

COURSE SYLLABUS

Program:	Histology Technician	Effective Date: 13 Oct 20
Course:	HLS 1101 Introduction to Histotechnology	1 Semester Hour
Description:	This course is designed to introduce students to laboratory and environmental safety, the histopathology mission, organizational structure, and administration, medical materiel and supply discipline, professional standards of ethics, HIPPA, and customer service basics.	
Context:	Prerequisites – Good academic standing. Repeatable: - This course is not repeatable for credit. General Education – This course does not satisfy general education requirements for the CAHS. Design – Modified Didactic.	
Outcomes:	The student will be able to do the following: <ol style="list-style-type: none">1. Students will gain an understanding of laboratory/environmental safety to include the wear of PPEs.2. Students will identify the essential information related to the histotechnician mission, organizational structure, and career progression.3. Students will recognize supply discipline, specimen shipment, and administrative duties required of a histopathology technician.	
Assessment:	Outcomes will be assessed through a variety of mechanism including: <ol style="list-style-type: none">1. Formative discussions2. Formative quizzes3. Written assignments4. Demonstration5. Summative examination	
Instruction:	This course will adhere to the following Outline of Instruction : <ol style="list-style-type: none">A. Welcome and OrientationB. Laboratory and Environmental ScienceC. Mission and organizational StructureD. Medical MaterielE. AdministrationF. Professional Standards of EthicsG. Health Insurance Portability and Accountability Act (HIPPA)H. Customer Service Basics	

Material: The following material is required:

All required course materials will be provided to students at the beginning of each sequential course, within the Histotechnician Program.

Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A, B	1	Formative discussion, Formative Quizzes, Demonstration, Summative examination
C	2	Formative discussion, Formative Quizzes, Demonstration, Summative examination
D,E	3	Formative discussion, Formative Quizzes, Demonstration, Summative examination
F,G	3	Formative discussion, Formative Quizzes, Demonstration, Summative examination
H	3	Formative discussion, Formative Quizzes, Demonstration, Summative examination

Course Policies: The following policies apply to this course.

Grading Policy – Letter grades with modifiers are assigned as defined below for CAHS programs.

Letter	Score	Grade Points
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	<60	0.00

All students must achieve a final grade of 70% cumulative average to successfully complete the course.

Definitions of abbreviations used in the grade sheets/transcripts beyond the traditional A, B, C, D, F letter grade, consist of the following:

Grade	Description
I	Incomplete. The grade of "I" is issued when the student has not completed the course requirements, such as taking the final examination, submitting required assignments, or required course work, completing required hours within a practicum or internship. The grade of "I" is assigned <u>only</u> with the approval of the Dean or designated Official according to school policy. The course director must make a recommendation in writing to the Dean, or designated representative, with a copy to the Registrar, as to how and by what date the temporary "I" grade will be converted to a permanent grade. Failure to fulfill the stipulated requirements by the specified date, unless an extension is granted by

	the involved course director and approved by the Dean, will result in conversion of the “I” grade to a grade of “F”. The temporary grade of “I” must be changed to a permanent grade prior to graduation. Per USU Instruction 6025C, a grade of “I” may be given with the interruption of academic duties due to temporary disability.
W	Withdrawal. The grade “W” is used when a student withdraws before the course session is complete. Per USU Instruction 6025, a grade of “W” may be given with the interruption of academic duties due to temporary disability.

Student Grievance/Appeal – The purpose for the Student Appeal Process is to provide a mechanism for objective internal review of faculty and staff actions or School Committee decisions. This Review Process may be utilized by students enrolled in courses in the College of Allied Health Sciences who believe these decisions resulted from inequitable and/or discriminatory decision-making procedures or processes. The wisdom of a decision cannot be grieved. Only the process that is believed to be inequitably applied, within the referent group, can be grieved. Implicit in this process is the need for the cooperation, openness, and good faith of all parties involved.

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Attendance - All students are required to participate regularly each week of class or may be subject to being dropped from the course. The following are basic guidelines:

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COURSE SYLLABUS

Program: **Histology Technician** **Effective Date: 13 Oct 20**

Course: **HLS 1102 Basic Scientific Information** **1 Semester Hour**

Description: This course is designed to provide the students with a comprehensive understanding of medical terminology, terms and principles of chemistry, organic chemistry, and cellular organization. Acquire comprehensive knowledge on the function, operation, and maintenance of a light compound microscope.

Context: **Prerequisites** – Good academic standing.

Repeatable: - This course is not repeatable for credit.

General Education – This course does not satisfy general education requirements for the CAHS.

Design – Modified Didactic.

Outcomes: The student will be able to do the following:

1. Identify, pronounce, spell, and define prefixes, suffixes, and word roots commonly associated with each body system's function, disorders and procedures.
2. Identify the basic tell components, structures and function and discuss each in relationship to its importance in histology.
3. Discuss the basic concepts and principles of general chemistry and organic chemistry.
4. Determine the parts and perform the operation, care, and use of a compound microscope.

