NEW ENGLAND TECH

Medical Laboratory Technology
Associate in Science Degree
(For students entering their program January 2018 – 201820 or later)

General Information

The Associate in Science in Medical Laboratory Technology prepares students as entry-level medical laboratory technicians. Medical laboratory technicians use basic and specialized laboratory skills, computer technology, and knowledge of the human body to provide accurate and precise laboratory results requested by the physician to help diagnose, treat, and monitor disease. Medical laboratory technicians must also demonstrate ethical and moral attitudes and principles. An attitude of respect for the patient and confidentiality of the patient's record and diagnoses must be maintained at all times.

The MLT curriculum offers courses in basic sciences (biology, chemistry, anatomy and physiology), mathematics, social sciences, and the humanities as well as both didactic (including student laboratories) and clinical experience courses in the areas of hematology, coagulation, microbiology, immunohematology, chemistry, parasitology, immunology, and urinalysis.

Upon completion of the program, students are eligible to sit for a national certification examination, passage of which is required for state licensure. The certification of choice for most employers is through the American Society of Clinical Pathology (ASCP) Board of Certification. Completion of the MLT Program is not contingent upon passage of any external certification examination.

ACCREDITATION STATUS

The Medical Laboratory Technology program at New England Institute of Technology is accredited by the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS), www.naacls.org.

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NAACLS

Program Mission, Philosophy, and Outcomes

Program Mission

The mission of the Medical Laboratory Technology (MLT) program is to provide quality didactic and clinical instruction. The curriculum will include a combination of cognitive, psychomotor, and affective learning domains to prepare graduates to be competent entry-level Medical Laboratory Technicians.

Program Goals

The goals of New England Institute of Technology's MLT program are to:

1. Provide students with the highest quality academic and clinical education in the field of Medical Laboratory Technology.
2. Provide students with the appropriate technical skills needed to accurately perform laboratory test procedures in an efficient manner.
3. Provide a quality program that reflects continuing assessment, evaluation, and revision.
4. Prepare students for the American Society of Clinical Pathologists' (ASCP) Medical Laboratory Technician (MLT) certification exam, employment in a clinical laboratory, and/or further education.
5. Develop an understanding of the importance of the professional role of a Medical Laboratory Technician in the clinical laboratory.

Program Outcomes

Upon successful completion of the MLT program, the student will graduate with an Associate of Science Degree. Graduation from the program is not contingent upon student performance on the national certification examination. The graduate may also advance in the field to become a Medical Laboratory Scientist (MLS) by pursuing additional education and technical experience.

Upon completion of the Medical Laboratory Technology Program, the graduate is prepared to:

1. Collect, process and preserve blood and other body fluid samples.
2. Perform and report the results of clinical laboratory tests.
3. Operate laboratory equipment and instruments, performing preventive and corrective maintenance as required.
4. Identify pre-analytical, analytical, and post-analytical variables that affect procedures, instruments and results, and take appropriate corrective action.
5. Monitor and evaluate quality control in the laboratory.
6. Practice laboratory safety and regulatory compliance.
7. Perform information processing functions in the clinical laboratory.
8. Correlate and apply laboratory results to diagnosis of clinical conditions and/or diseases.
9. Communicate with colleagues and patients in a professional manner.
10. Model professional behaviors, ethics, and appearance.
11. Work effectively as a team member within the laboratory and with other healthcare professionals recognizing the comprehensive impact this has on health care.

Curriculum

Quarter I					
Course No.		*Course Title*	*C*	*L*	*T*
MLT	110	Introduction to Medical Laboratory Technology	2	2	4
BIO	100	Anatomy & Physiology I	4	0	4
BIO	101	Anatomy & Physiology I Lab	0	4	2
MA	*109*	*Math for Life Science (MA/SCI Core)*	*4*	*0*	*4*
EN	*100*	*Introduction to College Writing (COM Core)*	*4*	*0*	*4*
			14	6	18

Quarter II					
Course No.		*Course Title*	*C*	*L*	*T*
MLT	120	Urinalysis and Body Fluids	2	4	4
MLT	121	Immunology	4	0	4
BIO	120	Anatomy & Physiology II	4	0	4
BIO	121	Anatomy & Physiology II Lab	0	4	2
CHM	*101*	*Life Science Chemistry (MA/SCI Core)*	*3*	*2*	*4*
			13	10	18

Quarter III					
Course No.		*Course Title*	*C*	*L*	*T*
MLT	130	Hematology I	2	4	4
MLT	131	Medical Microbiology I	2	4	4
MLT	132	Clinical Chemistry I	2	4	4
EN	*110*	*Healthcare Communications (COM Core)*	*4*	*0*	*4*
			10	12	16

Quarter IV					
Course No.		*Course Title*	*C*	*L*	*T*
MLT	240	Hematology II	2	4	4
MLT	241	Medical Microbiology II	2	4	4
MLT	242	Clinical Chemistry II	2	4	4
ELECTIVE		*100-200 Level Social Sciences Core*	*4*	*0*	*4*
			10	12	16

Quarter V					
Course No.		*Course Title*	*C*	*L*	*T*
MLT	250	Immunohematology	2	4	4
MLT	252	Clinical Practicum I	0	21	5
ELECTIVE		*100-200 Level Humanities Core*	*4*	*0*	*4*
			6	25	13

Quarter VI					
Course No.		*Course Title*	*C*	*L*	*T*
MLT	260	Medical Laboratory Technology Seminar	2	0	2
MLT	262	Clinical Practicum II	0	12	4
ELECTIVE		*100-200 Level Humanities Core*	*4*	*0*	*4*
ELECTIVE		*100-200 Level Social Sciences Core*	4	*0*	*4*
			10	12	14
Total Quarter Credit Hours = 95					

Legend
C = Number of lecture hours per week
L = Number of laboratory / practicum hours per week
T = Total Quarter Credit Hours where each lecture hour per week is one credit, every 2-4 laboratory hours are one credit depending on the expected amount of pre- or post-lab work.

PLEASE NOTE: All liberal arts core courses are listed in italics.

All associate degree students are required to take a minimum of 32 credits of liberal arts and math/science courses as selected from the liberal arts core. See the course descriptions section of this catalog for a list of the core area courses. Students who place out of MA 109 must still take 32 credits of core courses.

Subject to change.

Liberal Arts Core Electives

All programs must meet certain minimum requirements in both the major and in the liberal arts. Course requirements for each program are listed in each curriculum along with liberal arts selections. Courses listed as "Core Electives" in a curriculum can be chosen by students from one of the several core areas listed below. Each core area provides a variety of courses for student choice. Students must take a minimum of 32 credits in core electives for the associate degree and an additional minimum of 28 credits for the bachelor's degree. Individual majors have specific requirements and may require more than the minimum number of liberal arts credits or may specify certain courses in a particular core area. All liberal arts core elective courses are 4 credits. Please refer to the curriculum of the major for specific requirements.

