Email Karen Peterson (karen.peteron@med.und.edu) if your plans change and you will not be attending the University of North Dakota MLS Summer Practicum 2015.

If Attending and Not Admitted At This Time...Apply To UND Right Away Because It Takes Time To Get Admitted.
Summer Practicum 2015 Information

Important:
- Read All of This Letter, ASAP. This Letter Will Also Be Posted on the MLS Website www.med.und.edu/mls
- View the Enclosed Documents and Health Records Checklists ASAP

TO: UND MLS Summer Practicum Students
FROM: Mary Coleman, Summer Practicum Coordinator
TEACHING ASSISTANTS: Rachel Engel and Samantha Peterson
DATE: March 2, 2015
RE: Information Concerning the University of North Dakota (UND) School of Medicine and Health Sciences (SMHS) Medical Laboratory Science (MLS) Summer Practicum (SP)

On behalf of the faculty and staff of the UND Medical Laboratory Science (MLS) program we would like to welcome you to the 12 month professional MLS program at UND. The 12 month program is made up of a summer practicum on campus at UND and a clinical practicum at a variety of healthcare sites in the United States.

An orientation to the summer practicum will commence at 8 AM on Tuesday, May 26, 2015 in room 1350, Reed Keller Auditorium, School of Medicine and Health Sciences, 501 North Columbia Road, Grand Forks, ND. Please enter the building using the south door. A general schedule of the summer practicum is enclosed (yellow). A summer practicum orientation will be held from 8 AM-1 PM. A schedule for the orientation will be given out that morning, along with other information including a SP orientation handout, and a MLS undergraduate orientation handbook. Faculty members will also be introduced at that time. Photos of students will be taken, along with an orientation to the Blackboard and Aperio system, and renewal background checks will be discussed. Pizza will be served at noon in the Reed Keller Auditorium.

THINGS TO DO AND BE AWARE OF BEFORE ARRIVING FOR SUMMER PRACTICUM:

1.0 All prerequisite courses required for the MLS summer practicum must be completed before May 26, 2015 and proof of successful completion must be submitted to Janna Schill (janna.schill@med.und.edu) before May 26, 2015.

2.0 Apply for admission to UND for summer semester 2015 if you have not attended UND before. If you have attended but did not take a course spring semester you will need to apply for readmission. It can take time to become admitted so apply right away. The goal would be to be admitted by April 1, 2015 at the very latest.
3.0 Registration for Courses: Follow the information on the pink enclosure to register for your courses at UND. UND summer semester course registration should be completed by May 1, 2015 at the latest.

4.0 Tuition and Fees: You are responsible to UND for tuition and fees/bills for parking, ID cards, housing, or other miscellaneous services that you accrue from UND (gray enclosure). All bills need to be paid in full each semester. UND will not allow you to register for fall 2015 and spring 2016 semesters if you have an outstanding balance. If you receive any refund checks from UND, do not cash the check, and notify the UND MLS program of the error (ruth.paur@med.und.edu).

5.0 Summer Practicum (SP) Schedule: (Yellow enclosure). On campus summer classes begin Tuesday, May 26, 2015, and end Friday, August 14, 2015. Classes typically run from 8 AM-5 or 6 PM M-F, including online lecture time, which can be completed wherever convenient for you. Class time is intense with quizzes generally given every day. Note: specific schedules will be handed out for each class. An online MLS course (MLS 471 Clinical Chemistry I) will begin Monday, August 24, 2015 and you will be registering for it with your fall semester coursework. Clinical rotations begin Monday, September 21, 2015. If you would like to submit a request for absence for a date you need to definitely miss during the summer practicum, e.g. in a wedding party, etc submit the cream colored enclosure to Mary Coleman, ASAP. It is strongly recommended that you do not miss any of the summer session unless absolutely necessary.

6.0 MLS 325L Hematology Laboratory: If you receive notification that you are to enroll in this course, class will be held Wed-Fri, May 20-22, 2015 in room B726 of the School of Medicine and Health Sciences (SMHS). You will be notified in a separate mailing or e-mail from Brooke Solberg (instructor) if you need to take this course and if so, you would register for it at UND using the class# listed on the pink enclosure for MLS 325L. It is important that if you are new to UND, you apply to UND right away so you are admitted in order to register early for this course.