Assessment: Outcomes will be assessed through a variety of mechanism including:

1. Formative discussions
2. Formative quizzes
3. Written assignments
4. Demonstration
5. Summative examination

Instruction: This course will adhere to the following **Outline of Instruction:**

- A. Medical Terminology
- B. Basic Cell Structure and Function
- C. Basic Chemistry and Organic Chemistry
- D. Introduction to Microscopy

Material: The following material is required:

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Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A	1	Formative discussion, Formative Quizzes, Demonstration, Summative examination
B	2	Formative discussion, Formative Quizzes, Demonstration, Summative examination
C	3	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination
D	4	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination

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COURSE SYLLABUS

Program:	Histology Technician	Effective Date: 13 Oct 20
Course:	HLS 1103 Specimen Processing for Histological Study-	1 Semester Hour
Description:	Students will acquire a comprehensive understanding of the fundamentals, theories, and techniques of tissue fixation, tissue decalcification, tissue dehydration, tissue clearing, and tissue infiltration, and the basic operation of automated tissue processors.	
Context:	Prerequisites – Good academic standing. Repeatable: - This course is not repeatable for credit. General Education – This course does not satisfy general education requirements for the CAHS. Design – Modified Didactic.	
Outcomes:	The student will be able to do the following: <ol style="list-style-type: none">1. Determine the procedures for surgical tissue gross examination including the phases of quality assurance, specimen gross dissection and description and required cassette labeling information.2. Define the purposes of fixation and identify the factors that affect the quality of fixation and describe the effects of each one on tissue.3. Define the purposes of dehydration and identify the factors that affect the quality of dehydration and describe the effects of each one on tissue.4. Define the purposes of clearing and infiltration and identify the factors that affect the quality of clearing and infiltration and describe the effects of each one on tissue.5. Describe and perform the basic operation of automated tissue processors, set up of processing protocols and instrument maintenance.	
Assessment:	Outcomes will be assessed through a variety of mechanism including: <ol style="list-style-type: none">1. Formative discussions2. Formative quizzes3. Written assignments4. Demonstration5. Summative examination	
Instruction:	This course will adhere to the following Outline of Instruction: <ol style="list-style-type: none">A. Tissue Gross ExaminationB. Tissue Fixation and DecalcificationC. Tissue DehydrationD. Tissue Clearing and InfiltrationE. Operation of Automated Tissue Processors	

Material: The following material is required:

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Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A	1	Formative discussion, Formative Quizzes, Demonstration, Summative examination
B	2	Formative discussion, Formative Quizzes, Demonstration, Summative examination
C	3	Formative discussion, Formative Quizzes, Demonstration, Summative examination
D	4	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination
E	5	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination

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COURSE SYLLABUS

Program:	Histology Technician	Effective Date: 13 Oct 20
Course:	HLS 1204 Routine Technical Procedures	2 Semester Hours
Description:	This course provides students with a comprehensive knowledge and skills of tissue embedding, microtomy, and frozen section techniques. Students are introduced to the operation, function, and maintenance of tissue embedders, microtomes, and cryostats. In addition, students are introduced to the theories and chemistry of the hematoxylin and eosin stain method (H&E), mounting media, microscopic slide cover-slipping and repair techniques.	
Context:	Prerequisites – Good academic standing. Repeatable: - This course is not repeatable for credit. General Education – This course does not satisfy general education requirements for the CAHS. Design – Modified Didactic.	
Outcomes:	The student will be able to do the following: <ol style="list-style-type: none">1. Describe and perform the proper embedding, microtomy, and cryostat techniques.2. Determine the common factors that affect the quality of tissue sections and troubleshoot associated problems during embedding, microtomy and cryostat operation.3. Determine the theories, chemistry and procedures of the hematoxylin and eosin stain method (H&E) for the progressive and regressive techniques and common factors that affect the quality of stained tissue and troubleshoot associated problems.4. Describe and perform manual and automated coverslipping, identify the classes, advantages and disadvantages of mounting media and perform the steps to repair a broken tissue slide using the prosthesis method.	
Assessment:	Outcomes will be assessed through a variety of mechanism including: <ol style="list-style-type: none">1. Formative discussions2. Formative quizzes3. Written assignments4. Demonstration5. Summative examination	
Instruction:	This course will adhere to the following Outline of Instruction: <ol style="list-style-type: none">A. Tissue EmbeddingB. The MicrotomeC. The CryostatD. The Hematoxylin and EosinE. Mounting Media, Cover-slipping and Slide Repair	

Material: The following material is required:

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Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A	1	Formative discussion, Formative Quizzes, Demonstration, Summative examination
B	2	Formative discussion, Formative Quizzes, Demonstration, Summative examination
C	3	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination
D	4	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination
E	5,6	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination

