



# Medical Laboratory Science

UNIVERSITY OF ILLINOIS SPRINGFIELD

## 2025-2026 Student Handbook

The Student Handbook details the current curriculum, policies, and procedures of the Medical Laboratory Science (MLS) Program at the University of Illinois Springfield (UIS). Other resources for program and university policies include the [University of Illinois Springfield \(UIS\) Catalog](#), the [UIS Student Handbook](#), and applicable orientation materials distributed by clinical affiliates. Students are responsible for adhering to all UIS, MLS, and affiliate policies and procedures.

After admission to UIS, students must be accepted to the MLS Professional Phase via a secondary admissions process before they are eligible to enter the MLS Program. Students are admitted to incoming student cohorts in fall semesters. The MLS Secondary Admissions Committee reviews applications in the order they are submitted. Applicants may submit their secondary applications until the beginning of the fall semester - however, all available spots in the MLS Program may have already been offered to earlier applicants. The MLS Program's secondary admissions process is conducted in accordance with the [UIS Policy Prohibiting Discrimination, Including Harassment and Sex-Based Misconduct](#).

Students with questions regarding program or university policies and procedures should consult their advisor, the MLS Program Director, and/or the Office of Student Services. Students who need an accommodation to meet the MLS Program requirements contained herein should notify the [Office of Disability Services \(ODS\)](#) and the MLS Program Director prior to entering the MLS Program.

Contact the MLS Program:

Medical Laboratory Science Program  
Student Life Building, Suite 16  
One University Plaza, MS SLB 16  
Springfield, IL 62703-5407

Phone: (217) 206-8651  
Fax: (217) 206-6162  
email: [mls@uis.edu](mailto:mls@uis.edu)

Physical Location:

The MLS student laboratory and faculty offices are located on the third floor of the Health and Sciences Building (HSB).

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## Medical Laboratory Science Overview

Medical Laboratory Scientists play an integral role in the interdisciplinary spectrum of healthcare by: performing and interpreting a wide array of testing; investigating and correcting incidences of patient misidentification; researching and developing evidence-based testing algorithms; selecting and implementing new testing platforms; and validating, maintaining, and troubleshooting analytical instrumentation. Medical Laboratory Scientists serve as a valuable resource for the diverse healthcare workforce by providing guidance in the collection, selection, and interpretation of laboratory testing. Medical laboratory professionals must evolve continuously in the unpredictable and innovative healthcare atmosphere; carrying on rigorous continuing education programs throughout their careers. In order to effectively address the challenges of such a profession, laboratory science students must be developed into knowledgeable, skillful, and versatile laboratory professionals.

Medical Laboratory Science has experienced several nomenclature changes throughout the history of the profession; beginning with Medical Technology (MT), then on to Clinical Laboratory Science (CLS), and finally, an amalgamation of the two, Medical Laboratory Science (MLS). For this reason, the professional laboratory environment is occupied by a workforce exhibiting all three certification terminologies (i.e., MT, CLS, MLS); though, each reflects the same level of laboratory education.

Medical Laboratory Scientists are healthcare professionals certified by the American Society for Clinical Pathology (ASCP). Upon completion of a laboratory education route approved by the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS), an individual may sit for the ASCP Board of Certification (BOC) MLS examination. A successful score on the ASCP BOC exam bestows a certification upon the individual which is renewed every three years with successful completion of 36 hours of continuing education.

## Accreditation

The UIS Medical Laboratory Science Program is fully accredited through April 2026 by:  
The National Accrediting Agency for Clinical Laboratory Science

5600 N. River Rd., Suite 720  
Rosemont, IL 60018  
Phone: 773-714-8880  
Fax: 773-714-8886  
email: [info@naaccls.org](mailto:info@naaccls.org)

### Accreditation Outcome Measures

Outcome	Class of 2019	Class of 2020	Class of 2021	Class of 2022	Class of 2023	Class of 2024	Class of 2025
<b>Graduation Rate</b> (percent of students who enter the final half of the program and successfully graduate from the program)	100%	100%	100%	100%	100%	100%	100%
<b>External Certification Results</b> (percent of graduates who attempt and pass a national certification exam within one year of graduation)	100%	100%	90%	100%	40%	100%	100%
<b>Placement Rate</b> (percent of graduates who seek and find employment in the field or closely related field or continue their education within one year of graduation)	100%	100%	100%	100%	100%	100%	100%

#### Graduation Rate Three-Year Average

- UIS 2023-2025: **100%**
- NAACLS benchmark: **70%**

#### External Certification Rate Three-Year Average

- UIS 2022-2024: **81%**
- NAACLS benchmark: **75%**

#### Placement Rate Three-Year Average

- UIS 2022-2024: **100%**
- NAACLS benchmark: **70%**

# Mission, Goals, and Student Learning Outcomes

## Mission Statement

Our mission is to offer a premier educational experience through student-centered teaching, experiential learning, professional service, and community engagement to develop responsible, scrupulous, competent professionals who will meaningfully contribute to laboratory medicine.

## Program Goals

1. Develop knowledgeable, skilled, quality-focused, conscientious, and adaptable professionals.
  - UIS Values: Student-Focused Teaching and Learning, Integrity, Civic Engagement
  - UIS Directional Pillars: World Class Teaching, Personal Attention, Experience Engaged
  - MLS Program Student Learning Outcomes: SLO 1
2. Cultivate research, communication, critical thinking, and problem-solving skills grounded in evidence-based practice.
  - UIS Values: Inquiry, Strategic Thinking
  - UIS Directional Pillar: Liberal Arts Skilled
  - MLS Program Student Learning Outcomes: SLO 2
3. Establish skills in professionalism, lifelong learning, and professional engagement to shape a diverse, inclusive, and equitable professional landscape.
  - UIS Value: Civic Engagement, Diversity, Accountability
  - UIS Directional Pillar: Liberal Arts Skilled, Experience Engaged
  - MLS Program Student Learning Outcomes: SLO 3 and SLO 4

## Student Learning Outcomes

The MLS curriculum is designed to provide a variety of learning experiences that will enable students to develop critical thinking skills and to become responsible, competent, entry-level professionals in laboratory medicine.

Graduates of the program will be able to:

- SLO 1: Demonstrate the entry-level competency necessary to validate, perform, maintain, troubleshoot, and interpret medical laboratory analyses with reliable accuracy while upholding quality, safety, and regulatory standards.
- SLO 2: Identify, apply, and communicate evidence-based practice in laboratory medicine to meet the needs of patients, laboratory practitioners, and members of the interdisciplinary healthcare team.
- SLO 3: Exhibit principles and practices of professional conduct necessary to collaborate with and serve diverse populations.
- SLO 4: Demonstrate readiness to maintain professional competency and relevance through continuing professional development and to promote a diverse, inclusive, equitable profession through professional engagement.

## Academic Programs

The MLS Program is housed in the School of Health Sciences (HSC) in the College of Health, Science, and Technology (CHST). The MLS Program offers several academic pathways that confer eligibility to pursue professional certification:

### Undergraduate Programs

The MLS Program offers three options for completing an undergraduate degree in MLS:

- Medical Laboratory Science, B.S.
- Medical Laboratory Science, B.S. via Online MLT-MLS Articulation
- Medical Laboratory Science, B.S. with Pre-Medical Concentration

The undergraduate MLS majors are two-year upper division Bachelor of Science (B.S.) degree programs that prepare students for careers in laboratory science and related fields. The undergraduate MLS majors at UIS are divided into two distinct phases: the Pre-Professional Phase, and the Professional Phase. The Professional Phase, completed over two years after the fulfillment of UIS general education requirements and programmatic prerequisites in the Pre-Professional Phase, is the NAACLS-accredited medical laboratory science program. Graduates of the undergraduate MLS majors are eligible to sit for the ASCP BOC MLS examination via Route 1. Graduation from the MLS Program is in no way contingent upon external certification.

Required Pre-Professional and Professional Phase coursework and application requirements for each undergraduate option can be viewed in the current [UIS catalog](#). The recommended Pre-Professional Phase course sequence and the typical Professional Phase course sequence appear in Appendix A.

After demonstrating competency, Professional Phase students may perform laboratory procedures under qualified supervision.

The MLS Program identifies the final half of the undergraduate MLS Program as the senior year – in other words, as the portion of the MLS Program during which students complete:

- MLS 487: Practicum I and MLS 488: Practicum II
- MLS 497: Senior Seminar I and MLS 498: Senior Seminar II

### Graduate Programs

The MLS Program offers four options for completing a graduate credential in MLS:

- Graduate Certificate in Clinical Chemistry
- Graduate Certificate in Hematology
- Graduate Certificate in Immunohematology
- Graduate Certificate in Medical Microbiology

The MLS graduate certificate programs are 12- to 13-credit hour, post-baccalaureate certificate programs. Graduates of the certificate programs are eligible to sit for the corresponding ASCP BOC Scientist examination via Route 3. Graduation from the MLS graduate certificates programs is in no way contingent upon external certification.

Required coursework and application requirements for each graduate option can be

viewed in the current [UIS catalog](#). The typical graduate certificate course sequences appear in Appendix B.

After demonstrating competency, graduate certificate students may perform laboratory procedures under qualified supervision.

The MLS Program identifies the final half of the graduate certificate programs as the final semester of the program – in other words, as the portion of the MLS graduate certificate program during which students complete:

- MLS 516: Categorical Graduate Practicum

### **Transfer of Credits & Substitution of Courses**

Students may submit a request to the MLS Program Director for courses successfully completed (C- or higher) at other institutions to be substituted for courses required in the MLS undergraduate Professional Phase or the MLS graduate certificate program. The course must have been successfully completed within three years of beginning the MLS Program. Courses will be evaluated on a case-by-case basis. A course syllabus and course schedule of labs and assignments must be presented so that the MLS Program can determine if the previous course included all necessary content. If a course is considered to be equivalent to a required course in the MLS Professional Phase, the student will be allowed to substitute the external course for the course required by the MLS Program.

