

# Diagnostic Genetic Sciences Program Student Handbook

## TABLE OF CONTENTS

<b>MISSION STATEMENT</b>	<b>3</b>
<b>ESSENTIAL REQUIREMENTS FOR THE DIAGNOSTIC GENETIC SCIENCES PROGRAM</b>	<b>4</b>
<b>DGS PROGRAM ADMISSION</b>	<b>7</b>
<b>ACADEMIC AFFAIRS</b>	<b>10</b>
<b>DGS SCHOLASTIC STANDARDS, PROBATION, DISMISSAL, AND APPEAL PROCESS</b>	<b>11</b>
<b>STUDENT COURSEWORK AND PLANS OF STUDY</b>	<b>15</b>
<b>PRACTICUM EDUCATION POLICIES</b>	<b>18</b>
<b>STUDENT POLICIES AT UCONN</b>	<b>19</b>
<b>STUDENT POLICIES AT LABORATORY AFFILIATION SITES</b>	<b>23</b>
<b>UNIVERSITY POLICIES</b>	<b>28</b>
<b>PROGRAM DOCUMENTATION AND DISCIPLINARY PROCEDURE</b>	<b>29</b>
<b>STUDENT GRIEVANCE OPERATING PROCEDURE</b>	<b>31</b>
<b>EXIT EXPECTATIONS</b>	<b>33</b>
<b>GRADUATION REQUIREMENTS</b>	<b>34</b>
<b>PROFESSIONAL RESOURCES AND RECOMMENDATIONS</b>	<b>35</b>

## MISSION STATEMENT

The mission of the Diagnostic Genetic Sciences Program is to prepare graduates for careers as integral members of laboratory teams. This is achieved by providing them with didactic and clinical experiences leading to the acquisition of knowledge and technical skills suitable for attaining minimum competency as genetics laboratorians, as defined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), and for the pursuit of research that will result in advancement of the body of knowledge in the genetic sciences. This mission includes the following goals:

The student will:

- function as a self-reliant member of a clinical or research genetics laboratory team.
- demonstrate good communication skills and interpersonal relationships with co-workers.
- develop a research proposal, conduct a literature review, perform a research study and write a research paper.

The Diagnostic Genetic Sciences (DGS) major is an educational and clinical training program in genetic testing leading to a Bachelor of Science degree. Diagnostic genetic science is the evaluation of nucleic acids, chromosomes, and proteins for the prediction of risk for disease, diagnosis of disease, and/or identification of prognostic biomarkers of survival or therapy. The DGS Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) (5600 N. River Rd, Suite 70, Rosemont IL 60018 (773) 714-8880. The DGS curriculum includes on-campus didactic and laboratory coursework and an off-site laboratory internship at an affiliated genetics laboratory.

## ESSENTIAL REQUIREMENTS FOR THE DIAGNOSTIC GENETIC SCIENCES PROGRAM

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) requires the Diagnostic Genetic Sciences Program to publish the essential requirements of the program. These observational, movement, communication, cognitive, and behavioral requirements are necessary for successful completion of the Diagnostic Genetic Sciences Program at the University of Connecticut.

The University of Connecticut complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. The Department of Allied Health Sciences will consider requests that an individual with a disability, who is otherwise qualified, be afforded reasonable accommodation in fulfilling the essential requirements of the Diagnostic Genetic Sciences Program. To accommodate individuals with disabilities, the Department of Allied Health Sciences will endeavor to make reasonable accommodation to their students that will not impose an undue burden on the program or fundamentally alter its educational requirements and standards.

### I. Essential Observational Requirements

The DGS student must be able to:

1. Observe laboratory demonstrations in which biological samples are tested.
2. Characterize the color, clarity and viscosity of biologicals, reagents and chemicals.
3. Employ a binocular microscope to discriminate among fine structural differences of microscopic specimens.
4. Comprehend text, numbers and graphs displayed in print and on a video monitor or screen.

### II. Essential Movement Requirements

The DGS student must be able to:

1. Move freely and safely about a laboratory.
2. Reach laboratory bench tops and shelves.
3. Travel to one or more laboratories for practical experience.
4. Perform moderately taxing work, often requiring prolonged sitting, over several hours.
5. Control laboratory equipment (i.e., pipettes, syringes, scalpels, test tubes, culture flasks, etc.) to perform laboratory procedures.
6. Adjust laboratory instruments and equipment (i.e., centrifuges, safety cabinets, incubators, etc.) to perform laboratory procedures.
7. Use an electronic keyboard to operate laboratory equipment and to record and transmit laboratory information.

### III. Essential Communication Requirements

The DGS student must be able to:

1. Read and comprehend technical and professional materials (i.e., textbooks, journal articles, handbooks and instruction manuals).
2. Follow written and verbal instructions in order to correctly and independently perform laboratory test procedures.
3. Communicate with faculty members, fellow students, staff and other health care professionals verbally and in recorded format (writing, typing, graphics or telecommunications).
4. Independently prepare papers and laboratory reports.
5. Independently take paper, computer and laboratory practical quizzes and examinations.

### IV. Essential Cognitive Requirements

The DGS student must be able to independently possess and demonstrate the following cognitive and problem-solving skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, self-expression and compassion.