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COURSE SYLLABUS

Program:	Histology Technician	Effective Date: 13 Oct 20
Course:	HLS 2107 Autopsy Procedures	1 Semester Hour
Description:	This course introduces students to the knowledge, skills, terminology, and techniques needed to assist in routine and special postmortem examinations. The student learn the safety precautions, use of specialized equipment, specimen recovery techniques, and toxicology specimen protocols necessary to perform routine and special autopsies. Students learn to identify the different types of special autopsies, the functions, and support role with the pathologist or medical examiner.	
Context:	Prerequisites – Good academic standing. Repeatable: - This course is not repeatable for credit. General Education – This course does not satisfy general education requirements for the CAHS. Design – Modified Didactic.	
Outcomes:	The student will be able to do the following: <ol style="list-style-type: none">1. Identify perform and maintain the basic facts about morgue safety for routine and special postmortem examinations2. Determine and perform set-up procedures for routine and special post mortem examinations3. Determine and Identify step by step procedures for completing routine and special post mortem examinations4. Determine and perform specimen recovery techniques and understand toxicology specimen protocols and handling	
Assessment:	Outcomes will be assessed through a variety of mechanism including: <ol style="list-style-type: none">1. Formative discussions2. Formative quizzes3. Written assignments4. Demonstration5. Summative examination	
Instruction:	This course will adhere to the following Outline of Instruction: <ol style="list-style-type: none">A. Autopsy SafetyB. Postmortem ExaminationC. Special AutopsiesD. Specimen Recovery and Toxicology Specimen Protocols	

Material: The following material is required:

All required course materials will be provided to students at the beginning of each sequential course, within the Histotechnician Program.

Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A	1	Formative discussion, Formative Quizzes, Demonstration, Summative examination
B	2	Formative discussion, Formative Quizzes, Demonstration, Summative examination
C	3	Formative discussion, Formative Quizzes, Demonstration, Summative examination
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Program:	Histology Technician	Effective Date: 13 Oct 20
Course:	HLS 2108 Cytopreparatory Techniques	1 Semester Hour
Description:	This course introduces students to the knowledge and basic preparatory techniques of cytological specimens using the Papanicolaou and Diff-Quick methods. Emphasis is placed on the knowledge and skills to receive, fix, make, cytologic preparations from GYN, NON-GYN, and FNA specimens to include smears, cytopins, thinpreps, and cell blocks..	
Context:	Prerequisites – Good academic standing. Repeatable: - This course is not repeatable for credit. General Education – This course does not satisfy general education requirements for the CAHS. Design – Modified Didactic.	
Outcomes:	The student will be able to do the following: <ol style="list-style-type: none">1. Describe and perform the procedures for the collection and fixation for cytology specimens, bone marrow aspirations, and core biopsies.2. Describe and perform different methods of smear preparations; liquid-based cytology specimen processing; cell-block specimen preparation and processing.3. Describe the theory and perform the Papanicolau and Diff-Quikstaining methods and associated corrective actions.	
Assessment:	Outcomes will be assessed through a variety of mechanism including: <ol style="list-style-type: none">1. Formative discussions2. Formative quizzes3. Written assignments4. Demonstration5. Summative examination	
Instruction:	This course will adhere to the following Outline of Instruction: <ol style="list-style-type: none">A. Cytology Specimen Collection and FixationB. Smear PreparationC. Liquid based CytologyD. Cell Block PreparationE. Cytology StainingF. Papanicolau and Diff-Quik Stains	
Material:	The following material is required: All required course materials will be provided to students at the beginning of each sequential course, within the Histotechnician Program.	

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C	3	Formative discussion, Formative Quizzes, Demonstration, Summative examination
D	4	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination
E,F	5	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination

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COURSE SYLLABUS

Program:	Histology Technician	Effective Date: 13 Oct 20
Course:	HLS 2109 Immunohistochemistry	1 Semester Hour
Description:	This course introduces students to all the key immunohistochemistry (IHC) concepts, theories, and techniques, their applications in cancer diagnosis, relationship to companion diagnostics, and targeted therapies	
Context:	Prerequisites – Good academic standing. Repeatable: - This course is not repeatable for credit. General Education – This course does not satisfy general education requirements for the CAHS. Design – Modified Didactic.	
Outcomes:	The student will be able to do the following: <ol style="list-style-type: none">1. List the key elements of the antigen-antibody relationship and differentiate between polyclonal and monoclonal antibodies.2. Explain the direct, indirect, peroxidase, and avidin-biotin IHC techniques. List the different epitope retrieval methods and identify the two chromogens used in IHC visualization.3. Describe the classification of cancer and tumors and list the common antibodies used to identify them.4. Discuss companion diagnostics, targeted therapies, and discuss Her2/Neu, polymerase chain reaction (PCR), flow cytometry, and fluorescent in-situ-hybridization (FISH).	
Assessment:	Outcomes will be assessed through a variety of mechanism including: <ol style="list-style-type: none">1. Formative discussions2. Formative quizzes3. Written assignments4. Demonstration5. Summative examination	
Instruction:	This course will adhere to the following Outline of Instruction: <ol style="list-style-type: none">A. Immunohistochemistry Principles and TheoryB. Immunohistochemistry TechniquesC. Immunohistochemistry ApplicationsD. Companion Diagnostics	
Material:	The following material is required: All required course materials will be provided to students at the beginning of each sequential course, within the Histotechnician Program.	

Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A	1	Formative discussion, Formative Quizzes, Demonstration, Summative examination
B	2	Formative discussion, Formative Quizzes, Demonstration, Summative examination
C	3	Formative discussion, Formative Quizzes, Demonstration, Summative examination
D	4	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination

Course Policies: The following policies apply to this course.

Grading Policy – Letter grades with modifiers are assigned as defined below for CAHS programs.

Letter	Score	Grade Points
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	<60	0.00

All students must achieve a final grade of 70% cumulative average to successfully complete the course.

Definitions of abbreviations used in the grade sheets/transcripts beyond the traditional A, B, C, D, F letter grade, consist of the following:

Grade	Description
I	Incomplete. The grade of "I" is issued when the student has not completed the course requirements, such as taking the final examination, submitting required assignments, or required course work, completing required hours within a practicum or internship. The grade of "I" is assigned <u>only</u> with the approval of the Dean or designated Official according to school policy. The course director must make a recommendation in writing to the Dean, or designated representative, with a copy to the Registrar, as to how and by what date the temporary "I" grade will be converted to a permanent grade. Failure to fulfill the stipulated requirements by the specified date, unless an extension is granted by the involved course director and approved by the Dean, will result in conversion of the "I" grade to a grade of "F". The temporary grade of "I" must be changed to a permanent grad prior to graduation. Per USU Instruction 6025C, a grade of "I"

	may be given with the interruption of academic duties due to temporary disability.
W	Withdrawal. The grade “W” is used when a student withdraws before the course session is complete. Per USU Instruction 6025, a grade of “W” may be given with the interruption of academic duties due to temporary disability.

Student Grievance/Appeal – The purpose for the Student Appeal Process is to provide a mechanism for objective internal review of faculty and staff actions or School Committee decisions. This Review Process may be utilized by students enrolled in courses in the College of Allied Health Sciences who believe these decisions resulted from inequitable and/or discriminatory decision-making procedures or processes. The wisdom of a decision cannot be grieved. Only the process that is believed to be inequitably applied, within the referent group, can be grieved. Implicit in this process is the need for the cooperation, openness, and good faith of all parties involved.

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Attendance - All students are required to participate regularly each week of class or may be subject to being dropped from the course. The following are basic guidelines:

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- Do not actively contribute for 1 week = drop from the course
- Frequent submission of late assignments = drop from the course

COURSE SYLLABUS

Program:	Histology Technician	Effective Date: 13 Oct 20
Course:	HLS 2205 Special Stains for Histologic Study	2 Semester Hours
Description:	This course introduces students to essential concepts of laboratory measurements and mathematical calculations for percentages, volume, concentration, and dilutions. The nomenclature, proper use, and maintenance of laboratory glassware. List reagents, explain theories, and perform staining procedures for carbohydrates, connective tissue, microorganisms, pigments and minerals, and frozen section special stains.	
Context:	Prerequisites – Good academic standing. Repeatable: - This course is not repeatable for credit. General Education – This course does not satisfy general education requirements for the CAHS. Design – Modified Didactic.	
Outcomes:	The student will be able to do the following: <ol style="list-style-type: none">1. Calculate mathematical equations of percentage, concentration, dilution, and volume using the metric system; temperature using Celsius and Fahrenheit scales2. Recognize, explain, and perform procedures for using laboratory glassware in special staining.3. List reagents, explain theories, and perform staining procedures for carbohydrates, connective tissue, microorganisms, pigments and minerals, and frozen section special stains.4. Identify expected special stain results and perform associated corrective actions.	
Assessment:	Outcomes will be assessed through a variety of mechanism including: <ol style="list-style-type: none">1. Formative discussions2. Formative quizzes3. Written assignments4. Demonstration5. Summative examination	
Instruction:	This course will adhere to the following Outline of Instruction: <ol style="list-style-type: none">A. Laboratory MeasurementsB. Laboratory CalculationsC. Glassware in Special StainingD. Carbohydrate StainsE. Connective Tissue StainsF. Microorganism Special StainsG. Pigment, Minerals, and Cytoplasmic Granule Special StainsH. Frozen Section Special Stains	

Material: The following material is required:

All required course materials will be provided to students at the beginning of each sequential course, within the Histotechnician Program.

Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A,B,C	1,2	Formative discussion, Formative Quizzes, Demonstration, Summative examination
D	3-4	Formative discussion, Formative Quizzes, Demonstration, Summative examination
E	3-4	Formative discussion, Formative Quizzes, Demonstration, Summative examination
F	3-4	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination
G	3-4	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination
H	3-4	Formative discussion, Formative Quizzes, Demonstration, Written assignments, Summative examination

Course Policies: The following policies apply to this course.

Grading Policy – Letter grades with modifiers are assigned as defined below for CAHS programs.

Letter	Score	Grade Points
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	<60	0.00

All students must achieve a final grade of 70% cumulative average to successfully complete the course.

Definitions of abbreviations used in the grade sheets/transcripts beyond the traditional A, B, C, D, F letter grade, consist of the following:

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	temporary "I" grade will be converted to a permanent grade. Failure to fulfill the stipulated requirements by the specified date, unless an extension is granted by the involved course director and approved by the Dean, will result in conversion of the "I" grade to a grade of "F". The temporary grade of "I" must be changed to a permanent grade prior to graduation. Per USU Instruction 6025C, a grade of "I" may be given with the interruption of academic duties due to temporary disability.
W	Withdrawal. The grade "W" is used when a student withdraws before the course session is complete. Per USU Instruction 6025, a grade of "W" may be given with the interruption of academic duties due to temporary disability.

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Attendance - All students are required to participate regularly each week of class or may be subject to being dropped from the course. The following are basic guidelines:

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COURSE SYLLABUS

Program:	Histology Technician	Effective Date: 13 Oct 20
Course:	HLS 2306 Anatomy, Physiology and Tissue Identification	3 Semester Hours
Description:	This course provides students with a comprehensive knowledge of the basic human anatomy and physiology, basic function and microscopic arrangement of human cells, tissues, and organs. Students are introduced to the knowledge and skills to microscopically and macroscopically identify the most salient characteristics and structures of the major organs and tissue of the 10 human body systems.	
Context:	Prerequisites – Good academic standing. Repeatable: - This course is not repeatable for credit. General Education – This course does not satisfy general education requirements for the CAHS. Design – Modified Didactic.	
Outcomes:	The student will be able to do the following: <ol style="list-style-type: none">1. Describe the levels of structural organization that make the human body and list the representative organs present in each, and their general functions.2. Describe and perform the macroscopic identification of salient characteristics and structures of the major organs and tissue of the 10 human body systems.3. Describe and perform the microscopic identification of salient characteristics and structures of the major organs and tissue of the 10 human body systems.	
Assessment:	Outcomes will be assessed through a variety of mechanism including: <ol style="list-style-type: none">1. Formative discussions2. Formative quizzes3. Written assignments4. Demonstration5. Summative examination	
Instruction:	This course will adhere to the following Outline of Instruction: <ol style="list-style-type: none">A. Human Anatomy and PhysiologyB. Histology and Tissue Identification	
Material:	The following material is required: All required course materials will be provided to students at the beginning of each sequential course, within the Histotechnician Program.	

Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A	1	Formative discussion, Formative Quizzes, Demonstration, Summative examination
B	2-3	Formative discussion, Formative Quizzes, Demonstration, Summative examination

Course Policies: The following policies apply to this course.

Grading Policy – Letter grades with modifiers are assigned as defined below for CAHS programs.

Letter	Score	Grade Points
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	<60	0.00

All students must achieve a final grade of 70% cumulative average to successfully complete the course.

Definitions of abbreviations used in the grade sheets/transcripts beyond the traditional A, B, C, D, F letter grade, consist of the following:

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- Frequent submission of late assignments = drop from the course

COURSE SYLLABUS

Program:	Histology Technician	Effective Date: 13 Oct 20
Course:	HLS 3122 Histology Practicum II	12 Semester Hours
Description:	This course provides students with ample hands-on experience performing all the entry level competencies and the use of equipment of a typical histology laboratory in preparation for their clinical rotations. This course is conducted in a state-of-the-art functioning training laboratory where the operation of a histology laboratory is simulated in a safe and controlled environment. This course enables the students to prepare chemical solutions, accession specimens, perform basic laboratory administration, perform gross surgical procedures, tissue fixation and decalcification, tissue processing, tissue embedding, routine microtomy, frozen sections, special/routine staining.	
Context:	Prerequisites – Good academic standing. Repeatable: - This course is not repeatable for credit. General Education – This course does not satisfy general education requirements for the CAHS. Design – Modified Didactic.	
Outcomes:	The student will be able to do the following: <ol style="list-style-type: none">1. Operate with minimal instructor assist, histology laboratory equipment to include, but not limited to microtome, cryostat, and embedding center.2. Perform step by step procedures for operating embedding center, microtome, and cryostat.3. Troubleshoot problems and artifacts associated with embedding, microtomy and cryosectioning.	
Assessment:	Outcomes will be assessed through a variety of mechanism including: <ol style="list-style-type: none">1. Formative discussions2. Formative quizzes3. Written assignments4. Demonstration5. Summative examination	
Instruction:	This course will adhere to the following Outline of Instruction: <ol style="list-style-type: none">A. EquipmentB. Tissue EmbeddingC. MicrotomyD. Cryosectioning	

Material: The following material is required:

All required course materials will be provided to students at the beginning of each sequential course, within the Histotechnician Program.

Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A,B,C,D	1,2,3	Formative discussion, Formative Quizzes, Demonstration, Summative examination

Course Policies: The following policies apply to this course.

Grading Policy – Letter grades with modifiers are assigned as defined below for CAHS programs.

Letter	Score	Grade Points
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	<60	0.00

All students must achieve a final grade of 70% cumulative average to successfully complete the course.

Definitions of abbreviations used in the grade sheets/transcripts beyond the traditional A, B, C, D, F letter grade, consist of the following:

Grade	Description
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W	Withdrawal. The grade “W” is used when a student withdraws before the course session is complete. Per USU Instruction 6025, a grade of “W” may be given with the interruption of academic duties due to temporary disability.
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Attendance - All students are required to participate regularly each week of class or may be subject to being dropped from the course. The following are basic guidelines:

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COURSE SYLLABUS

Program:	Histology Technician	Effective Date: 13 Oct 20
Course:	HLS 3501 Histology Practicum I	5 Semester Hours
Description:	This course provides students with ample hands-on experience performing all the entry level competencies and the use of equipment of a typical histology laboratory in preparation for their clinical rotations. This course is conducted in a state-of-the-art functioning training laboratory where the operation of a histology laboratory is simulated in a safe and controlled environment. This course enables the students to prepare chemical solutions, accession specimens, perform basic laboratory administration, perform gross surgical procedures, tissue fixation and decalcification, tissue processing, tissue embedding, routine microtomy, frozen sections, special/routine staining.	
Context:	Prerequisites – Good academic standing. Repeatable: - This course is not repeatable for credit. General Education – This course does not satisfy general education requirements for the CAHS. Design – Modified Didactic.	
Outcomes:	The student will be able to do the following: <ol style="list-style-type: none">1. Prepare routine and special stain solutions using mathematical equations to calculate percentage, concentration, dilution, and volume using the metric system and appropriate laboratory glassware.2. Perform quality control on specimen sectioning and staining protocols.3. Perform specimen maintenance and disposition on accessioning, labeling, filing, retrieving, and shipping.	
Assessment:	Outcomes will be assessed through a variety of mechanism including: <ol style="list-style-type: none">1. Formative discussions2. Formative quizzes3. Written assignments4. Demonstration5. Summative examination	
Instruction:	This course will adhere to the following Outline of Instruction: <ol style="list-style-type: none">A. Solution PreparationB. AdministrationC. Specimen maintenance and Disposition	

Material: The following material is required:

All required course materials will be provided to students at the beginning of each sequential course, within the Histotechnician Program.

Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A,B,C	1,2,3	Formative discussion, Formative Quizzes, Demonstration, Summative examination

Course Policies: The following policies apply to this course.

Grading Policy – Letter grades with modifiers are assigned as defined below for CAHS programs.

Letter	Score	Grade Points
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	<60	0.00

All students must achieve a final grade of 70% cumulative average to successfully complete the course.

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W	Withdrawal. The grade “W” is used when a student withdraws before the course session is complete. Per USU Instruction 6025, a grade of “W” may be given with the interruption of academic duties due to temporary disability.
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Attendance - All students are required to participate regularly each week of class or may be subject to being dropped from the course. The following are basic guidelines:

- Do not participate in first week of class = drop from the course
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- Frequent submission of late assignments = drop from the course

COURSE SYLLABUS

Program: Histology Technician **Effective Date: 13 Oct 20**

Course: HLS 4503 Histology Practicum III **5 Semester Hours**

Description: This course provides students with ample hands-on experience performing all the entry level competencies and the use of equipment of a typical histology laboratory in preparation for their clinical rotations. This course is conducted in a state-of-the-art functioning training laboratory where the operation of a histology laboratory is simulated in a safe and controlled environment. This course enables the students to prepare chemical solutions, accession specimens, perform basic laboratory administration, perform gross surgical procedures, tissue fixation and decalcification, tissue processing, tissue embedding, routine microtomy, frozen sections, special/routine staining.

Context: **Prerequisites** – Good academic standing.

Repeatable: - This course is not repeatable for credit.

General Education – This course does not satisfy general education requirements for the CAHS.

Design – Modified Didactic.

Outcomes: The student will be able to do the following:

1. Perform quality control on specimen accessioning, sectioning, and staining protocols
2. Operate with minimal instructor assist, histology laboratory equipment to include, but not limited to automatic tissue processor, compound microscope, bone saw, analytical balance, and surgical instrument.
3. Perform the set up and gross surgical dissection, staining and coverslipping procedures.
4. Perform the set-up, assist in post autopsy procedures.