Students who have successfully completed (C- or higher) courses required in the MLS undergraduate Professional Phase or the MLS graduate certificate program greater than three years prior to acceptance into the MLS Program may submit a request to the MLS Program Director to competency out of the equivalent course in the MLS Professional Phase. A course syllabus and course schedule of labs and assignments must be presented so that the MLS Program can determine if the previous course included all necessary content. If a course is considered to be equivalent to a required course in the MLS Professional Phase, the student's didactic and/or practical competency will be assessed by a discipline-appropriate faculty member. If the student is found to be competent, the student will be allowed to substitute the external course for the course required by the MLS Program. All graduation requirements must still be met by the student (e.g., minimum of 120 credit hours). If the student is not found to be competent, the student will be required to complete the MLS Professional Phase course.

### **Credits for Experiential Learning & Waiver of Courses**

The MLS Program does not award Credit for Prior Learning (CPL). While MLS does not allow the use of Credit for Prior Learning credits (CPL) for program requirements, CPL may be used to satisfy other university requirements.

### **Emergency Contingencies**

In an emergency, the university's emergency preparedness plan will be implemented, including notification of faculty, staff, and students. If an unexpected event occurs that results in a temporary or permanent interruption of the university's ability to operate the MLS Program on campus, the MLS Program will attempt to continue to provide instruction via the Canvas online learning management system (LMS). Should the LMS or laboratories also be incapacitated, attempts will be made to accommodate courses at a nearby school, affiliate campus, or clinical affiliate site. If laboratory or practicum courses cannot be accommodated



at another location, content may be shifted to a later semester – shifting of content in emergency circumstances may result in a delayed graduation date.

In the event of temporary closure of the MLS Program, the MLS Program may temporarily pause secondary admissions until such a time when the MLS Program is capable of admitting new students. In the event of permanent closure of the MLS Program, the MLS Program will halt secondary admissions, and no new students will be admitted to the MLS Program – in this case, current MLS students will be permitted to finish their course of study.

### **Standardized Grading Scale**

All MLS courses use the following standardized grading scale:

<b>Letter</b>	<b>%</b>
<b>A</b>	93-100
<b>A-</b>	90-92
<b>B+</b>	87-89
<b>B</b>	83-86
<b>B-</b>	80-82
<b>C+</b>	77-79
<b>C</b>	73-76
<b>C-</b>	70-72
<b>D+</b>	67-69
<b>D</b>	62-66
<b>D-</b>	60-61
<b>F</b>	≤ 59

### **Record Retention**

In accordance with governmental and university regulations, the university and the MLS Program maintain and store appropriate student information. UIS keeps a permanent record of: student's legal name, dates of attendance, courses, credit hours, grades, and degrees. Full details of the University of Illinois System (UI System) record retention policy can be viewed in the [UI System Student Records Retention Schedule](#).

The MLS Program retains MLS student files which include: MLS secondary application materials, MLS-required immunization and/or laboratory test documentation, requests for recommendation, and documentation of MLS Program-specific disciplinary action. Other information (e.g., practicum schedules, course syllabi) may not be stored by the MLS Program and, therefore, may not be available to satisfy future requests. While the MLS Program will make every attempt to provide course information requests, students are advised to retain syllabi, schedules, and practicum information, in the event that such information is required as proof of completion and/or content for state licensure, international employment, etc. Records of advising or counseling sessions are retained temporarily and in a confidential manner solely for aid in future advising.

## Programmatic Assessment

The MLS Program continually assesses the efficacy of the MLS curriculum through the following measures:

- Student Learning Outcomes (SLO) – assessed annually
  - SLO 1 is assessed through the:
    - MLS Comprehensive Closure Exam (B.S. in MLS)
    - Categorical Comprehensive Closure Exam (MLS graduate certificates)
  - SLO 2 is assessed through the:
    - MLS Senior Research Paper and Presentation (B.S. in MLS)
    - Scholarly Reflection (MLS graduate certificates)
  - SLO 3 is assessed through the:
    - Affective Evaluation (B.S. in MLS and MLS graduate certificates)
  - SLO 4 is assessed through the:
    - Developing Professional Assignment (B.S. in MLS)
    - Scholarly Reflection (MLS graduate certificates)
- Outcome Measures – assessed annually
  - External Certification Results
  - Graduation Rate
  - Attrition Rate
  - Placement Rate
- Stakeholder Feedback – assessed annually and on an ongoing basis
  - Students
  - Graduates
  - Faculty
  - Clinical Affiliates
  - Employers
  - Advisory Committee

## Faculty & Staff

### Medical Laboratory Science Program Faculty

**Amandailee Adams, MS, M(ASCP), MLS(ASCP)<sup>cm</sup>**

Clinical Assistant Professor  
Office: HSB 349  
Phone: (217) 206-8562  
Email: amill01s@uis.edu

**Jennifer England, MS, MLS(ASCP)<sup>cm</sup>**

Clinical Assistant Professor  
Office: HSB 352  
Phone: (217) 206-7349  
Email: jengl4@uis.edu

**Jennifer Faulkner, MS, MLS(ASCP)<sup>cm</sup>**

Clinical Assistant Professor  
Office: HSB 350  
Phone: (217) 206-8651  
Email: jfaul2@uis.edu

**Andrea Jensen, EdD, MPH, MLS(ASCP)<sup>cm</sup>**

Associate Professor, Program Director  
Office: HSB 351  
Phone: (217) 206-8646  
Email: agard3@uis.edu

### School of Health Sciences Leadership and Support

**Celest Weuve, PhD, ATC, LAT**

Director, School of Health Sciences  
Associate Professor  
Office: SLB 16B  
Phone: (217) 206-8414  
Email: cweuv2@uis.edu

**Lou Bobb**

Office Support Specialist, School of Health Sciences  
Office: SLB 16  
Phone: (217) 206-8651  
Email: mbobb2@uis.edu

### Emeriti Faculty

**Bill Bloemer, PhD**, Professor Emeritus

**Wayne Gade, PhD, MLS(ASCP)**, Associate Professor Emeritus

**Paula Garrott, EdM, MLS(ASCP)**, Associate Professor Emerita

**Linda McCown, PhD, MLS(ASCP)<sup>cm</sup>**, Associate Professor Emerita

**Jim Veselenak, PhD**, Associate Professor Emeritus

**William Wilson, MS, MLS(ASCP)**, Clinical Assistant Professor Emeritus

## Clinical Affiliates

The MLS Program is affiliated with the following clinical sites for the 2025-2026 Academic Year:

**Barnes-Jewish Hospital** – St. Louis, MO

**Carlinville Area Hospital** – Carlinville, IL

**Decatur Memorial Hospital** – Decatur, IL

**Gibson Area Hospital** – Gibson City, IL

**Hillsboro Health (formerly Hillsboro Area Hospital)** – Hillsboro, IL

**HSHS St. John's Hospital** – Springfield, IL

**ImpactLife** – Springfield, IL

**Jacksonville Memorial Hospital** – Jacksonville, IL

**Lincoln Memorial Hospital** – Lincoln, IL

**Mason District Hospital** – Havana, IL

**McDonough District Hospital** – Macomb, IL

**OSF HealthCare St. Anthony's Health Center** – Alton, IL

**OSF HealthCare St. Francis Medical Center** – Peoria, IL

**OSF HealthCare Holy Family Medical Center** – Monmouth, IL

**Springfield Memorial Hospital** – Springfield, IL

**Springfield Clinic** – Springfield, IL

**Sarah Bush Lincoln Health System** – Mattoon, IL

**University of Illinois Hospital & Health Sciences System – UIC Division of Pathology** – Chicago, IL

This affiliate list is current as of August 2025. Affiliations may be gained or lost throughout the 2025-2026 academic year.

Each undergraduate MLS student will be assigned to complete practicum courses at multiple affiliate sites. Graduate certificate students will typically complete categorical clinical practicum rotations at one site, but may be scheduled into multiple sites, if necessary. Students are responsible for transportation and housing during completion of clinical practicum courses.

It may be possible to arrange practicum experiences at other medical laboratories. Students who wish to complete practicum courses at a clinical site other than the affiliates listed above must speak with the clinical practicum course instructor and MLS Program Director well in advance of clinical practicum courses to see if an affiliation may be reached with the site. The MLS Program will make every attempt to establish a new agreement with the requested site. However, requests cannot be guaranteed.

## Advisory Committee

The Advisory Committee is composed of individuals from the MLS community and provides input to ensure the relevance and efficacy of the MLS Program. Advice provided by the advisory committee guides programmatic policy, curricular content, assessment methods, clinical affiliate scheduling, etc. The committee meets at least once per year; although, additional meetings may be called, or input may be sought on an electronic basis in between meetings. Members of the 2025-2026 Advisory Committee include:

- Advisory Committee Chair, MLS Program Director
  - Andrea Jensen, EdD, MPH, MLS(ASCP)<sup>cm</sup>
- MLS Faculty
  - Amandailee Adams, MS, M(ASCP), MLS(ASCP)<sup>cm</sup>
  - Jennifer England, MS, MLS(ASCP)<sup>cm</sup>
  - Jennifer Faulkner, MS, MLS(ASCP)<sup>cm</sup>
  - Adjunct faculty
- School of Health Sciences Director
  - Celest Weuve PhD, ATC, LAT
- Medical Advisor
  - Patrick Hemmer, MD
    - Pathologist, Associated Pathologists, Ltd.
- Clinical Liaison Representative
  - Keetra Peters, MLS(ASCP)<sup>cm</sup>
    - Core Laboratory Facilitator, HSHS St. John's Hospital
- Academic Professional Representative
  - Chrissy Benoit
    - Academic Advisor, University of Illinois Springfield
- MLS Practitioner Representative
  - Ashley Blankenbaker, MLS(ASCP)<sup>cm</sup>
    - Field Service Engineer, Beckman Coulter
- Healthcare Administrator Representative
  - Joe Heigert, MLS(ASCP)<sup>cm</sup>
    - Vice President of Operations, Springfield Clinic
- Laboratory Science Community Representatives
  - Andrew Wilber, PhD
    - Associate Professor in the Department of Medical Microbiology, Immunology and Cell Biology; Director of the Public Health Laboratory Sciences graduate program, SIU School of Medicine
  - Joshua Geltz, PhD
    - Chief, Division of Laboratories – Springfield, Illinois Department of Public Health
  - Charity Noreuil
    - Laboratory Director, Springfield Forensic Science Laboratory, Illinois State Police
- Recent MLS Graduate Representative
  - Anna Woods, MLS(ASCP)<sup>cm</sup>
    - Clinical Laboratory Scientist II, Immunohematology Reference Laboratory, University of Cincinnati – Hoxworth Blood Center

- Junior MLS Student Representatives
  - Elected MLS junior
  - Appointed MLS junior
- Senior MLS Student Representatives
  - Helal Alamari
  - Julie Metcalf
- Graduate Student Representative
  - Appointed graduate certificate student

This list is current as of August 2025. Representatives may be gained or lost throughout the 2025-2026 academic year.