### V. Essential Behavioral Requirements

The DGS Student must be able to:

1. Manage the use of time and organize work in order to complete multiple tasks and responsibilities within realistic constraints.
2. Independently exercise appropriate judgment and apply cognitive skills in the classroom, laboratory and health care settings.
3. Provide professional and technical services while experiencing the stresses of task-related uncertainty (e.g., ambiguous test ordering, ambiguous test interpretation), emergent demands (“stat” test orders), and distracting environment (e.g., high noise levels, crowding, complex visual stimuli).
4. Be flexible and creative and adapt to professional and technical change.
5. Recognize potentially hazardous materials, equipment, and situations and work safely in order to minimize risk of injury to oneself and nearby individuals.
6. Adapt to working with unpleasant biological substances (e.g., blood, tissue, body fluids)
7. Foster a team approach by supporting and promoting the activities of fellow students and health care professionals in learning, task completion, problem solving and patient care.
8. Admit when an error is made, when uncertain about analytical results, or when unsure about the appropriate response in professional situations.
9. Critically evaluate one’s own performance, accept constructive criticism, and seek ways for improvement (e.g., participate in enriching educational activities).
10. Evaluate the performance of fellow students, faculty, laboratory instructors, and the Program, and tactfully offer constructive criticism.

Students submit a signed copy of the following form to attest that they have read and understood the Essential Requirements for the Diagnostic Genetic Sciences Program. The signature also affirms that the student possesses or has the ability to learn/perform each essential requirement. If any accommodations are required, such is indicated and the procedure outlined below is followed.

Please sign and date **only one** of the below statements, whichever is applicable to you:

I have read and understand the Essential Requirements for the Diagnostic Genetic Sciences Program and affirm that I possess or have the ability to learn/performance each essential requirement.

---

Name \_\_\_\_\_ Date \_\_\_\_\_

I have read and understand the Essential Requirements for the Diagnostic Genetic Sciences Program and believe that I possess or have the ability to learn/performance each essential requirement with reasonable accommodations. \*

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Name \_\_\_\_\_ Date \_\_\_\_\_

\*Contact the Center for Students with Disabilities at the University of Connecticut to facilitate review of the documentation and recommendations for reasonable accommodations.

<http://csd.uconn.edu/>

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**Office Hours:** 8:00 AM --- 5:00 PM

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**Phone:** 860-486-2020

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**Video Phone:** 860-553-3243

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**Email:** [csd@uconn.edu](mailto:csd@uconn.edu)

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**Address:** Center for Students with  
Disabilities  
Wilbur Cross Building, Room 204  
233 Glenbrook Road, Unit 4174  
Storrs, CT 06269-4174

## DGS PROGRAM ADMISSION

### Admission Standards

Admission to the Diagnostic Genetic Sciences Program is competitive. The following guidelines have been established to help students applying to the program prepare for the admissions process. This is a guide only and is not intended to provide absolute standards of admission. All applications are given individual attention, and there are no predetermined, absolute minimum standards, aside from those established by the Department of Allied Health Sciences itself. The size of the applicant pool, and the academic records and non-academic experiences of the applicant pool varies from year to year, and influences the selection process.

### Guaranteed Admission

In order to qualify for Guaranteed Admission to the Diagnostic Genetic Sciences Program, a student must have met the following criteria:

- Entered the University as a freshman
- Applied to the DGS Program within two years of their freshman admission
- Completed three successive semesters of full-time study of required course work at UConn
- Earned an overall grade point average of a minimum 3.0
- Met all admission requirements and filed an application by the deadline

If a student meets all these criteria, they are guaranteed admission to the DGS Program.

If a student does not meet these criteria, their application will be reviewed according to the general admission criteria.

### Program Pre-Requisites

1. BIO 1107
2. CHEM 1124Q and 1125Q *or* CHEM 1127Q and 1128Q
3. CHEM 2241 *or* CHEM 2443
4. MCB 2400 *or* 2410
5. MCB 2610
6. STAT 1000Q *or* 1100Q
7. MATH 1040 *or* 1060, or higher
8. W designated course
9. E designated course

### Admission decisions

Admission decisions are, in part based on the following criteria

1. A total GPA of 2.2 is necessary to apply to any program in the Department of Allied Health Sciences, however, a total GPA of 2.7 or higher is often necessary to be competitive for admission to the Diagnostic Genetic Sciences Program.
2. A science GPA of 2.7 or higher is recommended to be competitive for admission to the Diagnostic Genetic Sciences Program. Courses in the biological sciences and chemistry are used to calculate the science GPA. If science courses are retaken to improve one's academic standing, the science GPA is calculated twice; once including the original and repeat grade(s), and once

with the repeat grade(s) only. Resultant improvement in academic standing will be factored into the admission decision.

3. Evidence of Knowledge of the Profession – Evidence of knowledge of and commitment to the professions may be demonstrated by, but is not limited to, observation, volunteer or work experience in a genetics or related laboratory. Informational interviews with individuals working in genetics, and attendance of educational activities related to the profession are additional ways to gain and demonstrate knowledge of the discipline. Although not required for admission, this category is particularly important for students with minimally competitive academic qualifications.
4. Personal Interview – While not required, a personal interview with the Program Director or one of the DGS faculty is recommended and may be helpful to some individuals.

## Post-Acceptance

### Post – Acceptance Requirement 1

A student is coded in the Student Administration system as a DGS major *after* the Program Director receives the following signed documents:

1. Program admission acceptance form
2. DGS Program Essential Requirements Acknowledgement Form
3. Verification of review of the student handbook form

### Post – Acceptance Academic Advisor Assignment

Each newly admitted student will be assigned an academic advisor who will assist the student with course work selection, understanding program policies, interpretation of the program plan of study, and can provide suggested contacts and/or resources available to the student who has specific academic or career interests. The student will meet with the academic advisor at minimum twice per academic semester and will be responsible for documenting information provided. Each student should maintain an electronic and/or hard copy of programmatic documents. The academic advisor will be guiding the student through the process of enrollment, however it is ultimately the student's responsibility to track their progress in Student Admin with respect to meeting University, Department and Program requirements including general education and number of credits, as well as documentation for minors and honors. The student accepts the responsibility to submit plans of study and requests for graduation according to University deadlines. All academic plan changes must be discussed and cleared with the academic advisor and the program director prior to making the change. Each faculty member has a posted mechanism for making appointments. Advising and student resources are available at <http://advising.uconn.edu/>

### Post – Acceptance Additional Requirements

Each student must submit a DGS Plan of Study signed by the student and the student's academic advisor to the Program Director indicating all admission course contingencies.