Assessment: Outcomes will be assessed through a variety of mechanism including:

1. Formative discussions
2. Formative quizzes
3. Written assignments
4. Demonstration
5. Summative examination

Instruction: This course will adhere to the following **Outline of Instruction:**

- A. Gross Surgical Procedures
- B. Specimen Processing
- C. Routine and Special Staining
- D. Autopsy Procedures

Material: The following material is required:

All required course materials will be provided to students at the beginning of each sequential course, within the Histotechnician Program.

Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A,B,C,D	1,2,3,4	Formative discussion, Formative Quizzes, Demonstration, Summative examination

Course Policies: The following policies apply to this course.

Grading Policy – Letter grades with modifiers are assigned as defined below for CAHS programs.

Letter	Score	Grade Points
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	<60	0.00

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COURSE SYLLABUS

Program: Histology Technician **Effective Date: 13 Oct 20**

Course: HLS 4504 Clinical Practicum I **5 Semester Hours**

Description: This course strengthens the students' technical skills and develop entry-level competency in the areas of grossing, embedding, frozen sectioning, microtomy and histochemical staining and cytopreparatory techniques. Technical skills and troubleshooting ability are expanded upon, and emphasis is placed on productivity, teamwork, and professionalism in the workplace.

Context: **Prerequisites** – Good academic standing.

Repeatable: - This course is not repeatable for credit.

General Education – This course does not satisfy general education requirements for the CAHS.

Design – Modified Didactic.

Outcomes: The student will be able to do the following:

1. Apply all skills and knowledge gained at Medical Education Train Campus in a clinical laboratory situation, on a 40-hour-a-week basis.
2. Demonstrate ability to safely perform the daily routine and workflow of patient specimens under clinical preceptors and assisted by METC instructors.
3. Begin development of professional behaviors, strengthen interpersonal relationships, and build upon the skills necessary to function effectively as a professional in the laboratory and health care setting.
4. Employ entry-level competencies in the areas of grossing, embedding, frozen sectioning, microtomy and histochemical, staining and cytopreparatory techniques.

Assessment: Outcomes will be assessed through a variety of mechanism including:

1. Formative discussions
2. Formative quizzes
3. Written assignments
4. Demonstration
5. Summative examination

Instruction: This course will adhere to the following **Outline of Instruction:**

- A. Histopathology Procedures
- B. Comprehensive Academic Review

Material: The following material is required:

All required course materials will be provided to students at the beginning of each sequential course, within the Histotechnician Program.

Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A,B	1-4	Formative discussion, Formative Quizzes, Demonstration, Summative examination

Course Policies: The following policies apply to this course.

Grading Policy – Letter grades with modifiers are assigned as defined below for CAHS programs.

Letter	Score	Grade Points
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	<60	0.00

All students must achieve a final grade of 70% cumulative average to successfully complete the course.

Definitions of abbreviations used in the grade sheets/transcripts beyond the traditional A, B, C, D, F letter grade, consist of the following:

Grade	Description
I	Incomplete. The grade of "I" is issued when the student has not completed the course requirements, such as taking the final examination, submitting required assignments, or required course work, completing required hours within a practicum or internship. The grade of "I" is assigned <u>only</u> with the approval of the Dean or designated Official according to school policy. The course director must make a recommendation in writing to the Dean, or designated representative, with a copy to the Registrar, as to how and by what date the temporary "I" grade will be converted to a permanent grade. Failure to fulfill the stipulated requirements by the specified date, unless an extension is granted by the involved course director and approved by the Dean, will result in conversion of the "I" grade to a grade of "F". The temporary grade of "I" must be changed to a permanent grade prior to graduation. Per USU Instruction 6025C, a grade of "I" may be given with the interruption of academic duties due to temporary disability.
W	Withdrawal. The grade "W" is used when a student withdraws before the course session is complete. Per USU Instruction 6025, a grade of "W" may be given with the interruption of academic duties due to temporary disability.

Student Grievance/Appeal – The purpose for the Student Appeal Process is to provide a mechanism for objective internal review of faculty and staff actions or School Committee decisions. This Review Process may be utilized by students enrolled in courses in the College of Allied Health Sciences who believe these decisions resulted from inequitable and/or discriminatory decision-making procedures or processes. The wisdom of a decision cannot be grieved. Only the process that is believed to be inequitably applied, within the referent group, can be grieved. Implicit in this process is the need for the cooperation, openness, and good faith of all parties involved.

Students who wish to appeal a grade, may request to do so in a written letter to Associate Dean and using the CAHS Student Grievance/Appeal form. The student will have no more than ten (10) business days to grieve or appeal a grade decision in writing. All CAHS replies to the student will be in writing, and copies of the grievance/appeal including all directly related correspondence will be maintained by the Associate Dean. The decision of the Associate Dean can be appealed to the Dean in no more than five (5) business days. The decision of the Dean is final and cannot be appealed.