7.0 Graduation Audit: Complete a graduation audit and schedule an advising session with Janna Schill before the spring semester is over.

8.0 Housing: You may apply for UND housing or find your own housing off campus.

Housing:
Summer Housing information will be posted to the UND Housing website in mid-March.

8.1 To Apply for Summer School Residence Hall housing:
After you have been admitted to UND and have received your ID number, you must go online through Campus Connection, Apply Online and complete the summer housing contract. Choose the group you are affiliated for summer housing from the dropdown box to the right, (i.e.; MLS, REU, Summer School Student, etc.). You will be asked to pay a $50.00 first installment during this online process. Assignment emails will be sent out the end of April from the Housing Office. Doubles as Single and Designed Single rooms will not be offered due to hall/space availability. Check-in time for the specified halls begins after 10:00 a.m. and before 10:00 p.m. of your arrival/check in date. UND is able to provide summer housing in the residence halls until 7 p.m. on August 7, 2015, at which time incoming fall students may begin moving into their fall room assignments. Extended housing, if available, is provided until August 14, 2015, with checkout by noon. Daily rate is $29.65 per day for room and board.

University Apartments: Based on availability, apartments may be available for students with a spouse and/or children, for students that are 21 years old by the end of the calendar year, or for students that have 90 university credits (which will be verified). Applications for apartments are available at http://und.edu/student-life/housing/apartments/index.cfm Please print off the student application and mail it to the Housing Office with the $35 application fee. Please indicate that you are an MLS student on your application and also include the names of your roommates. Only one application is required for
each apartment request. Priority for assignment is based upon the date the application and required fee is received. Apartment housing is available until August 8, 2015.

9.0 **Health Records**: The following records are required **BEFORE** the beginning of summer practicum. U.S. mail the health records to Janna Schill before the beginning of summer practicum (using the address on this letter’s first page letterhead). Send the information listed below along with the enclosed health records checklist (Orange enclosure) to Janna Schill. This is in addition to any information you send to UND admissions/enrollment and/or UND Student Health Services. **YOU WILL NOT BE ALLOWED INTO CLASS UNLESS YOU HAVE SENT THESE RECORDS TO JANNA OR HAVE THEM IN HAND ON MAY 26, 2015. MAKE A COPY of what you submit and keep it for your own records because you will need it for future employment in a healthcare facility.**

9.1 A copy of immunization records for:

9.1.1 Two Measles-Mumps-Rubella (MMR) vaccines

9.1.2 Hepatitis B vaccine series (three vaccines)

Two of the series of 3 hepatitis vaccines are needed before starting your summer practicum in May, 2015. The hepatitis B vaccines are given as follows: first vaccination, second vaccination: one month after first vaccination, third vaccination five months after the second vaccination. You may decline the hepatitis B vaccination by signing a waiver which is available in the MLS office. If you decline the hepatitis B vaccine, you will continue to be at risk of acquiring hepatitis B infection, and some clinical sites may deny you access to their site. The Center for Disease Control and Prevention (CDC) is also recommending that once the hepatitis B vaccine series is complete, one-six months later, a test for hepatitis B antibodies be performed. At this time the UND MLS program does not require the follow-up testing for an antibody titer, but they recommend it. You may be requested by specific clinical sites to obtain the antibody titer.

9.1.3 Proof of chicken pox/Varicella infection, Varicella titer or Varicella vaccine:

If you are sure you have had chicken pox you may simply have your parents or yourself sign a form stating that you have had the chicken pox and sign (print name, signature and date). If you are not sure of prior infection, you are required to obtain proof of infection via a test for Varicella titer or obtain the vaccine. **Some clinical facilities require the vaccine or titer information from the student, as part of the acceptance agreement.**

9.1.4 Students 21 years of age and younger living in UND campus housing need to provide proof of a meningitis vaccination given after their 16 birthday.

9.1.5 Some clinical sites require the influenza flu vaccine.

9.1.6 A current tetanus shot (one within the last 10 years) is recommended. UND Student Health Service offers the vaccine to students via appointment for a fee.