## Clinical Liaison Council

The Clinical Liaison Council advises the MLS program as to delivery, content, and scheduling of clinical practicum courses. The council meets at least once per year. Advice on issues that arise in between meetings may be sought through electronic means or by calling an additional meeting. Members of the 2025-2026 Clinical Liaison Council include:

- Council Chair, MLS Program Director
  - Andrea Jensen, EdD, MPH, MLS(ASCP)<sup>cm</sup>
- MLS Faculty
  - Amandailee Adams, MS, M(ASCP), MLS(ASCP)<sup>cm</sup>
  - Jennifer England, MS, MLS(ASCP)<sup>cm</sup>
  - Jennifer Faulkner, MS, MLS(ASCP)<sup>cm</sup>
  - Adjunct faculty
- School of Health Sciences Director
  - Celest Weuve PhD, ATC, LAT
- Clinical Liaisons
  - Barnes-Jewish Hospital
    - Kristin Haduch, MLS (ASCP)<sup>cm</sup>
  - Carlinville Area Hospital
    - Myrna Marfell, MLT(ASCP), MT(HEW)
  - Decatur Memorial Hospital
    - Jennifer Minton, MLS(ASCP)<sup>cm</sup>
  - Gibson Area Hospital
    - Patrick Bean, MLS(ASCP)
  - Hillsboro Health (formerly Hillsboro Area Hospital)
    - Alicia Murzynski, MHA, MLS(ASCP)
  - HSHS St. John's Hospital
    - Keetra Peters, MLS (ASCP)<sup>cm</sup>
    - Administrative Clinical Liaison: Jonathan Stegner, MLS(ASCP)<sup>cm</sup>
  - ImpactLife
    - Krista Reiter, MLS(ASCP)<sup>cm</sup>, SBB(ASCP)<sup>cm</sup>
    - Administrative Clinical Liaison: Denise Parbs, MLS(ASCP), SBB(ASCP)
  - Jacksonville Memorial Hospital
    - Misty Farris, MLS(ASCP)
  - Lincoln Memorial Hospital
    - Lori England, MT(ASCP)
  - Mason District Hospital
    - Jeff Miller, MLS(ASCP)
  - McDonough District Hospital
    - Brittany Doll, MBA, MS, HTL(ASCP)<sup>cm</sup>
  - Springfield Memorial Hospital
    - Kim Cruise, MLS(ASCP)
  - OSF HealthCare St. Anthony's Health Center
    - Rebecca Plasmeier, MLT(ASCP)
    - Administrative Clinical Liaison: Sarah Braundmeier, MHA, MLS(ASCP)
  - OSF HealthCare St. Francis Medical Center
    - Ashley Jobst, MSHA, MLS(ASCP)<sup>cm</sup>
  - OSF HealthCare Holy Family Medical Center

- Brittany Carlson, MLS(ASCP)<sup>cm</sup>
- Sarah Bush Lincoln Health System
  - Terrah Thornton, MS, MLS(ASCP)
  - Administrative Clinical Liaison: Dave Sowers
- Springfield Clinic
  - Jessie Foster, MLS(ASCP)<sup>cm</sup>
  - Administrative Clinical Liaison: Erin Fairfull, MLS(ASCP)
- University of Illinois Hospital & Health Sciences System – UIC Division of Pathology
  - Kristina Snyder, MS, PA(ASCP)
- Junior MLS Student Representatives
  - Elected MLS junior
  - Appointed MLS junior
- Senior MLS Student Representatives
  - Helal Alamari
  - Julie Metcalf
- Graduate Student Representative
  - Appointed graduate certificate student

This list is current as of August 2025. Representatives may be gained or lost throughout the 2025-2026 academic year.



## Essential Functions

Students entering the MLS Program must be able to meet the physical, mental, and psychological demands of the MLS Program and subsequently the practice of laboratory medicine. If there is any change during the Program in the ability of the student to perform these functions, the Program Director must be notified immediately as this could affect the student's safety as well as the safety of others. Any student with a documented disability (e.g., physical, learning, psychiatric, etc.) who needs to arrange reasonable accommodation must notify the Office of Disability Services (217-206-6666) and the MLS Program Director prior to beginning the program. The following list is to be used by potential students, counselors, and/or physicians to determine if an individual can perform these functions:

- I. Communication skills
  - a. Communicate effectively in written and spoken English with faculty, other students, patients and members of the health care team
  - b. Comprehend and respond appropriately to both formal and colloquial English, person to person, by telephone, and in writing
  - c. Appropriately assess nonverbal and verbal communication
  - d. Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.
- II. Large and small motor skills
  - a. Move freely from one location to another in physical settings such as the clinical laboratory, patient care areas, corridors, and elevators
  - b. Possess sufficient eye-motor coordination to allow delicate manipulations of specimens, instruments, and tools (e.g. manual pipetting, specimen collection from vein and capillaries)
  - c. Grasp and release small objects (e.g., test tubes, pipette tips, microscope slides and coverslips); twist and turn dials/knobs (e.g., on microscopes, balances, centrifuges, spectrophotometers)
- III. Other physical requirements
  - a. Safely work at laboratory benches and at patients' bedsides or specimen collection seats, and work with laboratory instrumentation
  - b. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
  - c. Travel to clinical sites
  - d. Prolonged standing (a couple of hours at a time), prolonged sitting (i.e. at a microscope)
  - e. Use computers and keyboards
  - f. Lift and move objects of at least 20 pounds
  - g. Possess a sense of touch and temperature discrimination
  - h. Visual acuity
    - i. Identify and distinguish object by observing fine structural detail and shadings macroscopically and microscopically (using a binocular clinical microscope)
    - ii. Read charts, graphs, and instrument scales-readout devices, computer/video screens
    - iii. Characterize the color (esp. intensity), clarity, and viscosity of biological samples and chemical reactions
  - i. Ability to smell. Ability to tolerate smells and unpleasant substances.

- j. Must not be subject to episodic incapacitation that occurs without warning such as fainting spells or convulsive disorders due to requirements to handle potentially dangerous substances and objects.

#### IV. Professional and application skills

- a. Follow written and verbal directions
- b. Possess and apply mathematical skills
- c. Work independently
- d. Work under stress including time constraints
- e. Work with others to accomplish common tasks and solve problems. Supports a successful work/health care environment.
- f. Prioritize requests and work concurrently on at least two different tasks
- g. Maintain alertness and concentration during a normal work period
- h. Apply knowledge, skills, and values learned from course work and life experiences to new situations
- i. Work safely with potential chemical, radiologic, and biologic hazards using universal precautions, using and wearing safety equipment mandated for laboratories (i.e. gloves, lab coats, masks).
- j. Develop algorithms and suggest appropriate follow-up tests
- k. Clearly instruct patients and health care professionals (e.g. specimen collection)
- l. Perform professional skills while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. "stat" orders), and a distracting environment (i.e. high noise level, crowding, complex visual stimuli)

#### V. Valuing skills

- a. Show respect for self and others.
- b. Project an image of professionalism including appearance, dress, and confidence
- c. Be honest, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate his or her own performance, accept constructive criticism, and look for ways to improve. The student must be able to evaluate the performance of others and tactfully offer constructive criticism.
- d. Exhibits compassion. Remembers the health care mission.

#### VI. Stability and Intellect

- a. Possess intellectual skills at a technical and professional level: comprehension, measurement, reasoning, comparison, integration, evaluation, synthesis, self-expression, and criticism
- b. Apply knowledge and skills previously learned to new situations
- c. Exercise sufficient judgment to recognize and correct performance deviations by self or others
- d. Possess the psychological health required for full utilization of abilities
- e. Possess the emotional health and maturity necessary to effectively deal with others and exercise appropriate judgment.
- f. Recognize emergency situations and take appropriate actions.

\*Other health conditions may also require evaluation. Please let the MLS Program Director know if you have an allergy to latex.

Adapted in part from: Fritsma, GA, Fiorella BJ, and Murphy, M. *Essential Requirements for Clinical Laboratory Science*. 1996. Clinical Laboratory Science. Vol 9, No. 1, 40-43.

## Student Advising

It is critical that students complete MLS coursework in a deliberate and systematic fashion in order to graduate on time. Courses in the MLS major are offered once per academic year. Therefore, missing one required course will delay graduation by at least one year. Students completing courses extraneous to the MLS curriculum (e.g., minors, pre-med concentration, etc.) should thoughtfully schedule the completion of these courses. Assigned UIS Academic Advisors and MLS faculty advisors are available to provide guidance for appropriate Pre-Professional Phase and Professional Phase course selection and registration.

### UIS Academic Advisors

#### Advisor for Pre-Professional and Professional Phase Students

Chrissy Benoit  
office: BRK 379  
phone: (217) 206-8521  
email: cbeno2@uis.edu

### MLS Faculty Advisors

#### Advisor for Pre-Professional Phase Students

Jennifer Faulkner, MS, MLS(ASCP)<sup>cm</sup>  
office: HSB 350  
phone: (217) 206-8651  
email: jfaul2@uis.edu

#### Advisor for Professional Phase Junior Students

Amandailee Adams, MS, M(ASCP), MLS(ASCP)<sup>cm</sup>  
office: HSB 349  
phone: (217) 206-8562  
email: amill01s@uis.edu

#### Advisor for Professional Phase Senior and Graduate Students

Andrea Jensen, EdD, MPH, MLS(ASCP)<sup>cm</sup>  
office: HSB 351  
phone: (217) 206-8646  
email: agard3@uis.edu

#### Advisor for Pre-Professional and Professional Phase Online MLT-MLS Articulation Students

Jennifer England, MS, MLS(ASCP)<sup>cm</sup>  
office: HSB 352  
phone: (217) 206-7349  
email: jengl4@uis.edu

All advising and counseling sessions are confidential, and all decisions are made impartially. If a student is experiencing a challenge that is impacting academic performance, whether it is an illness, a financial crisis, or some other concern, the student should speak with the MLS Program Director and course instructors as soon as possible. The MLS Program Director will guide students toward applicable policies which may address issues affecting academic performance.