Associate Degree Core Elective Areas[1]

To obtain a minimum of 8 courses (32 credits), students may choose from the following course selections:

- **2 courses (minimum) from the Communications Core**
- **2 courses (minimum) from the Math/Science Core**
- **1-2 courses from the Humanities Core OR**
  - **1 course from the Humanities Core AND/OR**
  - **1 course from the Arts/Foreign Language Core**
- **1-2 courses from the Social Sciences Core**

Associate Degree Courses by Core[1]

Communications Core Electives (Minimum 8 Credits)
EN 100 Introduction to College Writing
EN 106 Service Industry Communications
EN 110 Healthcare Communication Skills
EN 200 Workplace Communications
EN 211 Oral Communications
HU 208 Rap/Rock and Poetry

Math/Science Core Electives (Minimum 8 Credits)
CHM 101 Life Science Chemistry
MA 100/110 Introduction to College Math
MA 105 Basic College Math with Lab
MA 109 Math for Life Science
MA 121 Business Math
MA 125 Technical Math I
MA 200 Applied Math for Business
MA 210 Technical Math II
PHY 126 Applied Physics & Lab
PHY 200 Physics I and Lab
SCI 110 Environmental Science

Arts/Foreign Language Core Electives (Maximum of 4 Credits in Place of a Humanities Course)
AR 203 Introduction to Drawing
AR 204 Introduction to Theater
AR 206 3D Sculpture: An Adventure in the Third Dimension
AR 207 Introduction to Applied Music
AR 209 The Art of Collage

JP 201 Introduction to Japanese
SP 201 Introduction to Spanish
SP 203 Spanish for Healthcare Workers

Humanities Core Electives (Minimum 4 Credits)
HU 208 Rap/Rock and Poetry
HU 211 Introduction to Film
HU 212 Documentary Film
HU 215 Popular Culture
HU 216 Music and the Media
HU 240 Graphic Design in the 20th Century
HU 242 The Automobile and American Culture
HU 244 Science Fiction
HU 289 Racing Through Film
HU 291 Critical Thinking and Chess

Social Sciences Core Electives (Minimum 4 Credits)
BU 236 Small Business and the Law
EC 203 Principles of Economics
HI 231 Contemporary History
HI 235 Architectural History
HI 280 The Holocaust
PS 140 Life-Span Development
PS 201 Introduction to Psychology
PS 202 Psychology of Healthcare
PS 203 Psychology of Happiness
PS 210 Human Relations in the Workplace
SO 203 Social Problems
SO 220 Internet and Society
SO 231 Crime and Deviance
SS 140 Criminal Investigations
SS 201 American Government in Action
SS 203 Terrorism & National Security
SS 204 Juvenile Justice System in America
SS 206 Constitutional Values in the 21st Century
SS 221 Technology and American Life
SS 222 Mindful Living

1. Subject to Change

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Degree Progress Checklist – Fall Starts

Check off each completed course.

Technical Course Requirements

Q1	MLT	110	_____
	BIO	100	_____
	BIO	101	_____
Q2	MLT	120	_____
	MLT	121	_____
	BIO	120	_____
	BIO	121	_____
Q3	MLT	130	_____
	MLT	131	_____
	MLT	132	_____
Q4	MLT	240	_____
	MLT	241	_____
	MLT	242	_____
Q5	MLT	250	_____
	MLT	252	_____
Q6	MLT	260	_____
	MLT	262	_____

Students are advised to take courses in the order and in the quarter in which they appear on this checklist. Any deviation may result in an extended time required to complete your degree as well as additional tuition and fees. Please contact your Student Advisor prior to making any changes to the course sequence.

Liberal Arts Core Requirements
8 Required Courses

Each course = 4 credits (total of 32 credits)

	Communications Core			
#1	EN	100	Q1	_____
#2	EN	110	Q3	_____

	Math/Science Core			
#3	MA	109	Q1	_____
#4	CHM	101	Q2	_____

	Humanities Core*		
#5	100-200 level HU elective	Q5	_____
#6	100-200 level HU elective	Q6	_____

*You may use one Arts/Foreign Language Core Elective to fulfill one Humanities Core requirement.

	Social Sciences Core		
#7	100-200 level SS elective	Q4	_____
#8	100-200 level SS elective	Q6	_____

Subject to change.
Please see your advisor for any questions**.**

Course Descriptions

MLT 110 Introduction to Medical Laboratory Technology
2 Class Hours 2 Lab Hours 4 Quarter Credit Hours
An introduction to clinical laboratory practices and procedures normally performed in a clinical laboratory, including quality control, laboratory math, safety, laboratory equipment, phlebotomy, accreditation, certification, and professionalism.

MLT 120 Urinalysis and Body Fluids
2 Class Hours 4 Lab Hours 4 Quarter Credit Hours
Prerequisite: MLT 110
Co-requisite: MLT 121
An introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney, and physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids. Correlation to abnormal findings and disease states will be discussed. Utilizes a student laboratory for experiences in basic urinalysis and body fluids analysis.

MLT 121 Immunology
4 Class Hours 4 Quarter Credit Hours
Prerequisite: MLT 110
Co-requisite: MLT 120
An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. Methods of testing for diagnosis of immune system disorders, viral and bacterial infections will be discussed.

MLT 130 Hematology I
2 Class Hours 4 Lab Hours 4 Quarter Credit Hours
Prerequisites: MLT 120, MLT 121
Co-requisites: MLT 131, MLT 132
Introduction to the theory and practical application of routine and special hematology procedures including, maturation sequence of formed elements, normal and abnormal morphology and associated diseases are discussed. Utilizes a student laboratory for experiences in basic hematology practices and procedures.

MLT 131 Medical Microbiology I
2 Class Hours 4 Lab Hours 4 Quarter Credit Hours
Prerequisites: MLT 120, MLT 121
Co-requisites: MLT 130, MLT 132
Fundamentals of microbiology with emphasis on pathogenic bacteria and infectious disease, including collection, setup identification, susceptibility testing, and reporting procedures. Laboratory experience will include approaches in classification and identification of pathogenic organisms.

MLT 132 Clinical Chemistry I
2 Class Hours 4 Lab Hours 4 Quarter Credit Hour
Prerequisites: MLT 120, MLT 121
Co-requisites: MLT 130, MLT 131
An introduction to the principles and procedures of various tests performed in clinical chemistry. Presents the physiological basis for the test, the principle and procedures for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory techniques, chemical laboratory safety, electrolytes and acid-base balance, mineral and bone metabolism, carbohydrates, renal function, hemoglobin production disorders. Students will be expected to correlate laboratory test results with normal physiology and biochemistry and with disease states. Utilizes a student laboratory for experiences in basic clinical chemistry procedures.

MLT 240 Hematology II
2 Class Hours 4 Lab Hours 4 Quarter Credit Hours
Prerequisite: MLT 130
Co-requisites: MLT 241, MLT 242
A study of hemostasis and coagulation in normal and disease processes. A continuation of theory and principles of formed elements and their function in normal and pathologic processes. Also introduced are additional basic practices and procedures in the hematology laboratory.

MLT 241 Medical Microbiology II
2 Class Hours 4 Lab Hours 4 Quarter Credit Hours
Prerequisite: MLT 131
Co-requisites: MLT 240, MLT 242
Fundamentals of microbiology with emphasis on parasitology, mycology, and virology. Proper recovery and handling of specimens, growth requirements, and identification of organisms will be covered. Laboratory experience will include approaches in classification and identification of pathogenic organisms utilizing morphologic, cultural, biochemical, enzymatic, serologic, and nucleic acid analysis. Mycology, parasitology, and virology will be introduced.

MLT 242 Clinical Chemistry II
2 Class Hours 4 Lab Hours 4 Quarter Credit Hours
Prerequisite: MLT 132
Co-requisites: MLT 240, MLT 241
A continuation of the principles and procedures of various tests performed in Clinical Chemistry I. Presents the physiological basis for the test, the principle and procedures for the test, and the clinical significance of the test results, including quality control and normal values. Also includes proteins, liver function, lipids, enzymes, metabolites, endocrine function, tumor markers, cardiac markers, therapeutic drug monitoring and toxicology. Students will be expected to correlate laboratory test results with normal physiology and biochemistry and with disease states. Utilizes a student laboratory for experiences in basic clinical chemistry procedures.

MLT 250 Immunohematology
2 Class Hours 4 Lab Hours 4 Quarter Credit Hours
Prerequisites: MLT 240, MLT 241, MLT 242
A study of blood antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, compatibility testing, blood donations, and transfusion therapy. Recordkeeping and quality control techniques will also be discussed. Utilizes a student laboratory for experiences in basic immunohematology procedures.

MLT 252 Clinical Practicum I
21 Lab Hours 5 Quarter Credits
Prerequisites: MLT 240, MLT 241, MLT 242
This course is designed to supplement and expand upon the foundational knowledge provided during the didactic portion of the MLT program. The simulated practicum will be completed on campus to provide the training required to apply knowledge gained during the program into practice. Students will be required to work independently to perform both routine and challenging laboratory tests. The collection, processing, and distribution of lab specimens according to standard procedures will be studied. Safety standards, legal and ethical behaviors, and quality control will be emphasized. The course allows students to rotate through key areas of the clinical laboratory including phlebotomy. Concepts, methods, and procedures discussed/studied in lecture and lab will be reinforced in the clinical practicum.