9.1.7 Some clinical sites require additional health record requirements.

9.2 A physical examination will not be required by UND however a clinical site may recommend a physical exam.

9.3 If you have physical or learning disabilities which may affect your success in this program, please let us know so that we can identify alternative learning tools. You will also need to have an active file with UND Disability Support Services (1-800-CALL-UND Extension 7-3425) (voice/TDD) for classroom accommodations. **Essential functions are available on the UND MLS website:** [http://medicine.nodak.edu//MLS-essentialfunctions.cfm](http://medicine.nodak.edu//MLS-essentialfunctions.cfm) You must be confident that you can meet the Essential Functions requirements to be successful in this career choice.

9.4 Colorblindness testing and tuberculosis testing will be done on site at UND.

9.5 Do not have a tuberculin skin test done prior to the UND MLS summer practicum unless needed for other health or work related reasons. For the UND MLS program a tuberculin test is required within 3 months of the beginning of your clinical rotations. This requirement is waived for a few exceptions. See the summer practicum letter, under “**things to do for summer practicum**”, item 9.2. A fee of $12.00 will be charged to your UND account for each of the tuberculin skin tests; total = $24.00. If you need a
9.5 You may be required to take a drug test at any point during this final clinical year. The UND MLS program has a zero tolerance policy for abusing prescription drugs or drugs of abuse. The clinical site may require you to submit to a drugs-of-abuse panel lab test at any time and students must incur the costs.

10.0 Health Insurance: According to the UND SMHS MLS policy, students must show proof of health insurance before entrance to summer practicum and clinical rotations. Present proof of health insurance to Janna Schill by the second week of summer practicum. If you do not have health insurance coverage, university health systems typically offer health insurance plans. You may want to check with another insurance carrier for a major medical plan with a high deductible. You may want to try an insruer available to UND students. Check with Janna Schill for more information. United Healthcare currently offers health insurance to UND students.

10.1 Workers compensation insurance may be required by some clinical sites and at the cost of the students.

11.0 Notes and Textbooks (Prior MLS Courses): Bring your MLS textbooks and notes from past courses to the summer practicum. These textbooks and notes include hematology, microbiology, chemistry, laboratory calculations, immunology, etc textbooks. A list of textbooks, standard operating procedures (SOP) Lab manual, and lecture note packets required to purchase for the summer practicum is enclosed in this mailing (purple enclosure). Textbooks and note packets should be available the first day of each individual class at the bookstore.

12.0 Phlebotomy /Preanalytical Skills Course Challenge: On-the-job trained (OJT) phlebotomists may challenge three of the minimum of six phlebotomy draws in the MLS 472 course. OJT's should submit a phlebotomy competencies form verified and signed by their phlebotomy supervisor. Contact Mary Coleman via email for the form. MLTs are waived from the MLS 472 course, but will need to prove they are proficient in phlebotomy to UND MLS officials and also submit the competencies form filled out by their supervisor or MLT school. MLTs and others waived from phlebotomy procedures are still responsible for knowing the MLS 472 Preanalytical Skills material which will be covered again at their clinical experience.

13.0 We will be using the UND Course Management System/Blackboard Information for SP Courses: Once the courses start, if you have problems, email Janna.schill@med.und.edu for questions. Course information such as syllabi and schedules/calendars are available on each course site.

**A note about syllabi:** All test and quiz questions asked of students must relate back to an objective in the syllabus. Therefore, it is wise to study the objectives for tests. Also, save all notes and books from sophomore, junior level and SP MLS courses. You will use the information and the textbooks again during the senior clinical year.

14.0 Student Dress Code & Professional Standards: Read the enclosed (gold enclosure) student dress code & professional standards document. If you have safety glasses please bring them with you. If you have a latex or nitrile allergy please let Mary Coleman know before you arrive at summer practicum. Students are expected to maintain a professional appearance in lab, with good hygiene and no or minimal fragrance. While in the lecture hall for review sessions and quizzes and exams, students may maintain a more casual dress code, (blue jeans or shorts to lecture are ok) but please remember good hygiene and no or minimal fragrance. A lab drawer in the MLS laboratory B730 will be assigned to you where you may store appropriate clothing (can wear scrubs to lab), lab coats, tie backs for long hair, and shoes and socks for labs.