Junior year: By week two of the spring semester students must complete online HuskyCT (Blackboard) learning modules for Blood Borne Pathogens, Chemical and General Lab Safety, and HIPPA training. Failure to do this will prevent entry into the lab. Registration is automatic via NetID once enrolled in the DGS 4235 laboratory course.

Senior year: Prior to classes starting in the fall, students subscribe to Complio, a software program for clinical compliance. History of immunizations, titers and boosters, physical exams, drug testing, criminal background checks, etc. will be added to Complio as you work towards clinical compliance, which is required before embarking on your laboratory internship.

## ACADEMIC AFFAIRS

### Grading System

Consistent with the University of Connecticut, DGS courses mostly use a letter system, in which A and A- represent excellent work; B+, B and B- very good to good work; C+ and C average work; C-, D+, D, and D- not acceptable; F failure. Incomplete courses are designated I, absent from final examination is designated X, an audited course is designated AUD.

Faculty of record for each course are responsible for establishing a system to evaluate the student's level of performance and establishing levels of performance to be associated with each grade.

Note that the grade scale used for the laboratory internship (practicum) courses varies from the scale used by most didactic courses. This relates to the CoreELMS software program utilized by the clinical preceptors/instructors responsible for evaluating students during the laboratory internship.

All DGS **practicum courses** are graded as follows:

95 – 100	A
92 – 94	A-
88 – 91	B+
85 – 87	B
82 – 84	B-
78 – 81	C+
75 – 77	C
72 – 74	C-
69 – 71	D+
65 – 68	D
62 – 64	D-
< 62	F

## DGS SCHOLASTIC STANDARDS, PROBATION, DISMISSAL, AND APPEAL PROCESS

Students in the Department of Allied Health Sciences must meet University and Program Scholastic Standards. Failure to meet and maintain these standards will result in probation and in some cases dismissal from the University and/or Diagnostic Genetic Sciences (DGS) Program. It is possible to be on both University and Program probation concurrently. Students dismissed from the University for any reason are automatically dismissed from the Department of Allied Health Sciences and the DGS Program.

### University Scholastic Standards

All students in the Department of Allied Health Sciences must adhere to University Scholastic Standards regarding Scholastic Probation and Dismissal. A student who fails to meet University requirements is subject to disciplinary action consistent with University policy. Students may also be subject to disciplinary action at the Departmental level.

Students dismissed from the University for Disciplinary Suspension or Expulsion will automatically be dismissed from the Department of Allied Health Sciences. *Please refer to the University Catalog for University Policy and Procedures regarding Scholastic Standards, Scholastic Probation, Scholastic Dismissal, Disciplinary Suspension, and Expulsion.*

### Department of Allied Health Sciences Supplemental Scholastic Standards

**Undeclared Students:** Undeclared students in the Department of Allied Health Sciences must adhere to College and University Scholastic Standards regarding Scholastic Probation and Dismissal. A student who fails to meet University requirements is subject to disciplinary action consistent with University policy. Students dismissed from the University for Disciplinary Suspension or Expulsion will automatically be dismissed from the Department of Allied Health Sciences. *Please refer to the University Catalog for University Policy and Procedures regarding Scholastic Standards, Scholastic Probation, Scholastic Dismissal, Disciplinary Suspension and Expulsion.*

**Professional Program Students:** As stated in the University Catalog, students in professional programs in the Department of Allied Health Sciences are expected to meet Department and Program competency standards. Students must maintain the following scholastic standards to continue in the Department. Students who fail to maintain the minimum grade point average, minimum course standard, and/or affective standard in any of these areas are subject to probation and/or dismissal from the Department of Allied Health Sciences.

1. Students must maintain a minimum semester grade point average of 2.2
  - 2.7 for certificate students
2. Students must maintain a minimum cumulative grade point average of 2.2
  - 2.7 for certificate students
3. Students must maintain a minimum *major* grade point average of 2.2. This is 2.7 for certificate students. The Diagnostic Genetic Sciences *Major* GPA includes all courses offered with the AH, DGS, and MLSC departmental designations.

4. Students must obtain a "C" or better in all courses in the Department of Allied Health Sciences (AH, DGS and MLSC courses).
5. Post-baccalaureate certificate students are under Graduate School rules and must obtain a "B-" or better in all courses in the Department of Allied Health Sciences (AH, DGS and MLSC courses).
6. No student may take a course in the Department of Allied Health Sciences for which another course in the Department is a prerequisite unless that student has earned a grade of "C" or better in that prerequisite course.
7. No course in the Department of Allied Health Sciences (AH and DGS courses) may be repeated more than once (for a total of two times).
8. Students must maintain standards of professional conduct as outlined in their program policies and procedures handbook, and/or Affiliation Packet.