MLT 260 Medical Laboratory Technology Seminar
2 Class Hours 2 Quarter Credit Hours
Prerequisites: MLT 250, MLT 252
Professional topics in clinical laboratory science, including but not limited to, weekly discussion of materials covered during clinical site visits. Professional certifications and organizations are also discussed. Topics in lab accreditation, inspection, resume writing, professionalism, and management are covered as well.

MLT 262 Clinical Practicum II
12 Lab Hours 4 Quarter Credit Hours
Prerequisites: MLT 250, MLT 252
This course is designed to supplement and expand upon the foundational knowledge provided during the didactic portion of the MLT program. The practicum will be completed at a variety of affiliate laboratories (usually hospital-based) to provide the training required to apply knowledge gained during the program into practice. Students will be required to perform both routine and challenging laboratory tests. The collection, processing, and distribution of lab specimens according to standard procedures will be studied. Safety standards, legal and ethical behaviors, and quality control will be emphasized in a direct patient care setting. The course allows students to rotate through key areas of the clinical laboratory. Concepts, methods, and procedures discussed/studied in lecture and lab will be reinforced in the clinical practicum.

BIO 100 Anatomy & Physiology I
4 Class Hours 4 Quarter Credit Hours
This course presents a comprehensive study of the structure and function of the human body as a whole, emphasizing the normal which will serve as a background for the application of scientific principles both in everyday life and in the work of various health disciplines. Systems covered include integumentary, skeletal, muscular, nervous, and endocrine with respect to both histological and gross anatomy.

BIO 101 Anatomy and Physiology I Lab
4 Lab Hours 2 Quarter Credit Hours
Laboratory practice includes the study of tissues by using microscopic examinations and the dissection of animal specimens, along with histological experimentation. Units covered are concerned with general introductory material, the skeletal, muscular, endocrine, and nervous systems.

BIO 120 Anatomy & Physiology II
4 Class Hours 4 Quarter Credit Hours
This course is a continuation of Anatomy and Physiology I, concentrating on the circulatory, respiratory, digestive, urinary, and reproductive systems.

BIO 121 Anatomy and Physiology II Lab
4 Lab Hours 2 Quarter Credit Hours
Emphasis is placed on association, correlation, critical thinking and overview of the body as a whole functioning unit, with units covering circulatory, respiratory, digestive, urinary, and reproductive systems.

Liberal Arts Associate Degree Courses

Art (Arts/Foreign Language Core)

AR 203 Introduction to Drawing
4 Class Hours 4 Quarter Credit Hours
This course introduces students to key concepts and techniques integral to developing basic drawing skills. Class time will be spent discussing, demonstrating and practicing these skills in order to produce a comprehensive body of work specific to the course objectives. Course performance will be evaluated on effort and growth as opposed to artistic talent.

AR 204 Introduction to Theater
4 Class Hours 4 Quarter Credit Hours
This course will provide students with both a theoretical and practical understanding of acting and the theatrical process as evidenced by theatrical scenes, performed by students as a final project. Theater exercises will guide students toward self-discovery in order to explore character development and the interpretation of the content/themes of various plays. Students will write character analysis essays as a method for understanding the specific elements of acting necessary to accurately portray a given character. Students will also explore the ways in which a play is translated into a production with an emphasis on differentiating the functions of the playwright, the actor, the director, set designer and other members of a production team.

AR 206 3D Sculpture: An Adventure in the Third Dimension
4 Class Hours 4 Quarter Credit Hours
This course will teach students to think, see and function in 3-dimensional space. They will explore the differences and similarities between 2-dimensional and 3-dimensional representation in composition and design. Students will use a broad range of materials to create sculptures that will help them explore different aspects of 3-dimensional functioning. Class time will be spent in a combination of sculpture design and a discussion of slides of work reflecting the history of three-dimensional works of art from Greek times to the present. No prior experience with art courses is required.

AR 207 Introduction to Applied Music
4 Class Hours 4 Quarter Credit Hours
This course will afford students the opportunity to experience a "hands-on" approach to piano keyboard and composition. Each section of the course will focus on one musical concept through listening, playing and finally application. Because of the computer-assisted nature of the program, all levels of musical and keyboard comprehension can be accommodated and the course can be geared to the individual interests and needs of each student in the class.

AR 209 The Art of Collage
4 Class Hours 4 Quarter Credit Hours
Powerful imagery is a combination of technical skill and imagination. Students will exercise their ability to manipulate composition and color as well as cultivate the power of imagination in this studio class with a focus on collage, a technique where compositions are crafted by adhering various materials to a backing surface. Creativity and the development of ideas will be explored while acquiring a working knowledge of the elements and principles of art. The assemblage process of collage will be the design tool used to investigate, generate and express ideas. Students will research collage as an art form and examine the creative processes of various artistic disciplines. No prior experience is necessary. Students will be evaluated on their effort and creative growth as opposed to artistic talent.

Business (Social Sciences Core)

BU 236 Small Business and the Law
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
This course is designed for those students who intend to start and operate their own small business. This course will focus on the various elements associated with the start-up, acquisition and operation of a small business from the entrepreneurial point of view. Topics to be covered will include business formation, contract negotiations and drafting, financing, employee discrimination issues, customer relations issues, licensing, permits and tax basics. Additionally, students will be asked to complete a legal research assignment and prepare and present a business plan in their particular technological field of study.

Chemistry (Math/Science Core)

CHM 101 Life Science Chemistry
3 Class Hours 2 Lab Hours 4 Quarter Credit Hours
Prerequisite: MA 100/110 or MA 105 or MA 109
This course provides an introduction to inorganic chemistry and organic chemistry with a focus on Life Science applications as reflected in the selection of the text. Topics include measurement, units of concentration, the nature of atoms, states of matter, periodicity, bonding, stoichiometry, chemical reactions, thermodynamics and kinetics.

Community Enrichment

CE 101 Community Enrichment
1 Class Hour 1 Quarter Credit Hour
In this course, which is part of the Feinstein Enriching America Program, each student will explore ways of enhancing the community through performing a project which provides a service to the community. The project, which may be performed over one quarter, will be documented in a reflection paper in which the student will reflect on the significance of the experience.

Economics (Social Sciences Core)

EC 203 Principles of Economics
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
Introduces the fundamental principles of microeconomics and macroeconomics, such as scarcity, supply and demand, growth, fiscal and monetary policies, and the public and the private sectors.

English (Communications Core)

EN 100 Introduction to College Writing
4 Class Hours 4 Quarter Credit Hours
Placement: Based on an evaluation of a writing sample or successful completion of EN 030.
EN 100 is an introductory writing course designed to immerse students in the writing process and sharpen their critical thinking skills. In this course, students will practice using writing as a tool for learning by responding to readings, composing essays, and reflecting on the writing process itself. Through drafting, revising, and writing to learn, students will strengthen their ability to interpret, analyze, and evaluate the ideas presented in the course readings, lectures, and discussions. Conducting, evaluating,

and integrating research (through summarization, quotations, and paraphrasing) is a major component of this course. Additionally, students will be introduced to APA citation style, and will improve essential writing skills such as grammar, punctuation, and standard usage.

EN 106 Service Industry Communications
5 Class Hours 5 Quarter Credit Hours
In today's competitive service industry technicians must possess a mastery of both technical and nontechnical skills. EN 106 will introduce and equip students with the nontechnical or "soft skills" needed to succeed and advance in their field. Topics will include: written and verbal communication, professionalism, team collaboration, critical thinking, and problem-solving skills. Because learning to write and communicate effectively requires practice, the course provides numerous opportunities; including writing workshops, role play, and group activities, for students to apply the fundamentals of written and oral communication.