Students are encouraged to use UIS facilities and personnel for professional counseling.

- [UIS Health Services](#) provides health care that allows individuals to perform optimally, both physically and mentally, in order to achieve their academic and intellectual potential and to minimize interruptions in their academic careers.
- 1. [The Counseling Center](#) provides counseling, outreach, and psychological consultation to UIS students free of charge.

Both the MLS Program and the University of Illinois Springfield are committed to impartiality and confidentiality of formal and informal information shared by students. In accordance with the Federal Educational Rights and Privacy Act (FERPA), the MLS Program will not respond to communications or inquiries regarding student learning experiences and/or requirements unless they come directly from the student. Family members, friends, etc. should never contact the MLS Program regarding a student's courses, academic performance, behavior, outstanding requirements, etc.

## Student Conduct

Infractions of [UIS Student Conduct Code](#) may result in sanctions for misconduct detailed in the Code. Multiple infractions, even if they are unrelated to each other, will be documented for potential sanctions. Students have the right to appeal sanctions through procedures detailed in [UIS Student Conduct Code](#). Violations of MLS policies or other disruptive or illegal behavior will be pursued according to the established disciplinary process.

### Evaluation of Affective Behavior

Because professional conduct is necessary for the efficient, competent, and quality performance of duties in the workplace, MLS student conduct is formally assessed throughout the MLS curriculum. Consistently mature and respectful behavior, both at the university and at the affiliate sites, is expected. Affective behaviors of MLS students are formally and comprehensively evaluated each semester via the MLS Affective Evaluation – on-ground students' affective behaviors are also evaluated in on-campus laboratory activities. The MLS Program provides affective behavior feedback to MLS students including necessary steps toward improvement, when necessary.

The MLS Affective Evaluation form includes the following affective standards:

#### Communication

A student who meets expectations in this area consistently demonstrates the following behaviors:

- Follows verbal and written instructions
- Asks for clarification and/or support, when necessary
- Communicates in a clear, concise, and time-sensitive manner across all communication methods and platforms (e.g., verbal, written, telephone, email, electronic, in person)
- Respectfully and inclusively communicates with people from diverse backgrounds (e.g., students, faculty, staff)
- Exhibits a positive attitude and body language

#### Professionalism

A student who meets expectations in this area consistently demonstrates the following behaviors:

- Arrives on time and prepared for the day
- Notifies appropriate personnel of necessary absences, late arrivals, and/or early departures within the appropriate timeframe
- Adheres to established dress code and maintains personal hygiene
- Demonstrates self-direction, personal responsibility, and accountability
- Completes assigned tasks within scheduled timeframes
- Keeps work area neat and organized
- Uses resources in an appropriate, non-wasteful manner
- Performs multiple duties simultaneously, when necessary
- Abstains from substances that impair cognitive, psychomotor, and/or affective performance while completing MLS Program requirements

#### Continuous Improvement

A student who meets expectations in this area consistently demonstrates the following

behaviors:

- Accepts and responds to constructive feedback to inform and improve future work and activities
- Promotes a diverse, inclusive, equitable profession through professional engagement
- Dedication to lifelong learning
- Quickly adapts to changes

#### Physical and Psychological Safety

A student who meets expectations in this area consistently demonstrates the following behaviors:

- Selects, dons, and doffs PPE appropriately
- Wears laboratory-appropriate clothing
- Disposes of various types of waste according to safety standards
- Cleans and disinfects work area
- Immediately reports injuries and/or safety issues
- Centers patient safety
- Demonstrates emotional stability necessary to function under stress
- Refrains from disruptive and/or threatening behavior
- Treats others with courtesy, respect, collegiality, and empathy
- Shares, cooperates, and collaborates with others
- Promotes an inclusive and equitable environment where everyone can feel a sense of belonging

#### Integrity

A student who meets expectations in this area consistently demonstrates the following behaviors:

- Demonstrates academic and professional integrity, in accordance with course, university, and clinical affiliate policies
- Immediately reports and resolves mistakes
- Demonstrates ethical behavior

## **Safeguarding Health and Safety**

To safeguard the health and safety of students and faculty, the MLS Program administers on-campus laboratory activities in accordance with the CHST Laboratory Use and Safety Guide. Faculty and students complete annual laboratory safety training, which includes biosafety training. If an emergency occurs during on-campus laboratory activities, appropriate emergency responders can be reached by dialing 6-7777 from the emergency telephone in the laboratory classroom. If a student becomes non-emergently injured during an on-campus laboratory activity, the student must immediately notify the laboratory instructor and initiate necessary first aid – after preliminary first aid is rendered, the student must report to Health Services (HRB 64, 217-206-6676). The MLS Program Director must be notified when an emergency or injury occurs during on-campus laboratory activities.

To safeguard the health and safety of students, clinical staff, and patients, students must adhere to all affiliate-specific safety protocols while completing clinical learning experiences at a clinical affiliate site. If a student becomes injured at the clinical affiliate site, the student must immediately notify the clinical preceptor and/or clinical liaison and initiate necessary first aid. If medical treatment is required, beyond preliminary first aid, emergency outpatient treatment is available to students while completing clinical learning experiences in a hospital setting – the student is responsible for the cost of emergency treatment. If a student requires medical treatment, beyond preliminary first aid, and the student is completing clinical learning experiences in a non-hospital setting, the student may need to seek treatment at another location – the student is responsible for the cost of medical treatment. The UIS clinical practicum instructor and MLS Program Director must be notified when a student experiences an emergency or injury while completing clinical learning experiences at a clinical affiliate site.

# Progression Policy

## Programmatic GPA

Undergraduate MLS students are required to maintain a minimum programmatic GPA of 2.5. A programmatic undergraduate GPA below 2.5 will result in dismissal from the MLS Program. Dismissal from the MLS Program is not equivalent to dismissal from UIS. The student has the right to appeal a programmatic dismissal decision through the [UIS Student Grievance Code](#).

Graduate certificate students are required to have earned a minimum cumulative GPA of 3.0 at the time of certificate completion. Graduate students with a cumulative GPA below 3.0 at the time of certificate completion cannot be awarded an MLS graduate certificate.

## Minimum Passing Grade for Required Courses in the MLS Curriculum

Undergraduate MLS students must earn a minimum grade of C- in all required courses in the MLS curriculum. Graduate certificate students must earn a minimum grade of C in all courses. If a student earns a grade below the minimum acceptable grade in any required MLS course, the student must repeat the course within one calendar year or at the next time that the course is scheduled, whichever occurs first. Required MLS courses are regularly offered once per academic year. Therefore, earning a grade below the minimum acceptable grade may delay graduation by one year or longer.

If a student earns a grade below the minimum acceptable grade in any two required MLS courses or earns a grade below the minimum acceptable grade twice in any one required MLS course, the student will be dismissed from the program. Dismissal from the MLS Program is not equivalent to dismissal from UIS. The student has the right to appeal a programmatic dismissal decision through the [UIS Student Grievance Code](#).

All MLS students must successfully complete all clinical practicum prerequisite coursework before they will be permitted to continue into the clinical practicum course(s).

If an MLS student earns a grade below the minimum acceptable grade in a clinical practicum course, requirements of the repeat will depend upon: portion of the course that was completed unsatisfactorily and scheduling capabilities of a clinical affiliate. If the UIS clinical practicum course instructor, in consultation with the clinical liaison and MLS Program Director determines that the practical and affective objectives were met, a student-centered remediation plan will be developed, and all practicum learning assessments will be retaken. Second attempt practicum learning assessments will be equivalent but may not be identical to the original learning assessments. If the practical and affective objectives were not met, a repeat rotation may be arranged at a time mutually acceptable to the affiliate and student. Clinical affiliates are not required to accept a student back to make up a course. If the original site does not agree to have the student back, every attempt will be made to find another affiliate site to host the student. A repeat rotation cannot be guaranteed in time for graduation. In the event that the failing practicum grade is the second failing grade in the MLS curriculum, the student will be dismissed from the MLS Program.

## Applying for Post-Dismissal Readmission

Students dismissed from the MLS Program may apply to be considered for readmission to a future MLS cohort. In addition to satisfying all requirements for regular admission to the MLS Program, applicants for post-dismissal readmission must demonstrate



substantive academic and affective improvement since dismissal to be readmitted to the MLS Program. To demonstrate substantive academic improvement since dismissal, applicants for post-dismissal readmission must complete 6-8 credit hours of MLS-relevant courses and earn a grade of “B” or above in each course. Only MLS-relevant courses completed since dismissal will be reviewed to determine whether substantive academic improvement has occurred. To demonstrate substantive affective improvement since dismissal, applicants for post-dismissal readmission will also be required to participate in an interview with the MLS Secondary Admissions Committee.

If a student who was readmitted post-dismissal is dismissed from the MLS Program a second time, the dismissal will be permanent. The student will no longer be eligible for readmittance to the MLS Program after a second dismissal.

### **Continuity of Curriculum**

The MLS curriculum is designed to be taken in a proscribed order. Therefore, students will not be allowed to register for an MLS course until all course prerequisites have been completed or are in progress with documented progress toward a probable passing grade. MLS students who have not successfully completed required clinical practicum prerequisite courses cannot be allowed to progress to the clinical practicum course(s) in the final half of the MLS Program.

