Question** sparingly; technical questions are best reserved for Canvas personnel and help as detailed below.  |
|  | **Chat**ting **with Canvas Support (Student)** will initiate a *text chat* with Canvas support. Response can be qualified with severity level. |
|  | **Contact**ing **Canvas Support via email** will allow you to explain in detail or even upload a screenshot to show your particular difficulty.  |
|  | Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7.  |
|  | **Search**ing **the** [**Canvas guides**](https://community.canvaslms.com/docs/DOC-10701) connects you to documents that are searchable by issue. You may also opt for [Canvas video guides](https://community.canvaslms.com/docs/DOC-3891)**.**  |
|  | If you have an idea for Canvas that might make instructions or navigation easier, feel free to offer your thoughts through this **Submit a Feature Idea** avenue.  |

*All options are available 24/7; however, if you opt to email your instructor, s/he may not be available immediately.*

**Course Technology Requirements:**

* View this website to see [minimum recommended computer and internet configurations for Canvas](https://community.canvaslms.com/docs/DOC-10721)
* You will also need access to the following tools to participate in this course.
	+ Webcam
	+ Microphone
	+ Printer
	+ A stable internet connection (do not rely on cellular

## Honorlock: (Online Exam Proctoring)

I will be using Honorlock to proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

Before you get started, please review the Honorlock Student module in Canvas to familiarize yourself with Honorlock. All exam proctoring services, including Honorlock, can seem invasive because of the way they function. Honorlock will record your webcam, audio, and computer screen during your exam to help ensure integrity of the course for all users. Honorlock has been vetted and approved by both UW-Stevens Point and UW System, to ensure that it meets security and privacy requirements.

If you have concerns, please contact me directly.

To get started, you will need Google Chrome and to download the Honorlock Chrome Extension.You can download the extension at [www.honorlock.com/extension/install.](http://www.honorlock.com/extension/install)

You are strongly encouraged to take the Honorlock Practice Quiz before attempting any graded exams. The Honorlock Practice Quiz will allow you to test Honorlock to ensure you are comfortable using the system and to ensure that your computer will function properly.

When you are ready to test, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device. Good luck!

Honorlock support is available 24/7/365. If you encounter any issues, you should contact  [Honorlock Live Support.](https://honorlock.com/support/)

If you encounter issues with Canvas, please contact Canvas Support directly by clicking the Help Button (question mark inside a circle) located at the bottom of the left navigation bar in Canvas.

## Protecting your Data and Privacy:

UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, visit this website. <https://www.wisconsin.edu/dle/external-application-integration-requests/>

Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357.

Here are steps you can take to protect your data and privacy.

* Use different usernames and passwords for each service you use.
* Do not use your UWSP username and password for any other services.
* Use secure versions of websites whenever possible (HTTPS instead of HTTP).
* Have updated antivirus software installed on your devices.

**Technology Support:**

* Visit with a [Student Technology Tutor](https://www.uwsp.edu/tlc/Pages/techTutoring.aspx)
* Seek assistance from the [IT Service Desk](https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx) (Formerly HELP Desk)
	+ IT Service Desk Phone: 715-346-4357 (HELP)
	+ IT Service Desk Email: techhelp@uwsp.edu

**Grading Policies:**

**Completing Assignments:**

All assignments for this course will be submitted electronically through Canvas or MediaLab unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student’s grade.

**Course Activities**

Exams and Assignments:

1. MediaLab Assigned Case Studies
2. Quizzes/worksheets
3. Discussion assignments
4. Final Lecture exam

All assignments are to be completed by the date indicated on the timeline. Any assignments not submitted on time will be significantly penalized. If work cannot be completed due to an extenuating circumstance, the student must obtain instructor consent to turn in work late.

Assignments may be given or altered at the discretion of the instructor. It is the student’s responsibility to adhere to any assignment changes. The instructor is responsible for communicating this information to students via Canvas and/or email.

MediaLab Assigned Case Studies are to be completed independently and without notes or other materials. These will be assigned as laboratory work.

Quizzes – Are used to help you understand the material as you go through it. You will be allowed multiple attempts on the quiz to encourage the understanding of the information. You may utilize notes/textbooks/worksheets to help reinforce the material.

Final Exam – The final exams for the course will be on Canvas. Notes and other materials **MAY NOT** be used during the exam. Any indication or evidence of cheating will result in a zero for the parties involved. I expect that this exam will be completed individually.

**Grading System:**

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

|  |  |
| --- | --- |
| **Letter Grade** | **Percentage** |
| A | 93-100% |
| A- | 90-92% |
| B+ | 87-89% |
| B | 83-86% |
| B- | 80-82% |
| C+ | 77-79% |
| C | 73-76% |
| C- | 70-72% |
| D+ | 67-69% |
| D | 60-66% |
| F | 0-59% |

**Late work:**

Due dates will be strictly enforced.

1. Work submitted by end of lecture on the date it is due – full credit.
2. Work submitted within 24 hours of due date – half credit.
3. Work submitted after 24 hours – no credit available.

**Derivation of Course Grades:**

Quizzes/Worksheets/At the Bench = 35%

Laboratory Exercises = 35%

Final Examination = 30%

**Students must attain a final grade of a “C-” or better in the course to attend their clinical practicum.**

**Participation:**

Students are expected to participate in all online activities as listed on the course timeline/course calendar.

**Viewing Grades in Canvas:**

Points you receive for graded activities will be posted to Grades. Click on the Grades link to view your points.

**Other Policies:**

## Absences due to Military Service

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, [not to exceed two (2)](https://www.uwsp.edu/veteran-services/Pages/short-term-leave.aspx) [weeks](https://www.uwsp.edu/veteran-services/Pages/short-term-leave.aspx) unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](https://www.uwsp.edu/veteran-services/Pages/Call-Up-Guidelines.aspx).

**Academic Honesty Policy & Procedures:**

**Student Academic Disciplinary Procedures:**

UWSP 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

(1) Academic misconduct is an act in which a student:

(a) Seeks to claim credit for the work or efforts of another without authorization or citation.

(b) Uses unauthorized materials or fabricated data in any academic exercise.

(c) Forges or falsifies academic documents or records.

(d) Intentionally impedes or damages the academic work of others.

(e) Engages in conduct aimed at making false representation of a student's academic performance.

(f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

## Commit to Integrity:

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class. As current students and future practicing professionals you will be expected to work with integrity and ethical behavior.

## Confidentiality:

Learning requires risk-taking and sharing ideas. Please keep your classmates’ ideas and experiences confidential outside the classroom unless permission has been granted to share them.

## Copyright infringement:

This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit our [copyright page](http://libraryguides.uwsp.edu/copyright?hs=a).

## Equal Access for Students with Disabilities

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities.  The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom.  Examinations or other procedures used for evaluating students' academic achievements may be adapted.  The results of such an evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

*If modifications are required due to a disability, please inform the instructor and contact the* [*Disability and Assistive Technology Center*](https://www.uwsp.edu/datc/Pages/default.aspx) *to complete an Accommodations Request form.  Phone: 346-3365 or Room 609 Albertson Hall.*

**The instructor reserves the right to make changes to the syllabus and course content. Any emails or Canvas announcements are considered an official addendum to this syllabus. It is the student’s responsibility to know what changes have been made. It is the student’s responsibility to check Canvas and emails for course announcements.**