### Department of Allied Health Sciences Professional Program Scholastic Probation and Continuance in Program

Students in the Diagnostic Genetic Sciences Program (junior/senior or certificate year) are placed on Scholastic Probation when one of the following conditions applies:

**GPA probation:** Students who fail to meet the above GPA requirements are on probation for the following academic semester. Failure to meet the minimum GPA requirement the following semester will result in dismissal from the Department of Allied Health Sciences

**Course probation:** Students who fail to meet the above minimum grade requirements for a major course may be placed on probation for the following academic semester or terminated from their professional program at the discretion of the Program Director. Students are allowed to repeat the course only once with permission. Failure to obtain a passing grade of "C" or "B-" respectively in any repeated AH, DGS or MLSC courses will result in dismissal from the Diagnostic Genetic Sciences Program.

**Affective probation (Standards of Professional behavior):** Students may attend professional development sessions throughout the on-campus portion of the curriculum. These sessions are an important component of professional communication, leadership, and appropriate affective behavior training. Students who fail to meet affective program requirements as detailed later in this document may be placed on probation for the following semester or terminated from their professional program at the discretion of the Program Director. This includes students whose behavior is not professionally appropriate.

#### Condition of Continuance:

- Continuance in a program due to GPA probation for the following academic semester is subject to Program Director permission.
- Continuance in a program due to course probation is subject to Program Director permission. If program continuance is granted, students must meet with the Program Director and their advisor to outline expectations for course sequencing. Due to

sequencing of courses and prerequisite requirements, continuation in a program may not be possible. Continuation in the practicum semester is based on space and laboratory site availability. Students are not automatically allowed to continue.

- Continuance in a program due to affective probation is subject to Program Director permission. If program continuance is granted, students must meet with the Program Director and their advisor to outline expectations for corrective actions for behavior. Students are not automatically allowed to continue.

Removal from Probation: Students are removed from probation when all of the following are met:

- Student's semester grade point average, cumulative grade point average and /or *major* grade point average is 2.2 or above. This is 2.7 or above for certificate students.
- Student has passed the repeated course with a grade of "C" or better. This is a "B-" or better for certificate students.
- Student meets the program continuance expectations (when applied).
- Student has met affective standards for the program consistent with continuance expectations.

### Department of Allied Health Sciences Professional Program Dismissal

Students in a professional program who fail to meet the minimum Program Scholastic Standards for two or more consecutive semesters are subject to dismissal. Dismissal from the Department of Allied Health Sciences does not necessarily mean dismissal from the University.

1. **GPA Dismissal:** Students on GPA probation who fail to meet the minimum 2.2 GPA (2.7 for certificate students) scholastic standard are subject to dismissal from the DGS Program.
2. **Course Dismissal:** Students on course probation who fail to meet course grade or condition of continuance are subject to dismissal from the DGS Program.
3. **Affective Dismissal:** Students on affective probation who fail to meet conditions of continuance are subject to dismissal from the DGS Program.

Students dismissed from the DGS Program, may under certain circumstances apply for readmission to the professional program. Readmission is not guaranteed, contingent upon correction of reason for dismissal, space availability, and is subject to Program Director approval.

Students who are dismissed from the DGS Program should meet with an academic advisor in another Program, Department, College and/or contact an ACES advisor to discuss other major options and to obtain a Change of Program Petition form.

### Probation and Dismissal Notification Procedure Process

1. Students who do not meet the University Scholastic Standards will receive a letter from the University per University policy. Students dismissed from the University for Scholastic deficiency are also dismissed from the Department of Allied Health Sciences.
2. Students who do not meet the DGS Program Scholastic Standards will receive a letter from the Program Director and Department Head outlining the reasons for probation or dismissal.

## Probation and Dismissal Appeal Process

1. Students who do not meet the University Scholastic Standards may appeal the decision following University procedures and deadlines.
2. Students who do not meet the DGS Program Scholastic Standards may appeal the decision to the Allied Health Sciences Department Head. Appeal deadlines will be included in the dismissal letter.

Appeal letters must be submitted to the Department Head by the stated deadlines and include the following appeal information:

1. A written statement explaining the extenuating circumstances that warrant the committee's reconsideration of the student's probation or dismissal.
2. A statement describing how the student intends to improve their grades and/or remove barriers to future academic success.
3. Any documentation from outside professional sources (Medical doctor, health professional, etc.) that can verify the student's extenuating circumstances.
4. A phone number and email address at which the student can be reached regarding the committee's decision.

Decisions regarding appeal of DGS Program probation or dismissal will be sent to the student at the contact information indicated in the appeal packet. Failure to provide contact information or inability to reach the student will result in a stay of the original probation or dismissal decision.

5. If a grievance is not resolved at the Department Head level, it may be appealed to the CAHNR Dean's office for review by the Associate Dean of Academic Programs. All CAHNR Dean's level decisions are final and not subject to any further appeal.

Note: students in professional programs with ***clinical/practicum affiliations*** are subject to program clinical standards. Refer to your program Clinical/Practicum Affiliation Packet for clinical/practicum standards.

## Academic Misconduct

Academic misconduct in any form is in violation of the University of Connecticut *Student Code* and will not be tolerated. This includes, but is not limited to copying or sharing answers on tests or assignments, plagiarism, and having someone else do your academic work.

Depending on the act, a student could receive an F grade on the assignment/test, an F grade for the course, be dismissed from the DGS Program, or be suspended or expelled from the university. Please see the Student Code at <https://community.uconn.edu/the-student-code/> for more details and a full explanation of the Academic Misconduct policies and process.

## STUDENT COURSEWORK AND PLANS OF STUDY

### Make-Up Examinations

Students must obtain permission through the Dean of Students Office to take final examinations at times other than scheduled by the University. A make-up exam will be given at the earliest time possible, consistent with the student and faculty member's schedule.