### **Part-Time Enrollment**

While part-time completion of the MLS Program is permitted, students are discouraged from completing the MLS Professional Phase on a part-time basis unless absolutely necessary. In order to ensure the best possible academic and professional outcomes, the undergraduate MLS curricular sequence is designed to be completed in two years and the graduate certificate curricular sequences are designed to be completed in three to four semesters, depending on the certificate program. When the curriculum is completed over a greater period of time, it may be more difficult to effectively apply all MLS content equally toward satisfactory completion of the MLS practicum courses, the MLS Comprehensive Closure Exam, and the ASCP BOC certification exam.

### **Leave of Absence**

Circumstances (e.g., illness, pregnancy, childbirth, military service, finances, student visa) may necessitate a student leaving school for a period of time. If the student submits a written request to the MLS Program Director by February 1<sup>st</sup> requesting a leave of absence with a plan to return to the MLS Program in the following academic year, the student will be guaranteed a spot in the next student cohort. If the written request is submitted after February 1<sup>st</sup> the student will be accommodated as availability allows.

To be eligible to request a leave of absence, the student must be accepted into the MLS Program, currently enrolled in required courses in the MLS curriculum, and be in good academic standing.

In the event that a student requests a leave of absence but does not return by the agreed upon reentry semester, the student will no longer be considered an MLS student. If the student wishes to reenter the Program at a later time, the student will need to reapply via the MLS Program’s secondary admissions process.

### **Delayed Graduation**

Incompletes, missing course requirements, outstanding charges, declared but

unfinished minors or concentrations, etc. will delay graduation. Students are strongly discouraged from planning to delay graduation from the MLS Program to complete a secondary degree, concentration, or minor after completion of the MLS curriculum. A delay in graduation will result in a delay in eligibility to sit for the ASCP BOC certification exam and will, therefore, reduce the chances of successfully passing the exam.

### **Academic Probation and Suspension**

According to the [UIS Academic Standards](#), academic probation from UIS occurs when an undergraduate student's GPA falls below 2.0 and when a graduate student's GPA falls below 3.0. Academic suspension occurs when a student has been placed on academic probation for two consecutive semesters. For UIS policies regarding registration restrictions and appeals refer to the [Records and Registration website](#).

## Clinical Practicum Policies

During the undergraduate senior year and during the final semester of the graduate certificate programs, students complete the MLS clinical practicum course(s) by engaging in clinical learning experiences in our clinical affiliate laboratories. After demonstrating competency, students may perform laboratory procedures under the direct supervision of a qualified clinical preceptor. The clinical practicum courses are similar to internships in experiential scope but are entirely educational and unpaid. While the majority of the practicum course requirements will be hosted off-campus, portions of the courses may be delivered online, on-campus, or at another clinical affiliate site. Undergraduate MLS students are assigned to multiple affiliate sites to complete the practicum courses. Graduate certificate students typically complete categorical clinical practicum rotations at one site, but may be scheduled into multiple sites, if necessary.

### Scheduling of Practicum Courses

Scheduling of practicum courses is performed by the UIS clinical practicum course instructor in collaboration with the clinical affiliate liaisons at each site. Individual scheduling may vary by student, semester, year, and affiliate site. Each undergraduate student will complete 150 clinical contact hours in each of the four major MLS content areas (i.e., Clinical Chemistry, Hematology, Immunohematology and Microbiology) – clinical contact hours in minor MLS content areas (e.g., Hemostasis, Urinalysis and Body Fluids, Immunology, Point of Care, Molecular Diagnostics, Special Topics) are nested into major content area rotations. Each graduate certificate student will complete 150 clinical contact hours in the major MLS content area that corresponds to the certificate program in which they are enrolled.

Undergraduate clinical practicum rotations are completed Tuesdays through Fridays during the senior fall and spring semesters. Graduate certificate clinical practicum rotations may be completed Mondays through Fridays during the final summer semester or during the final fall semester, depending on the certificate program in which the student is enrolled – see Appendix B for typical graduate certificate course sequences. Scheduling may necessitate completion of practicum courses at a distant site. Students are responsible for all costs associated with attending the clinical practicum rotations (e.g., transportation, moving expenses, housing arrangements, apparel).

In the unlikely event that there are more students than available clinical spots, programmatic GPA may be considered for the purposes of priority scheduling. The MLS Program will make extensive efforts to secure practicum site assignments for all students in time for graduation (e.g., pairing students up, soliciting new affiliate sites). If this is not possible, students who were not able to be assigned prior to graduation will be placed, according to programmatic GPA, at the earliest possible opportunity.

### Eligibility for Practicum Courses

All UIS general education, MLS prerequisite, MLS practicum course prerequisites, and pre-practicum requirements must be successfully completed before a student will be eligible to begin the clinical practicum course(s).

Orientation is provided at each clinical site and includes the facility's policies, rules, and regulations, including safety training and review of confidentiality regulations. This includes affiliate-specific OSHA bloodborne pathogen exposure training, HIPAA training, etc. Participation in applicable affiliate-specific orientation activities is required regardless of

whether a student has already received such training at the university, another clinical site, or their place of employment.

### **Background Checks, Drug Testing, and CPR Certification**

As required by our clinical affiliates, all MLS students who will be going to clinical sites are required to have a background check, drug testing, and CPR certification. The background check and drug screen must be completed through the agency indicated by the MLS Program Director. CPR certification may be obtained through any agency.

Students are responsible for the cost of the background check, drug screen, CPR certification, and anything else required by the clinical affiliate. Students will be instructed to complete the background check and drug screen requirements just prior to the clinical practicum course(s). The approximate cost of the background check and drug screen is \$101. Students may complete CPR training at any time or utilize an existing CPR certification record, provided the certification is valid for the duration of the senior year. UIS Campus Recreation offers First Aid/CPR/AED training to UIS students for approximately \$40.

If the background check reveals a conviction which appears on the [Illinois Health Care Worker Background Check Act list of disqualifying convictions](#), please be advised that we may not be able to find clinical practicum spots for you. If we are unable to find clinical practicum spots, you will not be able to complete the requirements of the MLS Program. If we are able to find clinical practicum spots, you may not be able to be employed in healthcare after graduation – however, there may be jobs available in other venues. Also, students must report convictions that occur after the background check to the MLS Program Director.

Students registered with the Illinois Medical Cannabis Patient Program (MCP) may attend clinical practicum rotations provided 1) the student provides official documentation of their current MCP status to the MLS Program prior to completing the required pre-practicum drug screen, 2) clinical affiliate policies allow attendance by MCP registrants, 3) proof of current MCP registration is provided by the student to clinical affiliates upon request, and 4) the student is not under the influence of cannabis or in possession of cannabis, cannabis containing products, or cannabis-related paraphernalia on clinical affiliate properties. As clinical affiliate sites determine their own MCP-related policies, clinical practicum rotation options for MCP registered students will be limited to those sites that allow MCP registrants to attend clinical practicum rotations at their sites.

### **Professional Conduct at Clinical Affiliate Sites**

Students should approach the completion of the practicum courses and behavior at the clinical affiliate sites in a manner which is representative of the clinical affiliate's culture. The clinical affiliates report violations of the clinical affiliate rules to the UIS clinical practicum course instructor. Reported violations may result in disciplinary action. Clinical affiliates have the contractual right to refuse to educate students who demonstrate behaviors including, but not limited to, those which are unsafe, disruptive, illegal, or jeopardize patient confidentiality. In such instances, the MLS Program will make every attempt to identify a new clinical practicum placement for the student. However, emergency placement after removal from a clinical affiliate site cannot be guaranteed in time for graduation.

If a clinical liaison or clinical preceptor has reservations about a student's professional conduct, they will notify the UIS clinical practicum course instructor, who will schedule a discussion with the student as soon as possible; creating a plan for remediation and/or reflection-based improvement in consultation with the MLS Program Director. If the problem

is serious and/or persists, disciplinary action may be pursued according to the established disciplinary process.

Students should immediately report any issues they are experiencing at the clinical affiliate site to the UIS clinical practicum course instructor. Issues could include but are not limited to: implicit or explicit bias related to the student's social identity (e.g., race/ethnicity, financial status, age, disability), safety issues, withholding of reasonable accommodations, and unprofessional or aggressive conduct by clinical preceptors. The UIS clinical practicum instructor, in consultation with the MLS Program Director, will address the issue with the site's clinical liaison – the student may be asked to be present during the discussion. Depending on the severity of the issue, the UIS clinical practicum course instructor may immediately remove the student from the clinical affiliate site and identify an alternative emergency clinical placement.

### Clinical Affiliate Regulations

Students must obey all regulations of the clinical affiliate sites. In addition to routine daily regulations, this may include attendance at orientation sessions, completion of site-specific learning modules, obtaining an identification badge and parking permit, etc.

### Dress Code

Site-specific dress codes are in effect and strictly enforced, for students and employees alike, at each affiliate site. In addition to affiliate dress codes, MLS students must abide by the following:

- Identification badge must be visible at all times, as applicable
- All apparel is to be neat and clean
- Good personal hygiene is expected
- Hair below the shoulders must be pulled back
- Dangling earrings should not be worn
- Legs must be covered
- Shoes must be close-toed and worn with socks or hosiery
- Appropriate personal protective equipment (PPE) must be worn when handling laboratory specimens, reagents, etc.

### Communication

In accordance with the Federal Educational Rights and Privacy Act (FERPA), any communication to the clinical affiliate site must come from the student or the MLS Program. Family members, friends, coworkers, etc. should never communicate with a clinical affiliate site regarding a student's clinical learning experiences. Clinical affiliates have been instructed not to respond to messages or inquiries regarding students' clinical learning experiences that come from anyone other than the student or MLS Program.

### Attendance

Attendance according to scheduling is required. In the event of illness or otherwise unavoidable absence during clinical hours, students are expected to notify the clinical liaison and clinical preceptor as far in advance as possible and at least an hour before scheduled arrival time. The clinical liaison and clinical preceptors, in consultation with UIS faculty, will decide whether a student will need to make up time missed due to illness or weather. Extensive illness may necessitate completion of the practicum at a later date, which may delay graduation.

Any student who fails to follow the proper call-in procedure or to give appropriate

advanced notice for known absences will receive an unexcused absence. Failure to make up missed time and content, as determined by clinical staff and UIS faculty, may result in a grade of incomplete for the rotation. In the event that a student accrues three unexcused absences, action will be pursued according to the disciplinary process. Any disciplinary action will be documented in the student's file.