EN 110 Healthcare Communications
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
EN 110 builds off the foundation established in EN 100 and focuses on the necessity of clear written and oral communication in the allied health arena. Through role play, small group work, and presentations students will develop the communication and critical thinking skills they will need daily when communicating with other health care providers, clients, and their families. Additionally, by continuing in the writing process (researching, drafting, and revising) students will further their ability to write clear, concise, error free prose with attention given to audience and message.

EN 200 Workplace Communications
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100 or EN 110 or placement based on evaluation of a writing sample.
EN 200 builds off the foundation established in EN 100 and focuses on the necessity of clear written and oral communication in professional settings. Students will be exposed to a variety of business writing genres including memos, emails, business letters, and proposals. By continuing their engagement in the writing process (researching, drafting, and revising), students will compose several professional documents, reinforcing students' attention to audience and their aptitude to develop an effective workplace document. Additionally, this course strengthens students' ability to document in APA citation style, and hone essential writing skills such as grammar, punctuation, and standard usage.

EN 211 Oral Communications
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100 or EN 110 or placement
This is an introductory course with an emphasis on oral communication theory and practice, providing a basic understanding of the significance of oral communication as well as instruction and practice in the basic skills of public speaking. The course is intended to help students develop skills in speaking, organizing thoughts, and critical analysis. Major emphasis is placed on the preparation and presentation of formal speeches.

History (Social Sciences Core)

HI 231 Contemporary History
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
This course encourages students to explore economic, political, social and cultural developments throughout the world since World War II, particularly in developing nations including spiritual, scientific and intellectual developments.

HI 235 Architectural History
4 Class Hours 4 Quarter Credit Hours
This course is a study of the major periods and styles of architecture from Egyptian through postmodern. Styles studied will include Egyptian, Greek, Roman, early Christian, Byzantine, Romanesque, Gothic, Renaissance, Baroque, 18th, 19th and 20th century. Through a series of lectures, discussions, and readings, students will gain a fundamental understanding of the history of architecture including the historical and social context of each period respectively.

HI 280 The Holocaust
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
In this course, students will study genocide and mass murder in modern history. The focus of this course is the Jewish Holocaust of 1933-1945. Through film, photographs, and readings, the course will provide students with a basic understanding of the establishment of the Nazi Party and its attitudes, beliefs, and laws that were put into action during this time period. Students will compare the Holocaust to current genocidal acts in the world today, including the effects of genocide on society.

Humanities (Humanities Core)

HU 208 Rap/Rock and Poetry
4 Class Hours 4 Quarter Credit Hours
Core Fulfillment: Both Communications Core and Humanities Core
Prerequisite: EN 100
What do Eminem, Tupac, Bob Marley, Bob Dylan and WB Yeats have in common? All five wordsmiths are poets who use rhyme, rhythm, figurative language and poetic structure to craft language. In this course, students will explore poetic devices and important global themes through examination of poetry, written by Nobel Prize and Grammy Award winning writers. Focusing on aspects of poetic form will build students' understanding of and appreciation for the power of language.

HU 211 Introduction to Film
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
The focus of the course will be on what goes into the reading and analysis of a film. Film is comprised of several arts – and the objective of this course is to learn to appreciate films and to see them as important social documents that tell us much about ourselves and our world.

HU 212 Documentary Film
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
This course will expose students to the techniques and artistry of making interesting non-fiction films. Students will view and analyze significant documentary films and become familiar with the work of important filmmakers.

HU 215 Popular Culture
4 Class Hours 4 Quarter Credit Hours
This course will analyze cultural expressions of intellectual and social trends since 1950. Students will investigate literature, comics, movies, television, music, advertising, painting, computer games, and the Internet to probe the forces that shape our world. In this course, students will identify and evaluate the popular entertainment we consume and ask how our choices define us and shape our values. Understanding our values and culture enables us to understand why we buy what we buy, why we do what we do, and why we think the way we do.

HU 216 Music and the Media
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
This course will trace the long relationship between visual media and music. Students will study the movie industry from silent movies to the sound tracks that are an integral part of the movies of today. They will also study the importance of music in television, radio and the recording industry, particularly its role in commercials and the "selling" of products, people and programming. In addition, a substantial portion of the course will be devoted to the technology that has led to today's sophisticated performances and recording techniques.

HU 240 Graphic Design in the 20th Century
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
Throughout history, artists and designers have created visual works that help to define historical eras. In this course, students will examine and analyze the most prominent design styles of the past one hundred years. They will learn the defining features and major proponents of each style as well as how each style fits within its historical context. They will then use the knowledge gained to produce designs that respond to past styles in an engaged, knowledgeable way. Course performance will be evaluated on student effort and growth as opposed to artistic talent.

HU 242 The Automobile and American Culture
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
Undeniably, the automobile has had an enormous impact on American culture. A majority of Americans rely on individual transportation daily, but the car is more than a means of heading to work. Automobiles impact our personal independence, our choice of employment, the country and world economies, the environment, and our social culture. The Automobile and American Culture is a course designed to study the broad impact that the automobile has and continues to have on our nation and the world. Students will examine the automobile through historical documents, films, photographs, and music.

HU 244 Science Fiction
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
Isaac Asimov called science fiction "the literature of change." The course will analyze films, short stories, and a classic science fiction novel to understand the ways this popular genre entertains us and gives us insight into the impact science and technology has had on us.

HU 289 Racing Through Film
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100 or EN 106
Racing Through Film is a course dedicated to examining how the sport of motor racing has been explored through film. Through reading, discussion and viewing films we will consider such issues as the history of racing, questions of masculinity and the often countercultural and rebellious nature of racing, with particular interest in the anti-hero figure.

HU 291 Critical Thinking and Chess
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
This course teaches critical thinking and problem-solving skills by using the game of chess as an empirical model for evaluating situations, calculating risks, predicting the consequences of possible actions, solving problems efficiently, and investigating the benefits and limits of reasoning and creative play. Students will demonstrate those skills by solving a wide variety of tactical and strategic problems in chess, by writing a thoughtful analysis of the qualities necessary for a successful thinker/problem solver,

and by applying those qualities to situations in one's personal life and career. Chess will be used as a model for critical thinking skills and life skills.

Japanese (Arts/Foreign Language Core)

JP 201 Introduction to Japanese
4 Class Hours 4 Quarter Credit Hours
Students will be introduced to the basics of Japanese, (speaking, listening, reading, and writing) with an emphasis on comprehension and speaking. Vocabulary used in everyday communication in the workplace, school, and common social situations will be covered. Contemporary Japanese society will be addressed in class discussions and video presentations including, but not limited to art, education, film (in particular animé), food, literature, music, sports, and technology. Japanese technological invention and know-how, as well as the unique challenges of doing business with the Japanese will be studied. Japanese guest speakers will be invited to share their expertise and experiences.

Mathematics (Math/Science Core)

MA 100 Introduction to College Math with Lab
2 Class Hours 4 Lab Hours 4 Quarter Credit Hours
Prerequisite: Placement exam
Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various technical areas.

MA 105 Basic College Math with Lab
4 Class Hours 2 Lab Hours 5 Quarter Credit Hours
Prerequisite: Placement exam
Topics to be covered in this lab-based introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various technical areas.

MA 109 Math for Life Science
4 Class Hours 4 Quarter Credit Hours
This course is designed to assist in the understanding of the proper techniques needed to perform accurate dosage calculations; vital signs in order to ensure patient safety. This course will focus on developing the mathematical skills, critical thinking and quantitative reasoning methods needed to apply medical language and systems of measurement to solve problems in a variety of healthcare settings.

MA 110 Introduction to College Math
4 Class Hours 4 Quarter Credit Hours
Prerequisite: Placement exam
Topics to be covered in this introductory algebra course include operations with signed numbers, rules for exponents, polynomial operations, solutions to linear equations in one variable, and several applications important to various technical areas.

MA 121 Business Math
4 Class Hours 4 Quarter Credit Hours
Prerequisite: MA 100/110 or MA 105 or MA 106 or MA 109
This is an elementary applied course studying such business topics as interest rates, discounts, payrolls, markups, depreciation, insurance, mortgages, and basic statistics.

