Medical Laboratory Science, School of Health Sciences

Instructor: Dr. John P. Seabolt, MT(ASCP)SM
Email: John.Seabolt@USD.edu or click on my name in Resources→Classlist tool
Course Number: MLS 415
Office Phone: n/a
Class Meetings: Online
Need Help?: Email instructor for guidance

Course Description
Infectious diseases and infection control are major safety concerns in today’s global world. This course will provide foundational knowledge to support professionals in medical laboratory science, public health, and other health care disciplines to better understand the general theories of infection control, communication processes, and the responsibilities laboratories, health care professionals and public health officials have in developing policies and practices during episodes of infectious outbreaks, locally and globally.

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Course Summary

Per the description above, we will be taking a comprehensive look at both the history, theory and practical aspects of public health and communicable diseases. To that end, here is a summary of the activities we will be completing in the course:

- **Weekly activities**
  - Weekly quiz (on weeks without exams) (10 points each)
  - Weekly discussion activity (10 points each)
  - Weekly Youtube video summary (5 point each)
  - Weekly lecture (watching the recording)

- **An exam every three-four week** (100 points each)

<table>
<thead>
<tr>
<th>DAY</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Start of the week; new materials and weekly quiz and discussion topic available. Open for independent work and discussions.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Live office hours @ 6:00 PM-7PM CT. Open for independent work and discussions.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Open for independent work and discussions.</td>
</tr>
<tr>
<td>Thursday</td>
<td>Open for independent work and initial discussions which are due at 11:59pm.</td>
</tr>
<tr>
<td>Friday</td>
<td>If a graded exam is scheduled, it will by @ 12:00 AM CT.</td>
</tr>
<tr>
<td>Saturday</td>
<td>Open for work on assessments/ quizzes or exams.</td>
</tr>
<tr>
<td>Sunday</td>
<td>All weekly assessments due by 11:59 PM CT on Sunday night. All responses to peer discussions due.</td>
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</tbody>
</table>

Textbook Information

**Instructional Method**

This course will be instructed entirely online via Desire2Learn ([http://d2l.sdbor.edu](http://d2l.sdbor.edu)), which you will use to:

- Communicate with your classmates and the instructor
- View lecture notes and recordings
- Complete quizzes and exams
- Submit coursework
- Access all required course materials (lecture recordings, lecture slides)
- Access supplemental materials (interactive learning tools, supplemental reading)
- Access your course progress and grade information

**Student Expectations**

First and foremost, students are expected to read, understand, and abide by all policies and procedures outlined in this syllabus, as well as those in the Online Student Handbook, which can be accessed from the “Getting Started” widget on the course homepage. The latter contains important information about the various support services available to online students.

In terms of activities, each week is detailed in the Class Schedule that can be accessed via the “Getting Started” widget on the course homepage. The instructor will also provide regular updates, so students should log into D2L to check for news and email at least three times per week, if not more frequently.

**IMPORTANT**: In order to complete the discussion activities each week, it will be necessary to log into the course on Sunday evenings. Please plan accordingly.

See the Graded Assessments: Discussions section below for additional details.

In terms of time commitment, the South Dakota Board of Regents (SDBOR) defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two-three hours of out-of-class, student work. As this is a three-credit-hour course, students should expect to dedicate around nine (9) to 12 hours per week to course activities.

Students are also expected to have and maintain the appropriate technology required to complete the course. For more information about this, please see the Technology Requirements towards the end of the syllabus.

One important thing to remember: when all is said and done, this is your class; it is what you make of it. Your level of participation will be directly proportional to your class experience: you will get out of it what you put into it.
Instructor Expectations
The instructor will strive to provide every possible opportunity for detailed feedback and, unless otherwise stated, will respond to inquiries within within forty-eight hours (48). The instructor will also endeavor to return feedback and suggestions, using standard rubrics and grading criteria, within a reasonable amount of time—see the Assessments section below for more detail.

Finally, the instructor will also abide by all policies set forth in this syllabus and those by the Online Student Handbook, The University of South Dakota, and the SDBOR.