Students must report to the clinical preceptor appropriately attired and prepared by the scheduled start time. Arrivals into the department after the scheduled start time will be considered tardy. In the event that a student accrues three unexcused tardies, action will be pursued according to the disciplinary process. Any disciplinary action will be documented in the student's file.

Students are expected to remain at the affiliate site for the entire scheduled day, typically 8 hours, or until released by the clinical preceptor or clinical liaison. Break times will be determined by the clinical preceptor on a daily basis. Students must take a break when told to do so by the preceptor which will, likely, be at a different time than MLS classmates. In the event that a student leaves the affiliate site early or takes extended breaks without the permission of the clinical preceptor, action will be pursued according to the disciplinary process. Any disciplinary action will be documented in the student's file.

Clinical sites are not required to make accommodations for special scheduling requests. However, an affiliate may choose to work with a student to obtain a schedule that works for all involved.

Attendance records are to be maintained daily via electronic clocking and, in some cases, an attendance log kept by the affiliate site. These are official records. Falsification or omission of records represents a violation of the UIS and HSC academic integrity policies and will be pursued as such.

### Transportation

Students are responsible for their own transportation to the clinical sites. If a student's usual mode of transportation is unavailable, the student, like an employee, is expected to make other transportation arrangements in order to arrive at the affiliate site on time.

As medical facilities, clinical affiliate sites do not shut down in the event of severe weather. Students must attend each scheduled practicum day whenever possible. It is the responsibility of the student to assess the safety of travel to the affiliate site. If a student is unable to safely travel due to weather, the appropriate call-in procedure must be followed. Extensive weather-related absences may be pursued according to the disciplinary process.

### Scheduling Changes

Within scheduled time at an affiliate site, the clinical liaison may need to rearrange educational experiences to accommodate for staffing or workflow. Flexibility by students is appreciated. The UIS clinical practicum instructor should be notified of changes.

Students may be scheduled for an abbreviated evening or night shift rotation to provide exposure to shift-specific testing. Students may be scheduled to arrive very early to observe and participate in quality control, instrument set-up, or routine maintenance.

### Social Media

According to the HSC Social Media Policy, students are not to interact with clinical affiliate staff via social media during enrollment in the MLS Professional Phase. All professional or academic interactions with clinical staff should be conducted via workplace telephone, email, or through the clinical liaison.



Students must not post any part of their clinical experience (e.g., interactions with clinical staff, interactions with patients, laboratory results) on any social media site.

For a full discussion of social media guidelines for MLS students, the HSC Social Media Policy, located within the [HSC Bylaws](#) should be referenced. See an excerpt from the policy below:

Guidelines for Students in the HSC Department:

- A. It is prohibited for you to friend, follow or connect with any other form of social media with a UIS instructor, internship facilitator, or practicum preceptor while being instructed by that person.
- B. While representing the UIS HSC department via social media pages connected with student involvement, it is prohibited to use profanity, obscenity or anything that depicts you or the organization in unfavorable light to include inappropriate images, inappropriate attire or engaging in illegal activities or any behavior that would make UIS or the HSC department appear in an unfavorable way.
- C. It is prohibited for you to share highly sensitive patient/client information to include any details regarding patient/client experiences, diagnosis, treatment, clinical findings.

Incidents of social media interaction with clinical staff and/or posting any part of a clinical experience on a social media site will be pursued according to the disciplinary process, HSC Academic Integrity Policy, and/or HSC Social Media Policy, whichever most appropriately applies to the situation.

### Grievances

Complaints and special requests should be addressed with the site's clinical liaison first. The liaison's job is to facilitate student learning at the affiliate site. If a student is not satisfied with the response of the clinical liaison, the student should contact the UIS clinical practicum course instructor and/or the MLS Program Director.

### Grading

During practicum courses, clinical preceptors and clinical liaisons assess students' performance via practical exams and checklists. Upon completion of the course, all assessments are submitted to the UIS practicum course instructor, who tallies and submits final grades to UIS. UIS faculty may also administer quizzes, exams, or additional assignments online or on-campus. See each practicum course syllabi for specific grading and pass criteria.

If a student receives a grade lower than a C- in a practicum course, requirements of the repeat will depend upon: portion of the course that was completed unsatisfactorily and scheduling capabilities of the clinical affiliate. If the UIS clinical practicum course instructor, in consultation with the clinical liaison and MLS Program Director, determines that the practical and affective objectives were met, a student-centered remediation plan will be developed, and all exams will be retaken. Second attempt exams will be equivalent but not identical to the original exams. If the practical objectives were not met, a repeat rotation may be arranged at a time mutually acceptable to the affiliate and student. Clinical affiliates are not required to accept a student back to make up a course. If one site does not agree to have the student back, every attempt will be made to find another affiliate to take the student. A repeat rotation cannot be guaranteed in time for graduation. In the event that the failing practicum grade is the second failing grade in the Professional Phase, the student will be dismissed from the MLS Program in accordance with the MLS Progression Policy.

### Confidentiality

Confidentiality in healthcare is critically important and strictly enforced. Students will have access to patient information solely for teaching/learning purposes. Any information used for pre-approved case studies or other educational purposes must not have any identifying information (e.g., name, ID number, medical record number, rare diagnosis) that could be linked back to the patient. Note that no clinical data can be published without the clinical affiliate's expressed permission and, potentially, institutional review board (IRB) approval.

### Clinical Data Policy

Confidentiality in healthcare is critically important and strictly enforced at the federal level via the Health Insurance Portability and Accountability Act (HIPAA). During clinical practicum courses, students will have access to patient information solely for teaching/learning purposes. Clinical data from a clinical affiliate site can only be used for MLS curricular requirements if pre-approved by the MLS Program and the clinical affiliate site. Clinical data cannot be solicited for non-MLS coursework, student organization activities, personal projects, etc. Any information used for MLS educational purposes must not include any identifying information (e.g., name, ID number, medical record number, rare diagnosis) that could be linked back to the patient. Note that no patient information or results can be published or publicly presented without the clinical affiliate's expressed permission and, potentially, institutional review board (IRB) approval.

### Clinical Learning Policy

MLS students are to have the status of learner and may not render services for patient care beyond the realm of educational value. Any activity assigned to a student must have an educational value. A student is not to be substituted for regular staff during completion of their clinical learning experiences. After demonstrating proficiency, students may be permitted to perform procedures under qualified supervision for the purpose of practice but not as a replacement for laboratory staff. Students are not allowed to perform patient testing or report patient results without a lab professional's oversight. If a student feels they are being inappropriately used to provide patient service, in place of an employed lab professional, they should report this immediately to the clinical liaison, UIS clinical practicum course instructor, and MLS Program Director.

On a noncompulsory basis, students may be employed by the clinical affiliate outside of regularly scheduled clinical learning time and should be voluntarily and appropriately compensated. If a student is employed by and completing practicum courses at an affiliate site, work responsibilities and educational experiences must be separated. Students are not allowed to be financially compensated for work performed during practicums. If a student is scheduled to complete any of their clinical contact hours at their site of employment, the student and the site's clinical liaison must sign the Clinical Learning at Employment Site Agreement form to affirm their understanding of and plan to comply with the policy – the form can be accessed on the MLS website. The clinical liaison/employer must also submit a record of the student's/employee's work schedule to the UIS clinical practicum course instructor – the UIS clinical practicum course instructor will compare the student's/employee's work schedule and clinical learning contact hours to ensure that no overlap has occurred. If a violation of the policy is discovered, the student may need to complete the remainder of or repeat the rotation at another site, graduation may be delayed, disciplinary action may be pursued, the student may be dismissed from the MLS Program, or the student's degree/certificate may be rescinded, depending on the circumstances around the violation.



### Enhancement Experiences and Service Learning

Observation and/or participation in alternative laboratory practice may be completed for credit during MLS 496: Special Topics Practicum. This may include spending time in healthcare departments outside of a routine laboratory, such as histology, respiratory therapy, nuclear medicine, autopsy, etc. This may also include non-healthcare experiences such as public health, crime, environmental, medical research, veterinary, fertility clinic, or pharmaceutical laboratories. These enhancement experiences may be arranged by the student, with permission, or by the UIS clinical practicum course instructor, clinical site liaison, or MLS Program Director.

Purposeful civic learning through experiences that provide service to the community may be completed for credit during MLS 496: Special Topics Practicum. Service learning should be related to the field of laboratory medicine and must be arranged, documented, and reported by the student.

To earn credit for observation/participation in alternative laboratory practice or service learning the student must secure permission from the UIS clinical practicum course instructor and/or MLS Program Director prior to registration into MLS 496: Special Topics Practicum. MLS 496 is a variable credit hour course (1 to 6 Hours) and may be repeated for credit if the content is sufficiently different.

## Immunization Policy

Medical Laboratory Science (MLS) students must provide medical documentation of the following immunizations and laboratory test results to the MLS Program. Students who are unable to obtain immunizations for health or religious reasons must submit an approved waiver to the MLS Program.

### Prior to entering the Program

- [All immunizations required by UIS](#)
- The Hepatitis B immunization series (3 shots) **or** proof of immunity (IgG titer)
  - The Hepatitis B immunization series is completed over a period of approximately 6 months. Any student who has not yet begun the Hepatitis B immunization series should start immediately.
  - Students will not be allowed to participate in curricular laboratories until proof of complete or initiated Hepatitis B immunization series or an approved waiver has been received by the MLS Program.

### Prior to the clinical practicum courses

- COVID vaccination (two doses of Pfizer/Moderna **or** one dose of J&J)
- Varicella vaccination (two shots), titer, or documented medical history of chicken pox infection
- 2-step T.B. (tuberculosis) skin test series **or** TB QuantiFERON (or equivalent) blood test within the three months prior to beginning clinical practicum courses
  - Students who have had the BCG immunization should get the TB QuantiFERON test instead of the skin test.
  - Students who test positive (or have previously tested positive), must provide medical documentation of a negative chest x-ray and TB questionnaire, depending on requirements of the clinical affiliate.
  - **Do not get TB testing any earlier than 3 months prior to clinical practicum courses**
- Seasonal flu vaccine for the current season must be obtained by November 1<sup>st</sup> of the clinical practicum year
- Any other vaccines required by the clinical affiliate

In preparation for clinical practicum courses, the MLS Program assures clinical affiliates that students' immunization requirements have been met. Because of the Health Insurance Portability and Accountability Act (HIPAA) the MLS Program cannot provide immunization documentation to a clinical affiliate site if they request it. If a clinical affiliate site requires documented proof of immunization and/or laboratory test results, the student will need to provide documentation directly to the clinical site. Therefore, students are advised to keep originals of all immunization records.