Attendance - All students are required to participate regularly each week of class or may be subject to being dropped from the course. The following are basic guidelines:

- Do not participate in first week of class = drop from the course
- Do not actively contribute for 1 week = drop from the course
- Frequent submission of late assignments = drop from the course

COURSE SYLLABUS

Program:	Histology Technician	Effective Date: 13 Oct 20
Course:	HLS 4505 Clinical Practicum II	5 Semester Hours
Description:	This course strengthens the students' technical skills and develop entry-level competency in the areas of grossing, embedding, frozen sectioning, microtomy and histochemical staining and cytopreparatory techniques. Technical skills and troubleshooting ability are expanded upon, and emphasis is placed on productivity, teamwork, and professionalism in the workplace. This course provides an opportunity for the student to further develop professional behaviors, strengthen interpersonal relationships, and build upon the skills necessary to function effectively as a professional in the laboratory and health care setting. Students receive comprehensive academic preparation to successfully pass the histotechnician board of certification examination of the American Society for Clinical Pathology (ASCP)	
Context:	Prerequisites – Good academic standing. Repeatable: - This course is not repeatable for credit. General Education – This course does not satisfy general education requirements for the CAHS. Design – Modified Didactic.	
Outcomes:	The student will be able to do the following: <ol style="list-style-type: none">1. Demonstrate proficiency with progressively more difficult histological cases such as special stains, cytological, immunohistochemistry and frozen sections.2. Demonstrate ability to use histology and cytological equipment while performing daily procedures in various clinical settings.3. Demonstrate ability to troubleshoot specimens during accessioning, embedding, microtomy and preparing cases for the next day.4. Develop confidence and strong technical skills in preparing for and assisting pathologist with routine and special postmortem examinations.	
Assessment:	Outcomes will be assessed through a variety of mechanism including: <ol style="list-style-type: none">1. Formative discussions2. Formative quizzes3. Written assignments4. Demonstration5. Summative examination	
Instruction:	This course will adhere to the following Outline of Instruction: <ol style="list-style-type: none">A. Histopathology ProceduresB. Comprehensive Academic Review	

Material: The following material is required:

All required course materials will be provided to students at the beginning of each sequential course, within the Histotechnician Program.

Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A,B	1-4	Formative discussion, Formative Quizzes, Demonstration, Summative examination

Course Policies: The following policies apply to this course.

Grading Policy – Letter grades with modifiers are assigned as defined below for CAHS programs.

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A	90-100	4.00
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All students must achieve a final grade of 70% cumulative average to successfully complete the course.

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W	Withdrawal. The grade “W” is used when a student withdraws before the course session is complete. Per USU Instruction 6025, a grade of “W” may be given with the interruption of academic duties due to temporary disability.
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COURSE SYLLABUS

Program:	Histology Technician	Effective Date: 13 Oct 20
Course:	HLS 4506 Clinical Practicum III	5 Semester Hours
Description:	This course provides an opportunity for the student to further develop professional behaviors, strengthen interpersonal relationships, and build upon the skills necessary to function effectively as a professional in the laboratory and health care setting. Students receive comprehensive academic preparation to successfully pass the histotechnician board of certification examination of the American Society for Clinical Pathology (ASCP).	
Context:	Prerequisites – Good academic standing. Repeatable: - This course is not repeatable for credit. General Education – This course does not satisfy general education requirements for the CAHS. Design – Modified Didactic.	
Outcomes:	The student will be able to do the following: <ol style="list-style-type: none">1. Understand how routine and special cases are processed through the areas of grossing, embedding, frozen sectioning, microtomy and immunohistochemistry, staining and cytology sections at all assigned clinical sites.2. Collaborate with clinical preceptors in team problem solving.3. Demonstrate confidence and strong technical skills of entry-level competency in the areas of grossing, embedding, frozen sectioning, microtomy and histochemical, staining and cytopreparatory techniques.4. Prepare to successfully pass the histotechnician board of certification examination of the5. American Society for Clinical Pathology (ASCP)	
Assessment:	Outcomes will be assessed through a variety of mechanism including: <ol style="list-style-type: none">1. Formative discussions2. Formative quizzes3. Written assignments4. Demonstration5. Summative examination	
Instruction:	This course will adhere to the following Outline of Instruction: <ol style="list-style-type: none">A. Histopathology ProceduresB. Comprehensive Academic Review	

Material: The following material is required:

All required course materials will be provided to students at the beginning of each sequential course, within the Histotechnician Program.

Schedule: The course will proceed per the class schedule below:

Topics	Outcomes	Evaluations
A,B	1-4	Formative discussion, Formative Quizzes, Demonstration, Summative examination

Course Policies: The following policies apply to this course.

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