Course Objectives
This course is designed to promote an understanding and appreciation of public health and communicable diseases. At the conclusion of this course, the student should be able to:

<table>
<thead>
<tr>
<th>SPECIFIC OBJECTIVES</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss the historical impact of infectious disease on our global society.</td>
<td>Quiz and Exam I</td>
</tr>
<tr>
<td>Apply basic principles of epidemiology and demonstrate an understanding of general</td>
<td>Quizzes &amp; Exam I-IV</td>
</tr>
<tr>
<td>characteristics associated with epidemics of infectious diseases.</td>
<td></td>
</tr>
<tr>
<td>Discuss the most important infectious diseases affecting man, and the causative</td>
<td>Discussion Topics</td>
</tr>
<tr>
<td>microbe, host, and environmental factors that contribute to such outbreaks.</td>
<td>Quizzes</td>
</tr>
<tr>
<td></td>
<td>Exam I-IV</td>
</tr>
<tr>
<td>Explain how epidemiological characteristics of disease can be used to develop and</td>
<td>Quizzes</td>
</tr>
<tr>
<td>evaluate means of prevention of outbreaks and transmission of diseases.</td>
<td>Exam I-IV</td>
</tr>
<tr>
<td>Apply epidemiological methods in design, conduct, and analysis of infectious disease</td>
<td></td>
</tr>
<tr>
<td>epidemiological studies.</td>
<td>Quizzes</td>
</tr>
<tr>
<td>Exams I-IV</td>
<td></td>
</tr>
<tr>
<td>Communicate results of epidemiology studies to professionals and the general public.</td>
<td>Quizzes</td>
</tr>
<tr>
<td></td>
<td>Exams I-IV</td>
</tr>
<tr>
<td>Analyze published infectious disease epidemiological reports/studies, such as</td>
<td>Discussions</td>
</tr>
<tr>
<td>found in Mortality and Morbidity Weekly Report and journal of Emerging Infectious</td>
<td>Short Paper</td>
</tr>
<tr>
<td>Diseases</td>
<td>Exam 1-1V</td>
</tr>
</tbody>
</table>

Note: specific module objectives are provided within each lecture under Content.
Course Schedule & Coverage of Topics
Please see the “Course Schedule” link in the “Getting Started” widget on the course homepage.

Lectures / Office Hours
Recorded Lectures have been facilitated via Collaborate Ultra, the university’s web-conferencing system.

Office hour will be held via Collaborate Ultra every Tuesday Night, 6PM-7PM CDT. You may email me during this time with questions or concerns or go live.

IMPORTANT: Because this is an online, asynchronous course, only deadlines for tasks submissions are required. Viewing the recorded lecture is at your convenience.

Also, viewing the lecture slides/notes will not be sufficient, as they only serve as an outline for the lecture. You must read the assigned chapters in the textbook.

All of the lecture slides—which can be accessed before the lecture—and subsequent recordings of the lectures, will be made available under the Content area of the course, under the Activities section of the current week.

TIP: If you are viewing the lecture recording, it is NOT necessary to watch the entire recording all at once, nor do you need to watch it from start to finish. You can watch one part of the lecture, and then come back at a later time to watch the rest, or jump to different topics by using the bookmark feature of Collaborate.

See “Using Lecture Recordings” in the General Course Materials area, under the Content section of the course, for more information about how to use this feature.

Assessments
Because of the online nature of this course, it is important that students receive regular feedback on their progress. To that end, there will be weekly discussions and quizzes to assure that ample feedback is provided and opportunity is provided to ask questions about the various course topics.

IMPORTANT: Late work will only be accepted—and/or make-up assessments will only be made available—under conditions such as a documented illness, family emergencies, etc., and will be provided solely at the discretion of the instructor. When possible, students should notify the instructor prior to missing any assessment.

During the first week of class, students will complete and submit an OPEN-BOOK assessment quiz on syllabus content. This is a course requirement for which ONE bonus point is assigned.

Late Work Work submitted one day late will incur a one point penalty, two days late two point penalty; and three days NO credit unless the student has received approval for late submission.
Graded Assessments: Exams, Quizzes, Short Paper

Graded assessments will be primarily in the form of four exams and thirteen weekly quizzes. As opposed to a long midterm and comprehensive final, four shorter exams and the quizzes allow students ample opportunity to learn the expectations of the exams, and to improve. In other words, not doing well on one exam will not have a severe impact on your overall grade.

Each exam and quiz will be administered via D2L and will be returned with feedback, either within 48 hours after the due date or when the last exam has been submitted—whichever is later. Once graded, students will be able to view the feedback, as well as any questions answered incorrectly. Please refer to Resources→FAQ—available on the course website—for details on how to do so.

Student will analyze an infectious disease article of interest from two online journals: Mortality and Morbidity Weekly Report and Emerging Infectious Diseases. Details of short paper given later. This assignment will be due anytime before or during Week 15, and its value is 05 points each.