MA 125 Technical Math I
4 Class Hours 4 Quarter Credit Hours
Prerequisite: MA 105 or MA 100/110
Topics to be studied include the analytic geometry of a straight line, systems of linear equations, trigonometry, vectors and their applications, and quadratic equations.

MA 200 Applied Math for Business
4 Class Hours 4 Quarter Credit Hours
Prerequisite: MA 105 or MA 100/110
MA 200 is designed to help with the transition from basic algebra to more advanced business-related courses, such as statistics and finance. Applications will be stressed throughout the course. Specific topics include linear functions, quadratic functions, descriptive statistics, exponential functions, and annuities.

MA 210 Technical Math II
4 Class Hours 4 Quarter Credit Hours
Prerequisite: MA 125
The following four major topics and their applications will be studied: Cramer's Rule, exponential and logarithmic functions, trigonometry, and complex numbers.

Physics Courses (Math/Science Core)

PHY 126 Applied Physics & Lab
3 Class Hours 2 Lab Hours 4 Quarter Credit Hours
Prerequisite: MA 100/110 or MA 109
This course studies the applications of fundamental concepts of physics. The topics covered include: the motion of objects, the forces that cause motion, velocity, acceleration, Newton's Laws, torques, work, power, and energy. The laboratory component is designed to give students the opportunity to have hands-on experience with the fundamental concepts of physics studied in the theory portion of the course.

PHY 200 Physics I & Lab
3 Class Hours 2 Lab Hours 4 Quarter Credit Hours
Prerequisite: MA 125
This course is a non-calculus approach to the study of fundamental physics and includes kinematics and dynamics of bodies, velocity, acceleration, and Newton's laws of motion, forces in equilibrium, concurrent and non-concurrent forces, work, power, energy, and torque. Labs are performed within the course to reinforce concepts.

Psychology (Social Sciences Core)

PS 140 Life-Span Development
4 Class Hours 4 Credit Hours
The purpose of Life-Span Development is to introduce students to the broad concepts of human growth and development from conception to death. Students will be introduced to human development from the prenatal stage to death with particular emphasis placed on early childhood, adolescence and old age. The course is especially designed for students entering the healthcare professions as the slant is toward practical application of all stages. Upon completion of the course, students should be able to demonstrate a basic knowledge of the developmental stages of life.

PS 201 Introduction to Psychology
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
This introductory course in psychology is a survey of the multiple aspects of human behavior. It includes, but is not limited to, such topics as the history of psychology, the biological foundations of behavior, memory, learning, personality, psychological disorders and treatment and social behavior. Importantly, this course will be geared to stress those areas of more practical significance for those in medical service fields.

PS 202 Psychology of Healthcare
4 Class Hours 4 Credit Hours
Prerequisite: EN 100 or EN 110
This course addresses the human element of clinical competence in providing health care. Students will explore the psychodynamics of interactions between health care workers and patients, the psychological influences of illness and pain, the psychosocial factors that impact one's effectiveness as a health care team member, the impact of families on a patient's treatment plan, the role of body image in patient responsiveness to treatment, and a variety of other psychosocial factors that influence health care delivery.

PS 203 Psychology of Happiness
4 Class Hours 4 Credit Hours
This course will explore the psychological principles associated with the experience, feelings and thoughts of happiness. Students will be exposed to a variety of research investigations that have studied different variables that impact happiness. Some of the subtopics discussed in this course include ways to define and measure happiness, differences and similarities in happiness across cultures, happiness and money, and ways to increase happiness.

PS 210 Human Relations in the Workplace
4 Class Hours 4 Quarter Credit Hours
Major skill areas covered in the course include making a good impression with your employer, managing conflict with difficult coworkers, working on a team with diverse groups of people, providing exceptional customer service, and managing on-the-job stressors. This course provides a set of practical human relations techniques that will help students increase the likelihood of job security and career advancement in any current or future job.

Science (Math/Science Core)

SCI 110 Environmental Science
4 Class Hours 4 Quarter Credit Hours
This course will focus on man's interaction with his environment. It will cover current issues like global warming, human population growth, and pollution.

Sociology (Social Sciences Core)

SO 203 Social Problems
4 Class Hours 4 Quarter Credit Hours
This course will examine contemporary social issues from multiple perspectives. Attempts to see the ethics, the arguments and the policy outcomes involved in problems such as drug abuse, crime, poverty and the global environment.

SO 220 Internet and Society
4 Class Hours 4 Quarter Credit Hours
Prerequisite: B- or better in EN 100
Internet and Society is an online course that focuses on the impact of the Internet on our lives. The goal of this course is to encourage students to think deeply and critically about the reality of living in a technology-driven society and how technological change influences work, families, social lives, education, and privacy.

SO 231 Crime and Deviance
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
This course traces the historical development of crime and deviance. A review of the social, physiological, and psychological theories of crime are examined. Topics such as the history of policing and the history of corrections are also reviewed.

Spanish (Arts/Foreign Language Core)
These courses are designed for students with no prior knowledge of Spanish.

SP 201 Introduction to Spanish
4 Class Hours 4 Quarter Credit Hours
This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with customers and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. Topics covered include: conversational skills as well as key principles of Spanish grammar and cultural traditions in Spanish-speaking countries.

SP 203 Spanish for Healthcare Workers
4 Class Hours 4 Quarter Credit Hours
This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with Spanish speaking patient and family and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. While each class will emphasize conversational skills, the course will also cover some key principles of Spanish grammar and provide some exposure to a variety of cultural traditions in Spanish-speaking countries.

Social Sciences (Social Sciences Core)

SS 140 Criminal Investigations
4 Class Hours 4 Quarter Credit Hours
In this course, students will get exposure to a wide range of interpersonal and scientific factors that are explored by criminal investigators in their efforts to support hypotheses developed to solve a variety of crimes. Some of the course topics will include the appropriate collection of evidence at a crime scene, techniques for interviewing witnesses and suspects, the role of the crime lab, the science of fingerprinting, forensic medicine, and the preparation of testimony that leads to the conviction of criminals.

SS 201 American Government in Action
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
This is an introductory course that will help students understand how the pieces of American government fit together, and how politics continuously affects their lives. Students will examine the roles of interest groups, the media, political parties and the three branches of government. Class discussions about relevant and current political issues will be encouraged.

SS 203 Terrorism and National Security
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
This course examines the challenge contemporary terrorism presents for U.S. national security. It investigates the causes of terrorism and inquires into the motives, objectives, methods, and effectiveness of contemporary terrorist groups with an emphasis on al Qaeda. Analysis of the determinants of American counter-terrorism policies and evaluation of the effectiveness of these initiatives are central themes of the course. As such, evaluation of the roles the invasion of Afghanistan, the Iraq War, covert operations, domestic and foreign internal security initiatives, and global law enforcement operations have played in addressing the terrorist threat are major points of emphasis.

SS 204 Juvenile Justice System in America
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
The course is designed to explore the components of the juvenile justice system in America. The various features, characteristics, policies and concerns about the juvenile justice system are carefully examined. As part of the review, adolescent behavior and influence of the family dynamic will be discussed. The detention of juveniles, the various programs focused on the diversion of youths from the juvenile justice system, rehabilitation programs and prevention programs will also be reviewed.

SS 206 Constitutional Values in the 21st Century
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
This course is an introduction to constitutional law and will utilize a historical examination of major United States Supreme Court decisions to better understand contemporary federal and state judicial interpretations of constitutional theory and individual freedoms. It will focus on government powers, the federal court system and judicial review. It will also closely examine those individual freedoms guaranteed under the Bill of Rights and will critically analyze the controversial issues of gun control and the death penalty. Students will also understand how the interpretation of the Constitution involves the application of individual and societal values. These topics will be reinforced through case briefs, persuasive essays, current event worksheets, group activities, debates and media presentations.

SS 221 Technology and American Life
4 Class Hours 4 Quarter Credit Hours
Prerequisite: EN 100
The course, based on abstract thinking and analysis, examines the interactive relationship between technology and society over historic time and across geographic space. The course will address basic questions about technology and its place in society. Students will be able to evaluate the impact of social change on their lives, and the impact of their technology on changing the social system.