### Submit immunization documentation to the MLS Program

Upload documentation of all MLS-required immunizations to your digital MLS student file on UIS Box – the MLS Program Director will send an invitation to collaborate on your MLS student file after admission to the MLS Program.

You must register for classes at UIS before you can access UIS Box. After registering for classes, visit <http://go.uis.edu/box> and click “sign up” to create your UIS Box account – you must use your UIS credentials to sign up for a UIS Box account. If you are a current UIS student who has previously registered for classes at UIS, you should be able to immediately access or activate your UIS Box account.

## Academic Integrity

Each student is obligated to be familiar with and adhere to the [University of Illinois Academic Integrity Policy](#) and the School of Health Sciences Academic Integrity Policy. Review rationale and students' obligations, as outlined below by the School of Health Sciences Academic Integrity Policy:

Graduates from the academic programs within the School of Health Sciences (HSC) transition into positions of great trust in healthcare or health maintenance professions. Degrees earned through programs of the HSC must reflect legitimate knowledge and absolute honesty in each and every graduate in order to protect the health and safety of patients/ clients, validate the trust of public and professional communities, and maintain the value of the degrees and professional certifications earned. For these reasons, it is the duty of the faculty and students of the HSC department to uphold and demonstrate academic integrity in all educational and clinical activities.

The HSC Academic Integrity Policy is not designed to contradict or supersede the University of Illinois Springfield (UIS) Academic Integrity Policy. The goal of the HSC policy is to provide a clear, standard departmental process for faculty and students regarding the management of academic integrity violations and to outline the HSC Department recommended sanctions in accordance with the UIS Academic Integrity Policy. Furthermore, the design and execution of the HSC Academic Integrity Policy reflects stringent certification testing protocols (i.e., zero tolerance of cheating) set forth by professional agencies relevant to the HSC.

The provisions of the UIS and HSC academic integrity policies apply to every learning environment including but not limited to: classroom, laboratory, computer laboratory, exam proctoring center, clinical practicum sites, etc. Any suspected academic integrity violations will be pursued according to the UIS and HSC academic integrity policies. Students found in violation of the UIS and HSC academic integrity policies will be subject to sanctions as detailed in the policies. To ensure safety of practice, trust of the community, and to strengthen the distinction associated with a degree earned from a program of the HSC, members of the HSC faculty are obligated to pursue any and all instances of academic integrity violation.

**Refer to the [University of Illinois Springfield Academic Integrity Website](#) for:**

- Student resources
- Faculty resources
- Forms
- The UIS Academic Integrity Policy

**Refer to the [University of Illinois Springfield Academic Integrity Policy](#) for:**

- Faculty and student responsibilities
  - Section II
- Definitions of academic integrity violations
  - Section IV
- Proper procedure in pursuing suspected violations of academic integrity
  - Section V and Appendix A
- Detailed description of tiered offense classification
  - Section VI
- Examples of possible sanctions

- Section VII
- Hearing panels and processes
  - Section VIII
- Appeals process
  - Section XI

A. Student Obligations:

- Students enrolled in designated HSC courses must review the UIS and HSC Academic Integrity Policies and submit a signed HSC Academic Integrity Policy Affirmation Form at the onset of the course. Designated courses are determined by each program. As a component of the academic record for the designated course, signed forms will be stored according to assessment retention requirements of relevant accrediting agencies.
- Throughout enrollment in any HSC program, students will adhere to the UIS and HSC academic integrity policies in all learning environments including but not limited to: classroom, laboratory, computer laboratory, practicum, and internship.
- Knowledge of Academic Integrity Violations:
 

If a student becomes aware of any instance of academic dishonesty in an HSC course, the student may feel an ethical obligation to report or respond to the violation. In accordance with Section V:1 of the UIS Academic Integrity Policy, this may be accomplished using one of the following means:

  1. Reporting of the incident to the Academic Integrity Council (AIC) via the UIS Academic Integrity Violation Report Form (UIS AIVRF)
    - a. Attempts to maintain the confidentiality of the reporting student will be employed, but complete anonymity cannot be guaranteed.
  2. Anonymous report to a faculty or staff member
    - a. Student may or may not implicate individual students
    - b. Attempts to maintain the confidentiality of the reporting student will be employed, but complete anonymity cannot be guaranteed.
  3. Beginning a discussion with the student in violation
    - a. Acknowledging the violation, its impact, and penalties
    - b. Offering counsel as to the importance of honest and ethical conduct in academic and professional situations

## **Disciplinary Process**

It is the position of the MLS Program that students must demonstrate, through their actions, their professional fitness for laboratory practice. The MLS Program Director reserves the right to request at any time, for just cause, the withdrawal of students whose attitude, conduct, health, attendance, scholastic record, or clinical experience makes it evident that they should not continue in the MLS Program.

Students who accept a position in the MLS Program agree to conduct themselves in accordance with UIS, MLS Program, and clinical affiliate policies. Failure to comply with policies may result in disciplinary action. There are three types of formal disciplinary action which MLS Faculty can take, based on the nature and severity of the offense. Disciplinary action may begin at any of the following levels and progress to the next level for repeat offenses:

- verbal warning
- written warning
- dismissal from the program

## Insurance

Students must have health insurance. The university will assess a fee for group health and accident insurance unless the student shows proof of equivalent coverage. Students have access to the routine and emergency services provided to all students at the university. The University Health Service as described in the online catalog is available whether or not a student is covered by the university-sponsored insurance. Emergency care is available at the clinical affiliate sites when students are on site during the clinical component of the curriculum. The student is responsible for the cost.

In addition to health insurance, the affiliate sites require that each student have current professional liability insurance. Students of the University of Illinois are covered for clinical practicums for which academic credit is currently being earned.

## Financial Assistance

### MLS Student Support Fund

Former MLS Program Director, Paula Garrott, created a fund to help students with expenses related to travel and other requirements associated with completion of the clinical practicum course(s). The MLS Program Director notifies students when the MLS Student Support Fund application period begins. Applications for support must be submitted to the MLS Program Director who, in consultation with MLS faculty, renders a funding decision. The amount of money awarded depends on the number of students who apply for funding, students' planned use for awarded funds, and availability of donor funds in the account. Travel support awarded for clinical practicums is loosely based on the distance each student must travel to their furthest rotation. Support funding should not be expected to cover the entire cost of expenses related to the practicums. Before funding will be awarded, students selected as funding recipients must submit a brief thank you message to the fund's donors via email to the MLS Program Director. The MLS Program Director will distribute students' thank you messages to the donors.

### Scholarships

UIS offers several institutional scholarships targeted toward MLS students and students pursuing health professions. The application deadline for scholarships administered by UIS is February 15.

- William and Mary Schnirring Scholarships are available for undergraduate students who have declared a Biology, MLS, or other health or science major who have plans to enter a human healthcare profession. Dependent upon scholarship, students must be residents of Illinois or Sangamon County and must have attended an Illinois public high school. Academic performance and financial need may be considered for selection.
- Health Professions Scholarships are available for students enrolled in the MLS Program who are also Illinois residents. Academic performance and financial need may be considered for selection.
- The Madeline Roy Memorial Scholarship is available for female MLS students who have earned a "B" average.

MLS students may also apply for external scholarship opportunities through professional societies and laboratory vendors.

- [ASCLS](#)
- [ASCP](#)

## Graduation

Prior to the beginning of their final semester, students should carefully review their degree audit report (DARS) and take immediate action to resolve any discrepancies and/or register or plan for any missing required courses. During their final semester, students are also responsible for completing three crucial steps towards graduation: 1) submit an online graduation application, 2) submit an online form indicating their intent to participate in commencement, and 3) purchase a cap and gown.

- The online graduation application deadline is typically in February. Follow the application instructions. Several emails are sent to notify students of the approaching deadline. Do not miss the application deadline. In the event that a student misses the graduation application deadline, graduation and degree conferment will be delayed to a later semester.
  - If a minor or concentration has been officially declared by the student, it must be completed before the student will be eligible to graduate. If the student has declared a minor or concentration but does not intend to complete it, the student must drop the minor or concentration prior to submitting a graduation application.
  - Students must check their DARS to verify that all requirements of the degree are completed or in progress. The Academic Advisor and MLS Program Director must be notified immediately if any requirements, other than in-process courses, are missing from the DARS
  - Any holds, financial or otherwise, must be resolved prior to submission of the graduation application. Holds will delay graduation.
- The deadline to submit the online intent to participate in commencement is, typically, in March. Do not miss the application deadline. In the event that a student misses the online intent to participate deadline, they will not be eligible to walk in the commencement ceremony.
- Students who will participate in the commencement ceremony must purchase or borrow a black cap and gown. Caps and gowns can be purchased during the UIS Graduate Salute. Dates and times of the Graduate Salute will be announced by UIS via email.



## Honors in MLS (Department Honors)

MLS majors with a cumulative GPA equal to or greater than 3.25 and one semester in residency at UIS may apply to participate in the MLS honors option. This is not connected with the CAP Honors Program. In addition to MLS programmatic requirements, candidates for Department Honors must:

- Maintain a minimum cumulative GPA of 3.25
- Earn a minimum grade of B- for each course in the MLS Program
- Successfully complete three credit hours of MLS 400: Applied Research
- Present their findings in a formal paper and public presentation.

To pursue in the honors program, the student must secure an MLS faculty research advisor and obtain preliminary approval from the faculty advisor for their research topic. After reaching an agreement with the MLS faculty research advisor, the student must submit a signed Honors in MLS Application form to their MLS faculty research advisor. Once the Honors in MLS Application is approved and signed by the MLS faculty research advisor, the faculty advisor will assist the student in obtaining further required preliminary approval from the MLS Program Director.