### Textbooks and Supplies

DGS course and laboratory texts and supplies should be purchased as listed in each syllabus. Texts should also be available in the library when possible. Accommodations may be made for students with financial hardships/limitations if brought to the attention of the instructor and/or Program Director.

### Plans of Study

Although a standard plan of study exists, all individual plans of study will be reviewed and confirmed with a student's assigned advisor. Any changes to the established plan of study **MUST** be made in conjunction with the student's advisor, brought to the attention of the Program director, and will be subject to space availability in required courses.

Students should be aware that most required DGS courses are offered only once per academic year, so must be taken in the sequence and semester indicated in the plan of study in order to be reasonably sure of an on-time graduation.

The University's time line for dropping courses that run the entire semester is posted on the University website. <http://registrar.uconn.edu/>

Requests to extend a student's plan of study must be made in writing to the Program Director, and acceptance is based on space availability in remaining required courses and clinical/practicum sites at the time requested.

A preliminary plan of study should be completed by the student and reviewed with the academic advisor **BEFORE** the close of the senior fall registration and the spring registration period prior to the internship semester. Failure to do so may result in a student missing courses and having a delayed graduation.

Students must apply for graduation in the Student Administration system by December 1<sup>st</sup> for a May graduation. Students must apply by September 10<sup>th</sup> for a December graduation. The student's final plan of study is submitted within Student Administration following applying for graduation.

## Course Requirements

- AH 3021. Environment, Genetics, and Cancer Three credits. Basic principles in tumor biology will be presented, including the biochemical basis of cell transformation, proliferation, and metastasis. Molecular mechanisms by which environmental chemicals interact with DNA and other cellular components will be discussed. The role of proto-oncogenes, tumor suppressor genes, and their products will be covered. Biological markers of cancer risk and exposure will be included.
- AH 3121. Immunology for the Medical Laboratory Sciences Three credits. Mechanisms of innate and acquired immunity, antigen-antibody interactions, function of the human immune system in normal and diseased states.
- AH 4241. Research for the Health Professional Two credits. Research questions/hypothesis, finding and using research literature, ethical considerations, research design, sampling, measurement, reliability and validity, descriptive and inferential statistics, computer analysis of data, evaluating research, reviews of literature and proposals.
- MLSC 4500. Laboratory Operations and Professional Practice Two credits. Professionalism and basic management practice in the clinical laboratory. Human resource management, continuous quality improvement/performance improvement, financial management. Educational methodology and terminology and communication skills.
- DGS 4095. Special Topics Three credits. Application of the scientific method of inquiry to planning, implementation, evaluating and reporting a study of a problem in cytogenetics.
- DGS 4234/423W. Diagnostic Molecular Technologies Three credits. DNA and RNA diagnostic technologies used in clinical settings; applications in heritable disorders, cancer management, identity testing, infectious diseases.
- DGS 4235. Laboratory in Molecular Diagnostics Two credits. DNA isolation, electrophoresis, blotting techniques, fluorescence in situ hybridization, polymerase chain reaction, sequencing data analysis.
- DGS 4236. Case Studies in Molecular Pathology One credit. Clinical cases in molecular pathology are presented and discussed.

### ***MOLECULAR DIAGNOSTIC INTERNSHIP COURSES:***

- DGS 4402. Specimen Preparation, Nucleic Acid Isolation and Assessment 4 credits. Processing and evaluating various specimens for nucleic acid isolation utilizing appropriate methods, assessing the quality, quantity, and purity of the isolated nucleic acid.
- DGS 4503. Amplification Methods 6 credits. Perform methods for nucleic acid amplification (e.g. PCR, qPCR, RT-PCR, nested PCR) or signal amplification methods (e.g. bDNA).
- DGS 4604. Sequencing Techniques and Data Analysis 3 credits. Perform nucleic acid sequencing by traditional (Sanger) or next generation sequencing methods, analyze results and interpret data.
- DGS 4850. Investigative Topics in Laboratory Genetics 1 credit. Research in an area of individual interest in laboratory or clinical genetics.
- DGS 4997. Honors Research 3 credits. Design and implementation of an honors research project.

### Electives:

- DGS 4510. In Situ Hybridization Methods 2 credits. Acquire technical skills for slide making, probe preparation, hybridization, detection and analysis of in situ hybridization experiments.
- DGS 4512. Cloning Techniques 2 credits. Perform techniques of cloning.

DGS 4513. Blotting Applications 2 credits. Perform techniques of nucleic acid and/or protein blotting (e.g. Southern, northern, western, dot-blot, reverse dot blot).

DGS 4515. Microbiology Applications of Molecular Diagnostics 2 credits. Perform molecular assays to characterize infectious disease.

## PRACTICUM EDUCATION POLICIES

Students enrolled in the Diagnostic Genetic Sciences Program must complete a laboratory rotation/internship as a part of the required curriculum. Students are placed with sites for which a valid agreement (contract) with the University exists at the time of the placement decision. Placement is dependent upon space at the affiliated laboratory sites during the semester in question. In the unlikely event that placement is not possible in a given semester, the student will be placed the next available semester. Students visit and/or call the sites during the semester and/or summer prior to the placement. Students make a preference list for their most desirable sites. The Program director, in consultation with the DGS faculty and the clinical affiliates will decide on the placement for each student. Placement decisions are made as expeditiously as possible. Placement decisions are final and cannot be appealed.

Students assigned to a clinical/practicum setting must adhere to the policies and procedures of that setting. Any additional costs associated with that clinical assignment, and the policies which are specific to that setting, are the responsibility of the student. The student is responsible for locating housing and for housing costs associated with the full-time clinical/practicum experience.

All requests to change the clinical/practicum semester to one other than that for which the student has been assigned must be made in writing to the Program Director. Requests will be considered on the basis of space availability of clinical/practicum sites.