SS 222 Mindful Living
4 Class Hours 4 Quarter Credit Hours
On a single day, how often do you find yourself pulled in multiple directions? In a world inundated with information, and increasingly demanding of our time and attention, it can be overwhelming to know how to even begin prioritizing what is important. What if there were something you could do to increase your productivity, reduce anxiety and stress, and be more fully present in your daily experiences? Welcome to the practice of mindfulness –sustained, purposeful, moment-to-moment attention without judgement. Research studies have shown that a regular mindfulness practice yields concrete physical and emotional benefits, including reduced stress, decreased physical pain, increased concentration, and a happier mindset. In this course, you will learn different ways to practice mindful living.

Questions & Answers

1. **When do my classes meet?**
   Day Classes: Your medical laborabory technology classes normally meet for at least three hours a day, for up to five days a week. Classes normally begin in the early morning (7:45), late morning (usually 11:25), or mid-afternoon. The time slot for your program may vary from quarter to quarter.

   Evening Classes: Technical classes meet on the average of three nights a week, although there may be times when they will meet four nights a week. Classes normally begin at 5:45 p.m.

   In addition, to achieve your associate degree, you will take a total of approximately eight liberal arts courses which will be scheduled around your technical schedule over the course of your entire program. Each liberal arts course meets approximately four hours per week. Liberal arts courses are offered days, evening and Saturdays.

   At the beginning of each quarter you will receive a detailed schedule giving the exact time and location of all your classes. The College requires that all students be prepared to take classes and receive services at any of NEIT's locations where the appropiate classes and services are offered.

   When a regularly scheduled class falls on a day which is an NEIT observed holiday (Columbus Day, Veterans Day, Martin Luther King, Jr. Day, and Memorial Day), an alternate class will be scheduled as a make up for that class. The make up class may fall on a Friday. It is the student's responsibility to take note of when and where classes are offered.

2. **How large will my classes be?**
   The average size for an on-campus lecture class is about 20 to 25 students; however, larger and smaller classes occur from time to time. The average size for MLT student laboratory experiences is about 8 to 12 students per lab. The average size for clincial laboratory practicum is 1 to 2 students.

3. **How much time will I spend in lab and at clinical sites?**
   Most medical laboratory technology courses consist of laboratory and clinical experiences. Greater than 50% of your technical courses will be spent in the laboratory or clinical setting. In order for you to get the most out of your laboratory and clinical experiences, you will first receive a thorough explanation of the theory behind your lab/clinical work.

4. **Where do my classes meet?**
   Students should be prepared to attend classes at any of NEIT's classroom facilities at the Post Road, Access Road, or East Greenwich campuses. Practical experiences will include rotations off-campus at various clinical laboratories located in hospitals.

5. **I have not earned my high school diploma or GED: can I enroll in an Associate Degree Program?**
   A candidate for admission to an associate degree program must have a high school diploma, have earned a recognized equivalency diploma (GED), or meet the federal home school requirements.

6. **How long should it take me to complete my program?**
   To complete your degree requirements in the shortest possible time, you should take courses as outlined in the prescribed curriculum. For a typical six-quarter curriculum, a student may complete the requirements in as little as 18 months.

   To complete all your degree requirements in the shortest time, you should take at least one liberal arts course each quarter. Students who need more time to complete their curriculum may postpone some of the liberal arts courses until after the completion of the technical requirements. Students are provided up

to two additional quarters of study to complete the liberal arts requirements without any additional tuition assessment fee. During these additional quarters of study, students are required to pay all applicable fees.

Students may also elect to complete some of their liberal arts requirements during Intersession, a five-week term scheduled between Spring and Summer Quarters. Students will not be assessed any additional tuition for liberal arts courses taken during the Intersession but may be assessed applicable fees.

Students needing to extend the number of quarters needed to complete the required technical courses in their curriculum will be assessed additional tuition and fees.

7. **Is NEIT accredited?**
NEIT is accredited by the New England Association of Schools & Colleges. Accreditation by NEASC is recognized by the federal government and entitles NEIT to participate in federal financial aid programs. Some academic departments have specialized professional accreditations in addition to accreditation by NEASC. For more information on accreditation, see NEIT's catolog.

NEIT is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS) as a program for educating medical laboratory technicians.

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road, Suite 720
Rosemont, IL 60018-5119
847.939.3597
773.714.8886 (FAX)
info@naacls.org
http://www.naacls.org

8. **Can I transfer the credits that I earn at NEIT to another college?**
The transferability of a course is always up to the institution to which the student is transferring. Students interested in the transferability of their credits should contact the Office of Teaching and Learning for further information.

9. **Can I transfer credits earned at another college to NEIT?**
Transfer credits will be considered for admission on the basis of achieving a 3.0 GPA in each of the courses equivalent to EN 200 Workplace Communications (or EN 110 Healthcare Communications), EN 100 Introduction to College Writing, and MA 109 Math for Life Sciences. Transfer credit for other appropriate courses taken at an accredited institution will be considered for courses in which the student has earned a "C" or above. All courses being considered for transfer credit must have been taken in the last three years for math, science, and technicial credits and the last ten years for all other courses. An official transcript from the other institution must be received for transfer credit to be granted. Students will receive a tuition reduction for the approved courses based on the program rate and will be applied against the final quarter of the curriculum's tuition amount. No tuition credit is provided for courses which are not a part of the technical medical laboratory technology curriculum.

10. **What is the "Feinstein Enriching America" Program?**
New England Institute of Technology is the proud recipient of a grant from the Feinstein Foundation. To satisfy the terms of the grant, the College has developed a one-credit community enrichment course which includes hands-on community enrichment projects. The course can be taken for a few hours per quarter, spread over several quarters. Students who are already engaged in community enrichment on their own may be able to count that service towards course credit.

11. How many credits do I need to acquire my Financial Aid?
In order to be eligible for the maximum financial aid award, you need to maintain at least 12 credits per academic quarter.

12. What does my program cost?
The cost of your program will be as outlined in your enrollment agreement, along with your cost for books and other course materials. Students who decide to take more quarters than the enrollment agreement describes to complete the technical courses in their curriculum will be subject to additional fees and possible additional tuition costs. Students who elect to take the technical portion of the degree requirements at a rate faster than the rate prescribed in the curriculum and the enrollment agreement will be assessed additional tuition.

Students who require prerequisite courses will incur additional tuition and fees above those outlined in their enrollment agreement.

If a student elects to take a course(s) outside of the prescribed curriculum, additional tuition and fees will be assessed.

Remember, students who withdraw and re-enter, one time only, pay the tuition rate that was in effect for them at the time of their last day of attendance for up to one year from their last day of attendance. Second re-entries and beyond pay the tuition rate in effect at the time they re-enter. The most economical way for you to complete your college degree is to begin your program now and continue your studies straight through for the six quarters necessary to complete your degree requirements.

13. What kind of employment assistance does NEIT offer?
The Career Services Office assists NEIT students and graduates in all aspects of the job search, including resume writing, interviewing skills, and developing a job search strategy. Upon completion of their program, graduates may submit a resume to the Career Services Office to be circulated to employers for employment opportunities in their fields. Employers regularly contact us about our graduates. In addition, NEIT's Career Services Office contacts employers to develop job leads. A strong relationship with employers exists as a result of our training students to meet the needs of industry for over fifty years. No institution can, and NEIT does not, guarantee to its graduates employment or a specific starting salary.

14. Where will job opportunities exist?
Graduates have obtained employment in the local area. However, one of the most exciting aspects of NEIT's programs is the ability to look nationally for employment opportunities.

15. Is there any state or federal licensing required in my field?
Yes. All states require certification but only thirteen states require licensure. Please check each state's regulations.

16. What is a Medical Laboratory Technician?
A medical laboratory technician (MLT) is an integral member of the health care team. Medical laboratory technicians act as detectives for physicians. MLTs perform and analyze tests on blood, urine, and other body fluids and report the lab results to physicians. Laboratory results provide about 85% of the information necessary to diagnose, treat, and manage disease. Most medical laboratory technicians work in hospital laboratories, but other opportunities exist in physicians' office laboratories and reference laboratories.