In terms of topics, here is how the exams will breakdown:

<table>
<thead>
<tr>
<th>EXAM</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>100</td>
</tr>
<tr>
<td>Covers:</td>
<td>Chapters 1-6, and 8</td>
</tr>
<tr>
<td>Exam II</td>
<td>100</td>
</tr>
<tr>
<td>Covers:</td>
<td>Chapters 9-11, and 13-16</td>
</tr>
<tr>
<td>Exam III</td>
<td>100</td>
</tr>
<tr>
<td>Covers:</td>
<td>Chapters 17-22</td>
</tr>
<tr>
<td>Exam IV</td>
<td>100</td>
</tr>
<tr>
<td>Covers:</td>
<td>Chapters 23-28</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>400</strong></td>
</tr>
</tbody>
</table>

Exams will NOT be proctored—in other words, you will not need to go to a specific place to take them—but will instead be administered using the Respondus LockDown Browser (LDB), which you will be required to download and install on the computer from which you will be taking the exams. There will be plenty of opportunities to test the LDB prior to the exam, as all quizzes require using it as well.

**WARNING:** Even though exams will not be proctored, you are NOT allowed to use any notes, your book, or any other materials or resources while taking the exam. If any evidence is found to the contrary, you will receive zero for the exam. You also risk being dropped from the course, and may face further disciplinary action.
Each exam and quiz will consist of multiple choice questions, with a minimum of one minute allowed for each question. Total time for quizzes will be 10 minutes, while time for exams will vary with number of questions. Once the time has elapsed, your quiz/exam will auto-submit. However, it is your responsibility to submit the exam before, or as close as possible to the time limit.

**IMPORTANT:** At the discretion of the instructor, any portion of the exam submitted after the time limit may be subject to a point deduction, or a loss of credit for any questions answered after the time limit has been exceeded.

Finally, while there will be no “comprehensive” final, there will be common themes and information in all exams throughout the semester, including the last exam.

**Graded Assessments: Discussions**
In addition to the exams and quizzes, there will be weekly graded discussions. Your first post will occur no later than Thursday 11:59pm and responses to two peers’ discussions are due by Sunday 11:59pm. Posting will be valued 5pts for first post and 5pts for peer responses. Failure to adhere to time parameters, will result in loss of points.

When posting discussions, each student must abide by the “Netiquette” section in the Online Student Handbook, which can be found in the “Getting Started” widget on the Course Home page. Additionally, each student will need to post a substantive response to the question or questions posed by the instructor, and then reply substantively to two other student’s responses. A substantive response is more than simply saying, “I agree,” or “I disagree;” rather, it will provide arguments to support the student’s response.

Participation in the discussions is required and will be worth ten (10) points, awarded according to the discussion rubric.

<table>
<thead>
<tr>
<th>EXPECTATION</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A substantive response to instructor’s question by Thursday @ 11:59 PM CT</td>
<td>5</td>
</tr>
<tr>
<td>Two substantive responses to peer postings by Sunday @11:59PM, CT</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>10pts</td>
</tr>
</tbody>
</table>
As stated in the rubric, your initial response to the instructor’s question is due by Thursday @ 11:59 PM CT. If you do not post your initial response by this time, you will lose two points.

**TIP:** You must post a response in the discussion topics before being able to see other postings made by your peers.

Discussion participation will be assessed at the conclusion of each discussion topic on the level and quality of participation. In general, the instructor will provide feedback in the [Assessments ➜ Grades](#) section of the course, designated by “DW#,” where the “#” will be replaced by the week number. All feedback will be returned within 48 hours of the due date, unless otherwise noted by the instructor.

**IMPORTANT:** Because of the interactive nature of discussions, if you miss a weekly discussion, even for an excused absence, you will NOT be able to make it up.

The instructor may lower the student's final grade by two (2) percentage points per absence, unless notified and reason for absence is accepted by instructor. Anyone missing two or more times, or who is not otherwise satisfying the course’s expectations, may be withdrawn from the course at the instructor's discretion. Should this be the case, the student will receive a grade of “W” on his/her official transcript and will not receive a refund.