The student is responsible for transportation and parking costs associated with clinical/practicum visits and semester. Students will pay all associated fees and tuition to the University for all clinical/practicum course work.

### **Contact Information:**

Denise Anamani, MA, I(ASCP)MB<sup>CM</sup>

[Denise.anamani@uconn.edu](mailto:Denise.anamani@uconn.edu)

860-486-0999

The responsibilities of the Program and affiliated laboratory sites are detailed in two documents: the Laboratory Affiliation Packet and the Clinical Affiliation Agreement. Prior to the internship semester the Affiliation Packet will be provided and thoroughly reviewed. The Affiliation Agreement for each laboratory is the legal contract between the University of Connecticut and the affiliate.

## STUDENT POLICIES AT UCONN

### Professional Behavior

Students are expected to conduct themselves in a professional manner at all times. Professional skill sets include

**Communication:** consistently conveying necessary information to appropriate individuals, clearly, accurately and tactfully in a timely manner as well as being able to comprehend instructions and asking for clarification when necessary. Students are expected to refrain from offensive language and derogatory behaviors.

Students are responsible for notifying the Program Director of any change in address or phone number. The DGS Program and Department main office should have the student's accurate home, campus address, phone number and emergency contact on file at all times.

Students will be contacted via email using the University of Connecticut email address. It is the student's responsibility to forward the UConn email address to any other email server.

### The Affective Domain

Students are evaluated in the affective domain. This type of evaluation has been developed on the basis of behavioral-based rating. There are many categories within this domain and some are described below. The descriptions are not intended to be all encompassing, but should be used as objective guidelines. Affective evaluations use observable behaviors as the criteria for evaluation. Student affective performance will be evaluated during the practicum semester.

**Interpersonal Relations:** A professional who demonstrates outstanding interpersonal relations is consistently cooperative and considerate, shows a positive approach and a willingness to help others. A professional easily adapts to any changes which must be made and shows tact and consideration in dealing with others.

**Initiative:** A professional who demonstrates outstanding initiative will consistently take the responsibility to work on individual or department projects, or ask the instructor what to do next when assignments are completed. This student always recognizes the need to repeat a test to achieve better results, when possible, and performs repeat tests without prodding. This professional is consistently self-motivated to learn in and out of the classroom.

**Self-Reliance:** A professional who demonstrates outstanding self-reliance consistently works well independently, always consulting the laboratory procedure when unsure of procedures before asking someone for assistance when appropriate; always recognizes situations when consulting the procedure is not sufficient. This individual may seek out additional resources.

**Judgment:** A professional who demonstrates outstanding judgment consistently uses careful, systematic, analytical approaches in making decision (problem solving) and shows foresight and clarity in thinking.

**Dependability:** A professional who demonstrates outstanding dependability is consistently conscientious, reliable, and punctual in executing responsibilities and assignments. This professional has excellent work habits and requires minimal direct supervision.

**Attendance:** A professional who demonstrates outstanding attendance is always present and punctual and never asks to leave early or come in late. A professional always informs the instructor/supervisor of any absence or lateness in advance, and will promptly make up missed work.

**Attitude:** A professional who demonstrates outstanding attitude is consistently enthusiastic in all areas, is always interested in learning more and accepts constructive criticism.

**Organizational Ability:** A professional who demonstrates outstanding organizational ability consistently prioritizes work well, and keeps laboratory notebooks, protocol binders and work stations neat, clean, and well organized. This professional will replenish the empties and notice what needs to be cleaned without prompting.

**Performance:** A professional who demonstrates outstanding performance consistently demonstrates careful technique when completing procedures and recording and reporting results. This professional pays attention and is focused during demonstrations and experiments.

## Academic Integrity

Academic misconduct in any form is in violation of the University of Connecticut *Student Code* and will not be tolerated. This includes, but is not limited to: copying or sharing answers on tests or assignments, plagiarism, and having someone else do your academic work. Lying is considered the same as cheating and will be handled accordingly.

Depending on the act, a student could receive an F grade on the assignment/test, an F grade for the course, could be dismissed from the DGS Program, or could be suspended or expelled from the University. Please see the *Student Code* at for more details and a full explanation of the Academic Misconduct policies and process. <https://community.uconn.edu/the-student-code/>

It is everyone's responsibility to guard against cheating and to report violations. It is a breach of ethics to possess first hand evidence that cheating has occurred, but not to report the occurrence.

## Participation

Students are expected to be present for all classes, both regularly and specially scheduled sessions, and any other sessions assigned by the instructor. The student must notify the instructor in the event that they are unable to make it to classes or knowingly will be late. Some courses (laboratory and seminar) have a participation component. All students are expected to have read the lab procedure scheduled to perform in advance, so that they may begin and complete the procedure in an organized and systematic manner. To encourage this practice, the student will be held responsible for knowing all concepts contained in the procedure (principle, purpose, potential sources of error, general procedure, etc.) on the day the lab is to be performed and thereafter.

## Standards of Personal Appearance

1. Students are expected to be well groomed and clean at all times.
2. Inappropriate dress includes torn or exceedingly tight clothing of any type, stiletto shoes, torn sneakers/boots, or when undergarments are visible through clothing.
3. Clothing must fit in a proper manner so as not to expose a person's belly, breasts, back or buttocks, even in a kneeling or bending position.
4. No hats, caps or head scarves of any type may be worn, except for religious or medical reasons in the laboratory.
5. Long or dangling jewelry must not be worn for safety reasons in the laboratory.
6. If neckties are worn, they must be secured so as not to dangle.