17. When I graduate, will I be a Certified Medical Laboratory Technician?
Upon completing the program, you will receive an Associate in Science Degree in Medical Laboratory Technology. Only individuals who have graduated from a NAACLS accredited medical laboratory technology program within an accredited institution may sit for the Medical Laboratory Technician

Examination. The most commonly recognized examination is given by the American Society of Clinical Pathologists (ASCP).

18. **When is the national board exam offered?**
The Medical Laboratory Technician examination is given several times throughout the year. For exam dates and application deadlines, consult the American Society of Clinical Pathologists (ASCP) at www.ascp.org.

19. **Will this program prepare me for the national certification examination?**
Yes. In Quarter 6, MLT 260 Medical Laboratory Technology Seminar in conjunction with the Academic Skills Center, there will be a review of each area of the clinical laboratory for preparation of the certification exam.

20. **Does this program have a dress code?**
Appropriate attire will be required during your laboratory and fieldwork training. Specific dress codes will be provided to you prior to the laboratory and fieldwork training. Students will be required to purchase a laboratory coat and scrub attire. It is understood that in a professional work environment, clothing must adhere to the standards of the profession.

21. **Who employs medical laboratory technicians?**
While the majority of medical laboratory technicians are employed in hospital laboratories, state laboratories, private laboratories, medical and diagnostic laboratories, and physician official laboratories also employ MLTs.

22. **What is the work environment for medical laboratory technicians?**
Most people who work in the healthcare field are very compassionate and get satisfaction from helping people. Although medical laboratory technicians are generally not in the public eye, they are a vital part of a patient's care plan. MLTs work with highly specialized and automated technology to perform tests and report them to physicians. An MLT is also very organized, can multitask, and also must practice standard precautions in the laboratory at all times.

23. **What are the requirements for admission into the Medical Laboratory Technology program?**
All students will complete the Accuplacer assessment after they enroll with admissions. After completing the Accuplacer assessment, students will consult with an advisor.

24. **What are the Accuplacer scores to be admitted into the program?**
You will need a Reading score of 75, a Math score of 41, and a Writing score of 14.

25. **What if I have taken science courses more than 3 years ago?**
All science courses must be completed within 3 years of entering the Medical Laboratory Technology program. These courses are important and serve as foundation courses for the information you will receive in the program. Students have the opportunity to earn course credit by passing a challenge exam, a College Level Examination Program (CLEP) test, and/or through a portfolio review process. The portfolio review allows students to earn course credit by demonstrating mastery of skills acquired through independent study, on-the-job training, professional development, cultural pursuits, or internships.

26. **Who will be teaching the MLT program courses?**
Rebbecca D. Silva, MS, MT (ASCP)
Department Chair, Program Director, Associate Professor

Jamie Hatch, MLT (ASCP)
Instructor and Clinical Coordinator

Carmen Pierce, MT (ASCP)

Adjunct Instructor

Lucille Boyce, MS, MLS (ASCP)
MLT Laboratory Assistant/MLT Tutor

27. What are the academic policies of the MLT program?

1. Every student enrolled in the Associate in Science Degree in Medical Laboratory Technology is required to obtain a minimum grade of C (73%) in all courses throughout the program.
2. In the MLT courses, a passing final course grade of C (73%) is earned only if students achieve a minimum of a C (73%) overall average in the laboratory portion of the course.
3. A student who receives less than a C in a MLT, BIO, or MA course cannot advance to the next quarter.
4. Students who need to repeat a MLT course may be admitted in the next cohort only on a space available basis. When the student is ready to repeat the MLT course (for example, after passing a MLT pre-requisite course such as BIO) the department chair will place the student on a "waiting list." The student will need to wait for a MLT seat to become available and if one does, a waiver to register will be issued from the department chair.
5. A student must maintain a cumulative grade point average of at least 2.00 throughout the program. If unable to meet the 2.00 GPA will lead to dismissal.
6. Students who fail to achieve the above stated grades must meet with the Department Chair and the Student Advisor for the MLT program to discuss modifications to their class schedule. Failing to achieve a required grade may delay a student's graduation date. Failure to progress may also have financial implications. Each student is responsible for meeting with Student Accounts and Financial Aid personnel to discuss his or her individual situation.
7. MLT students are allowed only one withdrawal from a MLT or BIO course during their program of study. Students will be allowed to repeat one MLT or BIO course and must earn a grade of C (73%) or better in the course to remain in the program.
8. A student may repeat only one failed (less than C) MLT course over the course of the program. A student who earns less than a C in the repeated course or any other MLT course will be dismissed from the program.
9. A student may repeat only one failed (less than C) BIO course over the course of the program. A student who earns less than a C in the repeated course or any other BIO course will be dismissed from the program.
10. A student who does not earn at least a C (73%) in either two MLT courses, or two BIO courses, or one of each, will be dismissed from the program.
11. Students who have been withdrawn for more than 2 or more quarters or who have withdrawn for another reason for example medical; please refer to withdrawal return policy in the Appendix of this document.

28. Is there any open lab time?

Most laboratories will not be open outside of scheduled course times. Attendance is mandatory and participation in the laboratory is integral to learning the important techniques and aquiring the essential skills necessary to succeed. If preparatory assignments are completed, there is sufficient time built into your lab schedule to complete required tasks.

29. Are good math skills a necessary requirement for success as a medical laboratory technician?

Yes, laboratory math is used by medical laboratory technicians quite often. Ability to utilize these skills is required in clinical practice settings.

30. Is working with patient specimens a requirement in the laboratory portion of the MLT classes?

Yes, performing tests and analyzing real patient results is a central part of the MLT curriculum.

31. If I should experience a disruption in my medical laboratory technology (MLT) courses due to illness, etc., is there a laboratory skill refresher course that might be available to me?

No. The experience students obtain form the clinical rotations at health care facilities cannot be duplicated in the laboratory.

32. Do I need to maintain a certain grade point average?
Yes. For all quarters, a grade of C or better must be attained in all MLT, biology, and chemistry courses in order to advance to the next quarter. A cumulative grade point average of at least 2.00 must be maintained throughout the program.

33. What is the dismissal policy of the MLT program?
A student will be dismissed if grades are not in accordance with the MLT Academic Polices.

- Each quarter, final grades roll out on Tuesday of Week 11. The Department Chair will review students' final grades and identify students who did not pass MA, BIO or MLT courses. The Department Chair will then place a hold on these students that will prevent the student from repeating/registering for MLT.
- When the student is ready to repeat the MLT course (for example, after passing a MLT prerequisite course such as BIO) the Department Chair will ask that the student be placed on a "waiting list." The student will need to wait for a MLT seat to become available and if one does, a waiver will be issued from the Department Chair.
- Once the Department Chair determines whether there are available seats for students who need to repeat a MLT course, waivers will be given to students on the wait list. If there is more than one student waiting for placement, the students will be placed on the waitlist management spreadsheet, and the students will be ranked by GPA. The highest GPA student will be offered a seat first. If the student does not take that seat, it will be offered to the next highest GPA. Once the Department Chair determines whether there are available seats for students who need to repeat the failed MLT course, waivers will be given to the students on the wait list.
- A student may be terminated or denied a certificate of graduation if they do not complete the internship according to all New England Institute of Technology policies.
- Offenses that may result in immediate dismissal include, but are not limited to:
  - Cheating
  - Plagiarism
  - Violation of patient confidentiality
  - Excessive absenteeism
  - Constant tardiness
  - Violation of hospital policies while in clinical

34. Are there any additional costs/activities associated with this program?
In addition to what is stated in the college catalog, all students enrolled in the MLT program are required to have documentation of the following: negative Mantoux test, Tetanus/Diptheria/Pertussis vaccine, Measles, Mumps, and Rubella (MMR) vaccine, Varicella (Chicken Pox) vaccine, and Hepatitis B vaccine. Personal negligence and malpractice insurance is also required by affiliating facilities where internships are scheduled. Uniforms, equipment, laboratory fees and textbooks will also need to be purchased.