15.0 Supplies: The following are required:

15.1 Lab Coat: A fluid resistant, full length white lab coat is required. Used fluid resistant white lab coats
can be purchased from the Medical Laboratory Science Club for $15.00 (contact Mary Coleman) or new fluid resistant white lab coats can be bought at the UND Bookstore or online. OSHA requires that employees (and therefore students) should not launder lab coats in their home laundry. We will launder the lab coats for you. When you go to your clinical site, they will provide lab coats and launder them for you. Disposable lab coats, cotton lab coats, and blue lab coats are not acceptable.

15.2 Scientific calculator for various summer practicum classes.

16.0 Attendance/Class Hours:
16.1 MLS students are expected to be in attendance during all scheduled hours of class. No days are allowed off during scheduled class time. A request for absence form (cream enclosure) is included in this mailing and will be available on the UND MLS webpage. The request form should be sent in as soon as possible, or no later than the first day of summer practicum, (Tuesday, May 26, 2015) to Mary Coleman. Submitting the form does not guarantee the student will not miss points.

16.2 If there is an emergency or an illness that prohibits the student from attending class, it is the student’s responsibility to contact the instructor or leave a message before each day of absence. It is the student’s responsibility to read, obtain notes from other students, and catch-up with the rest of the class. Wet-laboratory assignments and points will not be able to be made up. Each instructor will determine how to incorporate missed quizzes and/or laboratory assignments into the student’s final grade. If a student absence is lengthy, the MLS Professional and Academic Standards Committee may determine if the student needs to repeat the course the next time it is offered (summer of 2016). Student class attendance records are kept. Class attendance records may be reviewed as part of determining the affective domain portion of the student’s evaluation.

Additional policies are covered in the UND MLS Undergraduate Orientation Handbook which the student will receive and will be posted on the MLS website.

17.0 Background Check: The clinical affiliate must have an updated background check completed at the time of the final clinical year. A renewal of a student’s criminal background check will be completed during the summer practicum orientation. Students must be able to pay for this renewal online at that time. The cost will be approximately $35.00.

18.0 Campus Parking: See the enclosed green enclosure about parking information.

THINGS TO DO DURING SUMMER PRACTICUM:

1.0 E-Mail: Each student, upon admission to UND, is issued a UND email account. First step: to make it valid/active, the student must claim it. Second step: access the UND account. Further information is included with your UND admission material. Your UND email account will be used by UND and the MLS program to send you messages, so you must be familiar with how to use it and you need to check it DAILY. If you need assistance, visit http://its.s. To emphasize: All email correspondence from UND and MLS program faculty and staff to students is through “@my.und.edu” and it will be YOUR responsibility to check it daily throughout the summer and fall semesters of 2015 and the spring semester of 2016.

2.0 UND Blackboard: Students registered in semester-based courses will have access to Blackboard within two business days of enrollment, but will not see their courses until their instructors make them available. Blackboard user name and password is the same as your UND issued email. Your Blackboard account will not be activated until you activate your UND issued email account.

3.0 Tuition and Fees: You are responsible to UND for tuition and fees/bills for parking, ID cards, housing, or other miscellaneous services that you accrue from UND (gray enclosure).

4.0 Identification Cards (UND U Cards) ($20.00): Identification cards (U Cards) give you access to the campus libraries and other campus services. They are available at UND ID office-UND Memorial Union, 2800 block University Ave, Lower Level, Room 3 by the computer lab. The UND ID Center is open
Mondays—Fridays, 9AM-4 PM. You will need to have a government issued photo id with you to be issued a UND U card.

5.0 **Insurance:**

5.1 **Liability Insurance:** All MLS students in the UND summer and clinical practicum programs are included in a blanket UND policy.

5.2 **Health Insurance:** See 10.0—“Things to Do Before Arriving for Summer Practicum.”

6.0 **Maps:** A map of the UND campus is available online at [http://www.und.edu/map/](http://www.und.edu/map/) and a map of the SMHS building is enclosed (white enclosure). The website for the Grand Forks Convention and Business Bureau is [http://www.visitgrandforos.com](http://www.visitgrandforos.com).

7.0 **Parking:** See the green enclosure concerning campus parking.

8.0 **Competencies:** Students must obtain a C or better in all courses and are responsible for all materials presented. Comprehensive subject exams will be given throughout the summer and clinical practicum.

9.0 **Health Related Testing:**

9.1 A color blindness test will be done at UND. If you are color blind this will not exclude you but will make you aware of what colors you cannot detect that pertain to lab testing.

