

# BARTON

## MLT

Most students exhibit appropriate behavior in class, but there is some disagreement what “appropriate” behavior is. At times, a consumer culture creeps into the classroom, with students sometimes perceiving faculty as employees hired to serve them. This is not the appropriate comparison - an instructor is not here to give you what you *want*, but rather to help you obtain what you *need*.

### Rules:

1. Lab class begins promptly at the beginning of the period. You should be ready to start participating in class at that time. That same rule applies to the instructor - I should be ready at the start of the class which means having the technology operational.
  - a. Always bring the required supplies and be ready to be actively engaged in the learning process. This communicates preparedness and interest.
  - b. If deciding whether to attend class, please do not ask me if we are covering anything important on that day. The course is carefully planned out; every day is important.

***(Correlation to the laboratory: you will need to be on time and ready to work.)***

2. If you bring a non-related reading to class, put it away before the start of class. The same standard applies here. In return, I promise to listen when you are talking to me and to treat you with respect.

***(Correlation to the laboratory: reading non-related material lends a nonprofessional appearance, and there are always the policy and procedure manuals to review and continuing education articles to read. There are many microbes on those shoes.)***

3. Do not study material from other classes during this class, or complete your homework from this class during lecture/activity time. If you feel that you must spend our class time studying or doing homework, please go to the library.

***(Correlation to the laboratory: your safety and patient result accuracy demands your full attention)***

4. Turn your cell phone off or to vibrate before the start of lab. I will do the same. Texting is distracting to me and others.

***(Correlation to the laboratory: think about dealing with a patient or colleague and your cell phone rings, you are being paid to pay attention not socialize.)***

5. It is fine to bring a drink or food to a lecture room class, as long as it isn't distracting. However, while in the MLT lab (S-116) no food, drink or gum is allowed.

***(Correlation to the laboratory: for safety and regulatory reasons, you will not be allowed to eat or drink in any laboratory.)***

6. I expect to have your attention for the full lab period. This means:
  - a. Avoid conversations with people sitting around you. Even if you whisper, realize that other people can certainly see you, and it is distracting to them and me.
  - b. Do not start packing up your or rustling papers before the end of class period.

***(Correlation to the laboratory: inattentiveness is always a safety issue.)***

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7. If you know that you'll need to leave before lab is over, try to sit as close to the door as possible so as to cause the least amount of disruption. Similarly, if you arrive to lab late, just slip in as quietly as possible and get to work.
8. If you are so tired that you cannot keep your head up, you should leave. I realize that environmental factors affect this, including warm rooms, dimmed lights and material that may not be interesting to you. However, laying your head on the desk or sleeping in lab is rude, and distracting to others. You could miss critical information ***(Correlation to the laboratory: missing critical information and directions along with inattentiveness is a safety issue.)***
9. Turn in assignments on time. Earthquake, fire, flood and catastrophic illness are the only reasonable excuses for a late submission. You want me to know who you are for the right reasons. ***(Correlation to the laboratory: results and specimen collections MUST be completed in a timely manner or a patient's health can be impacted.)***
10. Being courteous in class does not mean that you have to agree with everything that is being said. However, you will rarely get your way with anybody in life by being rude, overly aggressive or just plain hostile. If you disagree with me (or another student) it is a good idea to wait and discuss the situation when we are not upset.  
***(Correlation to the laboratory: To listen does not mean that you necessarily agree. Common courtesy extends to discussion, listening and accepting correction. Your safety or the patients may depend on it.)***
11. The rules of the syllabus, content of the exams, content of lectures and calculation of the grade you earned are not a starting point for negotiations. While I am always willing to work with students on an individual basis, I cannot negotiate individual terms with each student.
12. Your questions are NOT an imposition-they are welcome and one of the professional highlights of my day. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask it. Please – ask questions ***(Correlation to the laboratory: medicine is an evolving science. Questions are necessary.)***
13. *If emergencies arise that require an absence from a session, be sure to notify lab staff/instructor ASAP and make arrangements for make - up time.*
14. *The time to be concerned about your grade is the first fourteen weeks of the course, not the last week.*  
***(Correlation to the laboratory: the time to be concerned about your job performance and your patient's welfare is on a continuous basis; not the day before your performance evaluation.)***

Student Printed name \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_

Thanks to Dr. John Drea at Western Illinois University for use of this contract. 06/2011