35. Where can I purchase a uniform and what kind of uniform do I need?
Students may purchase items for their uniforms online at Alexander's Uniforms http://aucorporateapparel.com/. At the site's homepage, click "New England Institute of Technology" from either the icon or the left tab, then select your department from the list. All items are priced to include a 15% discount. If you have any questions, contact Wendy Magnette via email at wmagnette@alexandersuniforms.com or at 401-654-6500.

The required uniforms include:	
Pewter Cherokee 4777 Unisex Scrub Top with emb logo	$11.05 (XXS-XL), $13.60 (2X-5X)
Pewter Cherokee 4100 Unisex Scrub Pant	$11.90 (S-XL), $14.45 (2X-5X), $13.60 (ST-XLT)
Identification Pin D23	$13 ea.

You may also purchase your uniform items at Alexander's Uniforms at one of their three locations (recommended if you are unsure of the size): 1) *Rhode Island:* Marshall's Plaza, 1 Lambert Lind Highway, Warwick RI 02886, 860-889-7744, 401-654-6500; 2) *Connecticut:* 77 Salem Turnpike, Norwich, CT 06360, 781-762-1449; 3) *Massachusetts:* 500 Providence Highway, Norwood MA 02062. A Student ID is needed to ensure you receive your 15% discount at checkout.

36. **Are there any health provision requirements?**
In addition to the physical exam, required immunizations, and TB test requirements, students should be in good physical condition. Because of the potential exposure to bodily fluids, specimens and tissue, there are certain limitations that should be observed by any student who is pregnant or might be pregnant or who has a condition that renders a student immunocompromised. Those students should meet with the Program Director to discuss the potential harmful effects of exposure to inherent dangers on the fetus or immune system in the practice of Medical Laboratory Technology, and the options available to a student to fulfill the educational requirements of the program.

37. **Are there any behavior standards for this program?**
Medical Laboratory Technology students are expected to exhibit ongoing professional behavior. This behavior will be assessed continually and will not only encompass grades, but also adherence to classroom protocol, laboratory safety, attendance, participation and preparedness for class, appearance, ability to work as a team member, and general professional behavior. Practicum participation is dependent upon the above.

38. **Are there evening classes?**
Currently there are no evening classes offered in the medical laboratory technology program. However, students may choose to take their liberal arts classes during evening hours, on Saturday or online.

39. **Will I actually have the opportunity to practice these skills in a real professional environment while still in school?**
Yes. The MLT program will provide you with a clinical laboratory practicum. During course work and laboratory training, you will have the opportunity to practice skills used by MLTs.

40. **What is a Practicum?**
A Practicum is a practical hospital laboratory experience that expands student knowledge and builds proficiency of skills acquired in the classroom and laboratory. This Practicum is a cooperative effort between the student, the faculty, and a hospital laboratory. The facility is chosen by the program director.

41. **Where do I go for the Medical Laboratory Technology Practicum? Will that site be provided for me or must I find a site on my own?**
A practicum may be completed at various hospital laboratories throughout the region. These clinical experiences may be held on weekends, and weekday morning and evening time schedules. NEIT cannot guarantee placement at a particular facility. Students should be prepared to commute for practicum experiences. NEIT does not provide transportation to internship sites nor does it reimburse students for traveling expenses (parking, mileage, etc.). All practicum sites may require a criminal background check and/or drug testing.

42. **What clinical laboratories is the MLT program affiliated with?**
Currently the MLT program is associated with South County Hospital. We are actively looking for additional clinical affiliations.

43. **What if there are not enough clinical spot for the clinical experience?**
MLT clinical rotations are not easily acquired and clinical sites are precious. NEIT is fortunate to have many area hospitals and private laboratories in Rhode Island, as well as Connecticut and Massachusetts.

Currently, the program is affiliated with South County Hospital. If, there are more students eligible to begin clinical than available at the affiliate, students admitted chronologically will be allowed to register for the clinical course. Any remaining spaces will be filled by additional students based on the date that the MLT application was accepted. Students who are not able to be placed in clinical will be placed as soon as clinical sites become available.

44. **Am I allowed to get paid for my clinical experience?**
No. Medical Laboratory Technology students are not allowed to perform service work or to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform laboratory procedures. If service work opportunities are available, the clinical institution can schedule a currently-enrolled MLT student for work only during non-instructional hours.

45. **Is any continuing education required after graduation from NEIT?**
Yes, many state associations require a certain number of hours of continuing education (CE) to renew certification. Additionally, ongoing advances in treatments and technology necessitate taking advantage of educational opportunities to keep knowledge and skills up to date.

46. **Is there a Code of Ethics for clinical laboratory professionals?**
Yes, the Code has been developed by the American Society of Clinical Laboratory Science and can be found on the internet at http://ascls.org/about-us/code-of-ethics.

Technical Standards for Medical Laboratory Technology

The field of medical laboratory technology is both intellectually and physically challenging. The American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue program admission. However, all students must meet the essential skills and technical standards to perform functions required of the Medical Laboratory Technician program and profession. Every student will be held to the same standards with or without reasonable accommodations.

Visual and Observation Skills: A student in the MLT program must possess sufficient visual skills and skills of observation to perform and interpret laboratory assays, including the ability to:

- Observe laboratory demonstrations in which lab procedures are performed on patient samples (i.e. body fluids, culture materials, tissue sections, and cellular specimens).
- Characterize the color, consistency, and clarity of biological samples or reagents.
- Use a clinical grade binocular microscope to discriminate among fine differences in structure and color (i.e. hue, shading, and intensity) in microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.
- Recognize alarms.

Motor and Mobility Skills: A student must possess adequate motor and mobility skills to:

- Perform laboratory tests adhering to existing laboratory safety standards.
- Perform moderately taxing continuous physical work. This work may require prolonged sitting and/or standing, over several hours and some may take place in cramped positions.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Perform fine motor tasks such as pipetting, inoculating media, withdrawing a blood sample from a patient, handling small tools and/or parts to repair and correct equipment malfunctions, and transferring drops into tubes of small diameter.
- Use a computer keyboard to operate laboratory instruments and to calculate record, evaluate, and transmit laboratory information.

Communication Skills: A student must possess adequate communication skills to:

- Communicate with individuals and groups (i.e. faculty members, fellow students, staff, patients, and other health care professionals) verbally and in recorded format (writing, typing, graphics, or telecommunication).

Behavioral Skills: A student must possess adequate behavioral skills to:

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively apply knowledge and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task related uncertainty (i.e., ambiguous test order, ambivalent test interpretation), emergent demands (i.e. “stat” test orders), and distracting environment (i.e., high noise levels, crowding, complex visual stimuli.) Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with infectious and possibly unpleasant biological specimens.

- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps foster a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- Show respect for individuals of different age, ethnic background, religion, and/or sexual orientation.
- Exhibit professional behavior by conforming to appropriate standards of dress, appearance, language and public behavior. (For example, body piercing other than ears and visible tattoos are ***not*** considered professional appearance. This includes tongue piercing.)
- Not wear artificial nails and nail tips for reasons of infection control.

The National Accrediting Agency for Clinical Laboratory Science requires us to define, publish and provide to prospective students specific essential functions required for admission to the program and a procedure to determine that the applicants' or students' health will permit them to meet these Technical Standards / Essential Functions

Student Acknowledgment of Receipt of Documents

Medical Laboratory Technology

I acknowledge that I have received copies of the following documents for the above program:

1) Program Description
2) Curriculum
3) Course Descriptions
4) Q&A
5) Professional & Technical Standards

I understand that it is my responsibility to read these documents. I have been advised that should I have any questions related to the content of any of these documents, I may contact my admissions officer who will review the material with me.

I further understand that NEIT reserves the right, in response to industry demands, to change the contents of these documents without prior notice. Copies of the most recent versions of these documents may be obtained in the Admissions Office.

Printed Name of Student_____

Student Signature___**_____**_**Date**_____