9.2 Two tuberculin skin tests (TBST) done two weeks apart will be performed at UND during the summer practicum. The tests are done one day and read 48 hours later. DO NOT obtain your TBSTs BEFORE summer practicum. The TBSTs should be done within 3 months of the start of the clinical experience, hence during the summer practicum. The cost is $12.00 for a test=$24.00. Students can charge their UND account or bring cash or check. Do not get a Varicella vaccine within 4 weeks prior to the tuberculin tests.

**Exceptions and further information:**

9.2.1 Those students who have had a positive TBST test should not have another test done. Those students will need a chest X-ray and additional costs may be incurred by the student. The chest X-ray cannot be done any earlier than one year prior to the end of the clinical year, which means the chest X-ray needs to be completed after May 15, 2015. Those individuals need to submit to Janna Schill a copy of the results and documented follow up procedures.

9.2.2 Those students that have had a BCG vaccine are recommended to discuss their case with Janna Schill about clinical rotation requirements concerning the BCG. The student may be further directed to the UND Student Health Service nurse immunization specialist. A repeat TBST or a T-Spot may be advised or required. The T-Spot test charge at UND Student Health Service is ~$83.15.

9.2.3 If the TBST is positive for any student, documented follow up procedures, such as a chest X-ray need to be done and additional costs may be incurred by the student. The chest X-ray cannot be done any earlier than one year prior to the end of the clinical year, which means the chest X-ray needs to be completed after May 15, 2015.

9.2.4 Those students who are MLTs and returning to the same site where they are employed to do their clinical experience, can provide documentation of current TBST testing status.

10.0 **Summer Practicum (SP) Final Comprehensive Exam:** A comprehensive exam will be given at the end of the summer practicum. It will cover material presented throughout the summer practicum. A 70% or higher score must be obtained on this exam or you will not be eligible to begin your clinical practicum fall courses. The Summer Practicum Orientation handout and the UND MLS Undergraduate Orientation Handbook will be distributed to students the first day of the summer session concerning information on the SP Comprehensive exam.

**THINGS TO DO AT THE END OF SUMMER PRACTICUM:**

1.0 **Always** have your most current information on Campus Connection—update it if necessary. Provide information as to your fall address and telephone number, permanent address and phone #, This information should match what you have listed on Campus Connection.

2.0 Give lab coats to Mary Coleman to be cleaned.

3.0 Register for fall semester UND courses (class course number will be provided).
4.0 Arrange for a proctor for MLS 471 Clinical Chemistry I and complete the online (Blackboard) course: MLS 471 Clinical Chemistry I.
5.0 Do not discard your lecture/lab notes or sell your textbooks. Keep them for your clinical rotation work.
6.0 **KEEP CHECKING YOUR UND EMAIL ACCOUNT** every day throughout the school year. All correspondence from UND and the MLS program will be through your UND (my.und.edu) email account.
7.0 Mandatory attendance to an “orientation to clinical sites” will be required near the end of the summer session. Date and time will be made available on the first day of the summer session.

If you have any questions please feel free to contact the MLS program administrative assistant, MaryBeth McGurran at 701-777-2634 or e-mail her at marybeth.mcgurran@med.und.edu

**Email addresses:**
Mary Coleman: mary.coleman@med.und.edu
Rachel Engel: rachel.engel@my.und.edu
Shannon Jongeward: shannon.jongeward@med.und.edu
Mary Beth McGurran: marybeth.mcgurran@med.und.edu
Ruth Paur: ruth.paur@med.und.edu
Karen Peterson: karen.peterson@med.und.edu
Samantha Peterson: s.peterson@try.und.edu
Robert Porter: robert.porter@med.und.edu
Linda Ray: linda.ray@med.und.edu
Paul Samson: paul.samson@med.und.edu
Janna Schill: janna.schill@med.und.edu
Brooke Solberg: brooke.solberg@med.und.edu
Chris Triske: chris.triske@med.und.edu

**Enclosures:**
Blue Apply to UND
Yellow SP Schedule
Cream Request for absence form
Pink Class numbers to register at UND
Orange Health records check list
Purple Textbooks
Gold Student Dress Code and Professional Standards
Gray Additional Expenses
Rose Map of the SMHS building
Green Parking
White Campus Map