Research for MLS Honors must be a substantive effort. The student may complete research under the supervision of an MLS faculty member or outside researcher or professional (e.g., clinical laboratory professional, pathologist, researcher, chemistry faculty member). If an outside individual is directly supervising the research, the MLS faculty research advisor will oversee the process (including IRB process if necessary). The research (and paper) can be on the same topic as a Capital Scholars Honors Program (CAP) senior project and paper, but the research and paper must specifically relate to laboratory science. Because CAP has substantially different requirements, this means writing two papers.

The paper must be submitted in the format determined to be most appropriate by the MLS faculty research advisor (e.g., ICMJE, MLA, APA). The acceptable length will be determined by the content as judged by the MLS faculty research advisor. An approved copy must be submitted to the MLS Program Director before the end of the final semester and will be kept in the student's MLS file.

The presentation may be a poster presentation, a spoken presentation, or other official presentation format. Documentation of the presentation must be submitted to the MLS Program Director before the end of the final semester.

The MLS Program Director will notify the HSC Director that the paper and proof of presentation have been submitted and graded. The HSC Director or designee will notify Records that the student has met all departmental requirements for MLS Honors. After final determination of eligibility by Records, departmental honors will appear on the student's transcript and diploma.

## Leadership and Service Opportunities

The MLS Program prides itself on providing opportunities for students to be involved in extracurricular professional and university activities. These activities provide excellent opportunities for service and community engagement.

## **MLS Club**

UIS students can participate as members and elected officers of the MLS Club. The MLS Club allows for MLS majors and other interested students to meet for social, educational, service, and fund-raising activities. Elections are held at the beginning of each Fall semester to designate club officers and student representatives.

## **MLS Student Representatives to Advisory Committee and Clinical Liaison Council**

Two students from each MLS student cohort (i.e., juniors, seniors, graduate students) represent the student perspective on both the MLS Advisory Committee and Clinical Liaison Council. During the first semester of the MLS Program, one undergraduate junior cohort representative is elected by their fellow cohort members. The second undergraduate junior cohort representative is appointed by MLS faculty. For the sake of consistency, elected and appointed undergraduate cohort representatives are asked to serve for two academic years (i.e., the junior and senior years). One graduate certificate cohort representative is appointed by MLS faculty and asked to serve for one academic year.

## **Professional Organizations**

Students are encouraged to obtain professional organization membership. The American Society for Clinical Laboratory Science (ASCLS) offers a [Developing Professional \(i.e., student\) membership option](#). Developing Professional ASCLS members are eligible to run for ASCLS-IL student forum positions. Students are also encouraged to sign up for a [free student membership](#) with the American Society for Clinical Pathology (ASCP).

## **Programmatic Awards**

Each year, MLS faculty select students to honor with MLS awards to be presented at the College of Health, Science, and Technology (CHST) honor ceremony. Selections are based upon academic performance and service to the MLS cohorts, profession, and MLS Program. Public recognition of awards at the CHST honor ceremony is limited to two honorees and one student marshal. The MLS Program may choose not to bestow all awards in any given year.

### **Medical Laboratory Science Marshal**

The student marshal is chosen for excellence in the major and, designated by a gold stole, leads the MLS graduating class through the commencement ceremony. The marshal's name is included in the official graduation program and is engraved on a plaque that hangs in the Health and Sciences Building (HSB) hallway outside the MLS student laboratory.

### **Medical Laboratory Science Student of the Year**

The student of the year is a graduating student who embodies the spirit of the MLS Program and profession. The name of the student of the year is engraved on a plaque that hangs in the Health and Sciences Building (HSB) hallway outside the MLS student laboratory.

### **Reflection Award**

The reflection award is bestowed upon an MLS student who demonstrates consistent depth and thought in the reflection assignments completed in courses throughout the MLS curriculum.

## Professional Certification

Graduates of the B.S. in MLS are eligible to sit for the ASCP BOC MLS certification exam via Route 1. Graduates of the MLS graduate certificate programs are eligible to sit for the corresponding ASCP BOC Scientist examination via Route 3. While granting of the B.S. degree or graduate certificate is not contingent upon passing an external certification or licensure exam, the MLS Program highly recommends certification in order to optimize employment opportunities and demonstrate professional solidarity. The MLS Program also highly recommends completion of the exam as soon as possible after graduation.

Students must apply for the exam, pay the examination fees, and arrange for transcripts to be sent to the BOC. B.S. Students should not apply for the exam until the appropriate application window – MLS faculty will provide guidance as to the earliest appropriate application date. Students should apply via the appropriate route, enter the UIS school code (**012088**), and allow UIS to receive the exam score. The BOC will send application approval requests for B.S. in MLS students to the MLS Program Director. After ensuring graduation eligibility, the MLS Program Director will approve B.S. in MLS students for the exam which will allow scheduling of the exam within the appropriate three-month testing window. The MLS Program Director will provide graduate certificate students with the appropriate Structured Documentation Form and accompanying Letter of Authenticity after successful completion of the graduate certificate program.

In accordance with the certification maintenance program, the BOC requires continuing education (CE) in order to maintain certification. All certified MLS/Scientists must complete and submit 36 hours of CE every three years. Failure to adequately maintain certification may result in de-certification.

### Licensure

Illinois does not currently license laboratory personnel. However, some states do require licensure to practice. Most of these states recognize the ASCP BOC certification, but may require extended duration of practicum experiences, additional academic courses, etc. If a student intends to practice in another state, licensure requirements should be researched as early as possible to ensure the opportunity to complete all requirements. Refer to the [UIS Federal Licensure Reporting website](#) for more information on licensure states and whether the MLS Program curriculum meets the academic requirements for licensure by state.

## Requests for Recommendation

Before an MLS faculty member can provide a professional or academic recommendation for a UIS student or graduate, the student must complete, sign, and submit a Request for Recommendation form to the faculty member and to the MLS Program ([mls@uis.edu](mailto:mls@uis.edu)). The form may be completed to confer permission for recommendation for all instances or only in specific instances. The Request for Recommendation form can be accessed on the MLS website.

## **Appendix A**

### **Typical Undergraduate Course Sequence**

#### **Recommended Pre-Professional Phase Course Sequence (58 hours)**

##### Year 1 – Fall (14 hours)

- ENG 101: Composition I
- Freshman Seminar elective (humanities)
- BIO 141: General Biology I
- CHE 141: General Chemistry I

##### Year 1 – Spring (14 hours)

- ENG 102: Composition II
- Comparative Societies elective (humanities)
- BIO 142: General Biology II **or** BIO 231: Applied Microbiology and BIO 232: Applied Microbiology Lab
- CHE 142: General Chemistry II

##### Year 2 – Fall (14 hours)

- Visual, Creative, or Performing Arts elective (humanities)
- Behavioral and Social Sciences elective
- BIO 201: Basics of Anatomy and Physiology I
- CHE 267: Organic Chemistry I and CHE 268: Organic Chemistry I Lab **or** CHE 475: General Biochemistry and CHE 476: General Biochemistry Lab

##### Year 2 – Spring (16 hours)

- COM 112: Oral Communications
- Behavioral and Social Sciences elective
- Behavioral and Social Sciences elective
- BIO 202: Basics of Anatomy and Physiology II
- MAT 121: Applied Statistics

#### **Typical Professional Phase Course Sequence (62 hours)**

##### Year 3 – Fall (15 hours)

- MLS 415: Foundations in MLS
- MLS 425: Laboratory Operations
- MLS 432: Hematology I
- MLS 433: Medical Microbiology I
- MLS 448: Intro to Immunology
- MLS 449: Intro to Immunology Lab

##### Year 3 – Spring (15 hours)

- MLS 434: Clinical Chemistry I
- MLS 442: Hematology II
- MLS 443: Medical Microbiology II
- MLS 468: Immunohematology

Year 3 – Summer (8 hours)

- MLS 444: Clinical Chemistry II
- MLS 475: Advanced Analysis in Laboratory Medicine
- U.S. Communities or Global Awareness ECCE elective

Year 4 – Fall (12 hours)

- UNI 301: ECCE- Speaker Series
- MLS 477: Molecular Diagnostics
- MLS 487: ECCE-Practicum I
- MLS 497: Senior Seminar I

Year 4 – Spring (12 hours)

- MLS 488: ECCE-Practicum II
- MLS 496: Special Topics Practicum
- MLS 498: Senior Seminar II

## **Appendix B**

### **Typical Graduate Certificate Course Sequence**

#### **Graduate Certificate in Clinical Chemistry (12 hours)**

##### Semester 1 – Fall (2 hours)

- MLS 425: Laboratory Operations

##### Semester 2 – Spring (4 hours)

- MLS 434: Clinical Chemistry I

##### Semester 3 – Summer (3 hours)

- MLS 444: Clinical Chemistry II

##### Semester 4 – first-half Fall (3 hours)

- MLS 516: Categorical Graduate Practicum

#### **Graduate Certificate in Hematology (12 hours)**

##### Semester 1 – Fall (5 hours)

- MLS 425: Laboratory Operations
- MLS 432: Hematology I

##### Semester 2 – Spring (4 hours)

- MLS 442: Hematology II

##### Semester 3 – Summer (3 hours)

- MLS 516: Categorical Graduate Practicum

#### **Graduate Certificate in Immunohematology (13 hours)**

##### Semester 1 – Fall (6 hours)

- MLS 425: Laboratory Operations
- MLS 448: Introduction to Immunology
- MLS 449: Introductory Immunology Laboratory

##### Semester 2 – Spring (4 hours)

- MLS 468: Immunohematology

##### Semester 3 – Summer (3 hours)

- MLS 516: Categorical Graduate Practicum

#### **Graduate Certificate in Medical Microbiology (12 hours)**

##### Semester 1 – Fall (6 hours)

- MLS 425: Laboratory Operations
- MLS 433: Medical Microbiology I

##### Semester 2 – Spring (3 hours)

- MLS 443: Medical Microbiology II

##### Semester 3 – Summer (3 hours)

- MLS 516: Categorical Graduate Practicum