*Perfumes and colognes should be avoided because of allergies among fellow students, instructors, laboratory personnel or patients.*

## Discrimination and Harassment

The DGS Program, Department of Allied Health Sciences and University affirm the right of each student to be free from discrimination on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, sexual orientation, or physical handicap in accordance with provisions of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and other existing Federal and State laws and executive orders pertaining to equal rights including IDEA and the ADA.

The DGS Program, Department of Allied Health Sciences and University do not tolerate discrimination or harassment directed toward any person or group within its community—students, employees or visitors. Every member of the Program, Department of Allied Health Sciences and University is obligated to refrain from actions that discriminate, intimidate, humiliate, or demean persons or groups or that undermine their security or self-esteem.

## Custodial Responsibility

Students are expected to recognize the hazards of food and drink near computers and other electronic equipment. No food or drink is allowed in the laboratory at any time. Students are expected to keep the classroom, labs, and other areas of use tidy. This includes replacing equipment, materials, and supplies in the proper storage area; and picking up and placing trash in the trash cans.

## **Student Laboratory**

Each student, not just the instructor, is responsible for the organization, cleanliness and safety of their working area when performing laboratory testing. At the end of the work period, lab benches and equipment should be cleaned and disinfected following the posted criteria. Chairs should be pushed in. Biohazard waste and glass waste, when reaching the full mark, should be closed, moved, and a new bin started. For safety concerns do not overfill bins and boxes. Supplies should be restocked or returned to storage areas. Refrigerated media and reagents should be returned to appropriate area.

### **Maintenance of Equipment and Use of Supplies**

Laboratory equipment is costly and requires conscientious care and handling. All instruments and equipment should be kept clean and free from dust.

Precision instruments should be calibrated regularly and maintained according to scheduled procedures. Any equipment not in working condition or missing should be reported to the instructor. When supplies or reagents are low notify the instructor to ensure that reagents and supplies are available as required.

## STUDENT POLICIES AT LABORATORY SITES

### Requirements for Laboratory Site Placement

Students are required to complete a number of tasks prior to placement with an affiliated laboratory for their internship. An outline of these tasks are listed below. **Students may not begin the internship until all placement requirements for “clinical compliance” are completed.** Any associated fees are the student’s responsibility. All students are required to carry professional liability coverage. The student will be billed automatically for this insurance on their University fee bill.

1. Successfully completing a background screening. Background screenings may include checking state and federal criminal records and sex offender registries. If your background screening shows that you have criminal record or are listed as a sex offender, you may not be able to secure a clinical placement.
2. Successfully passing drug screenings. Drug screening may occur at one or more times during the program. If you test positive for drug use, you may not be able to secure a clinical placement or may be removed from a clinical placement. This includes, but is not limited to, prescribed medical marijuana or opiates.
3. Demonstrating that you are current with immunizations (i.e.: tuberculosis, measles, varicella & influenza). A record of previous immunizations is not sufficient to fulfill these requirements. If you are unable to demonstrate, through written documentation, that you are current with your immunizations, you may not be able to secure a clinical placement. It has been UConn’s experience that its clinical partners will not accept a religious exemption form in lieu of proof of immunization and will deny clinical placements to any student who fails to provide such proof. Evidence of immunity and costs associated with testing are your responsibility. Titers may be done through either your family doctor or the University’s student health service.

The clinical site may decline to accept students based on the findings of any of these. If the site does refuse a student based on the results, the DGS Program will attempt to place the student elsewhere, but does not guarantee that a placement will be possible, and students should be aware that this may impact their ability to complete the DGS major and/or graduate as anticipated.

### Professionalism

Students on clinical rotation are representing the Diagnostic Genetic Sciences Program and the University of Connecticut and thus should be acting in a professional manner at all times. The student should enjoy his/her training and the interactions with laboratory personnel; however, it must be understood that the internship could be seen as a job interview. The success of the DGS program relies on the student to uphold a professional relationship with affiliated laboratories. Students should ensure that all sites have a positive experience while hosting UConn DGS students.

A positive and professional relationship should be fostered between personnel, but excess personal information should not be shared. Personal lives should not overlap with the laboratory experience.

In addition, social activities of any kind (in or out of lab) should be handled with the same level of professionalism as if in the laboratory (i.e. the excess use of alcohol, engagement in inter-laboratory relationships, and other social but unprofessional actions are frowned upon).

Student conduct should result in the establishment of a good working relationship with all personnel that they interact with during their affiliation. Personality conflicts sometimes occur just as they do in all aspects of life. During the internship, however it is expected that the student will put aside personal differences and work collegially with other personnel. Poor communication, poor interpersonal relations, and/or poor attitude may result in dismissal of the student from the placement.

Students should consult with the appropriate personnel anytime a question about proper protocol or procedure arises. If unsure of what the correct course of action is, it is the students' responsibility to determine proper protocol and proceed accordingly. Depending upon the situation, consultation with the laboratory procedure manual, staff technologists, the supervisor, the Laboratory Coordinator, or others may be appropriate. All students are expected to read the lab procedure they are scheduled to perform in advance, so that they may begin and complete the procedure in an organized and systematic manner.

When in doubt, always err on the side of the patient and seek assistance or ask questions. Where patient samples and results are at stake, students should never proceed without being certain that what they are doing is correct. Remember, "Don't be afraid to ask dumb questions. They are easier to handle than dumb mistakes."

Students should seek consultation with the supervisor or the Laboratory Coordinator regarding any problems that may arise during the affiliation. In the event that a problem does arise that is not resolved to the satisfaction of the Laboratory Coordinator or the student, consultation will take place with the Program Director and all parties involved.