**Course Point Total**

Given the types of assessments and number of points each is worth, the total number of points in the course is broken down as follows:

<table>
<thead>
<tr>
<th>ASSESSMENT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four Exams@100pts each</td>
<td>400</td>
</tr>
<tr>
<td>Thirteen Quizzes @10pts</td>
<td>130</td>
</tr>
<tr>
<td>Sixteen Discussions @10pts</td>
<td>160</td>
</tr>
<tr>
<td>Journal Article Analyses 2@05pts</td>
<td>10</td>
</tr>
<tr>
<td>Sixteen Video Summaries</td>
<td>80</td>
</tr>
<tr>
<td>TOTAL</td>
<td>780</td>
</tr>
</tbody>
</table>
Grading

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>%</th>
<th>Fall/Spring Points (approximate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>700-780</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>624-699</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>546-623</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>468-545</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60%</td>
<td>&lt;468</td>
</tr>
</tbody>
</table>

**IMPORTANT:** You can check your current grade at any time during the semester by clicking on the **Assessments ➜ Grades** link. You will also be able to check the grades for any assessment, as well as feedback on those assessments, using this link as well.

Technology Requirements

The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the **Online Student Handbook** in the “Getting Started” widget on the course homepage.

Aside the requirements listed in the handbook, this course has three other requirements:

1. The University of South Dakota provides access to Google Docs—a free, online office suite—which can save documents as Word files. USD’s Google Docs can be accessed with your USD username and password at: [http://docs.usd.edu](http://docs.usd.edu).

2. Additionally, USD makes Microsoft Office available for free to all students. For more information, please visit the USD Technology page: [http://www.usd.edu/technology](http://www.usd.edu/technology)

3. This course makes use of **Collaborate Ultra**, a web-conferencing solution, for the live lectures/office hours, as well as the lecture recordings. If you plan on participating in the live sessions, it is recommended that you either purchase a USB multimedia headset—earphones with a microphone—or you have a phone available to conference into the session, so that you can ask questions instead of typing them. Headsets can be purchased online, or from your local retailer (Walmart, Best Buy, Radio Shack, etc.), for around $15-$30 depending on the brand and model (Logitech is recommended).
4. In order to take the quizzes and exams in this course, you will be required to use the **Respondus LockDown Browser**. This can be downloaded from any quiz or survey, but only needs to be installed once. That being the case, you will need to have the appropriate permissions to install the software on the computer from which you will be taking the exam. Please see “Respondus LockDown Browser Instructions” under the “General Materials” section in the **Content** area of the course for more detail.

**Student Resources:**
The University of South Dakota provides a number of useful services to students:

- **Online Student Handbook (in the “Getting Started” widget on the course homepage):**
  This contains very important information related to the services provided by the University of South Dakota as well as the University policies. In it, you will find such information as:
  
  - Academic support services such as the library, writing center, proctor and testing information, book purchasing, etc.
  - Student support services such as advising and enrollment information, financial aid, student life, and counseling, etc.
  - Technology support services like technology requirements, ITS Help Desk contact information, discounts on computers and software, etc.

- **myUSD Portal ([http://my.usd.edu](http://my.usd.edu))**: 
  The myUSD Portal is your one-stop place for a majority of services offered to any student taking a USD course—like this course. You can access the following services from the “Academics” tab in the portal:
  
  - WebAdvisor
  - I.D. Weeks Library

- **The USD Writing Center ([http://www.usd.edu/academics/writing-center](http://www.usd.edu/academics/writing-center))**: 
  The USD Writing Center was established to provide writing assistance to students in order to help them become better writers. It is available on campus during regular business hours and online in the evenings. Please visit the URL above for more information.
**Plagiarism Policy:**

Plagiarism is defined as using the words and/or ideas of another and representing them to be your own, without proper credit to the author or source. Whether intentional or unintentional, plagiarism will result, at a minimum, in a grade of zero for that assignment.

Since it is impossible to evaluate a plagiarized paper, no credit can be given. At the discretion of the instructor, a student may be subject to any, or a combination, of the following:

- allowed to rewrite and resubmit the assignment for credit
- given a zero for the assignment
- assigned a reduced grade for the course
- reported to the program in which the student is majoring and that department may take additional action
- dropped from the course
- failed in the course

**IMPORTANT:** The instructor may use iParadigm’s Turnitin product to determine the level of originality of any papers submitted in the course. All student papers will become part of a course database of papers that will also be used to check the originality of future papers submitted in the course; however, the student will maintain copyright ownership of the paper. For more information about this, please refer to:


**Freedom in Learning:**

Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the Department of Medical Laboratory Science to initiate a review of the evaluation.
Disability Services:

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Service is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

For information contact:

Ernetta L. Fox, Director
Disability Services
Room 119 Service Center
(605) 677-6389
http://www.usd.edu/ds/
dservices@usd.edu

Diversity

The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected. This course will explore many of these areas.