Students are responsible for all equipment, materials, and specimens they process during the rotation. Above all, patient confidentiality must be observed at all times. Students will encounter confidential information during the course of their routine work and while working on their research projects. All information is the property of the host laboratory and students may be required to sign documents regarding confidentiality and proprietary information.

## Personal Appearance

Students are expected to comply with the policies of the laboratory site with regard to dress and personal appearance. Dress and personal appearance must be appropriate for students to be on hospital floors, in clinics, or attending patient procedures. Personal appearance may include, but is not limited to, policies on body piercings, and hair length/style, in addition to clothing and footwear. All laboratories stipulate that students are required to wear a clean lab coat while working with specimens and while performing certain other tasks in the laboratory.

## Length of Clinical Program

The laboratory rotation begins January 2 and runs through the last day of classes in May. The total length of the practicum is about 18 weeks. Students with advanced credits upon acceptance into the DGS Program may opt for an “off-cycle” internship, which starts August 30 and ends December 30. Any deviation from the assigned start and end dates must be approved by the Laboratory Coordinator at the site and Program Director.

## Clinical Hours

Students are expected to conform to the established daily work routine of the clinical affiliate and/or the schedule prepared by the Program Director in conjunction with the laboratory coordinators of the affiliated laboratories. It is expected that the normal workweek is 40 hours, *not* including the lunch break, but it is important to realize that health care does not always fall into an eight-hour workday. If you are involved with the preparation or diagnosis of a patient sample, it is your professional responsibility to follow through and complete the necessary work, even if it requires working past your normal hours.

## Absences

Students are expected to inform the Laboratory Coordinator and/or the supervisor of the laboratory in the event of an unexpected absence or delay. Because the internship is designed to simulate a work experience under professional guidance, the student must demonstrate professional behavior by notifying the appropriate person(s) as early in the day as possible.

A student may be absent three (3) days for reasons of illness or personal necessity. Any additional absences beyond three days must be made up by working weekends or additional hours on a regular workday at the discretion of the Laboratory Coordinator and only if the student is supervised.

A successful practicum semester is dependent upon regular participation, and the expectation is that the student will be present, uninterrupted, usually Monday – Friday, for eight hours a day (days and schedules may vary at different labs). Discontinuity of instruction and practice is not conducive to effective student learning and is disruptive to the laboratory. Excessive absence (even if for legitimate reasons) may result in dismissal of the student from the placement (see Affective Evaluation).

## Weather Delays and Cancellations

Occasionally weather conditions may make it prudent for a student to delay the start of the day, or in extreme circumstances to not report at all. This is permissible at the discretion of the site (most labs will have a written policy on inclement weather). Cancellation of classes at UConn campuses does not apply to students on internships.

## Holidays

Students will have off all major holidays. Some States recognize a number of minor holidays. Whether or not a student will be required to work these days is at the discretion of the Laboratory Coordinator.

## Continuing Education

Students may attend relevant educational activities (state, regional or national meetings) without having to use Personal time and without having to make up the time, within reason. The Laboratory Coordinator and the Program Director must be informed in advance of the date, title, and purpose of any meeting the student wishes to attend. The Laboratory Coordinator may request the student provide the lab with a summary of the event upon return.

## Participation in Accreditation Site Visits

The DGS Program undergoes periodic reviews for accreditation, which include site visits to the UConn campus by a team of reviewers. Interviews with current students are a part of the site visits, and students enrolled in the clinical semester and living in the northeast are required to participate by returning to campus for the interviews. Those further afield may be required to participate by teleconference.

## Laboratory Health and Safety

Standard Precautions must be followed at all times even if not followed by other lab personnel. There is no smoking allowed anywhere in the laboratory. Eating and drinking is only allowed in designated areas. Students should be familiar with the procedures to follow in the event of an explosion or fire, and the locations of the spill kits, eyewash, and shower. An incident report must be completed and sent to the Program Director for any accidents or incidents that could result in harm to the student or laboratory employees, or affect patient results. Students will not hazardous work while unaccompanied or unsupervised in the laboratory.

## Radiation Protection

In all laboratories in which radioactive materials (e.g., probes) are used by the student, the student will attend a seminar hosted by the site, and be issued a film badge to monitor exposure before working with radioactive isotopes. The student will follow appropriate protocols and waste disposal procedures for radioactive isotopes.

## Expenses

The student is responsible for University tuition and all associated fees for the internship semester. Furthermore, the student is responsible for finding and paying for living accommodations and transportation to and from the laboratory site. Dormitory or apartment information can often be obtained from the Laboratory Coordinator at the site. On-site parking fees are also the responsibility of the student.

## Employment at the Clinical Site

In the clinical setting, all work performed by the student during regular hours (40 hours per week) must relate directly to the student's practicum education experience. It is understood that this often

involves working on patient samples, but students are not to be viewed as substitutes for paid employees. After demonstrating proficiency, students with qualified supervision may perform procedures, but are not to perform service work unrelated to their educational experience or engage in employment during regular hours. While the workflow may occasionally necessitate the student working beyond 40 hours a given week, this should be an exception and should not be routine practice. Work beyond 40 hours should be compensated by equivalent time off at another time.

Service work by students in the clinical setting outside of regular academic hours is permissible, but must be non-compulsory, paid, supervised on-site, and subject to the employee regulations of the site.

**Regulations, policies, or procedures of the laboratoy site supersede any University policy.**

## UNIVERSITY POLICIES

### Policy Against Discrimination, Harassment, and Inappropriate Romantic Relationships

The University is committed to maintaining an environment free of discrimination or discriminatory harassment directed toward any person or group within its community – students, employees, or visitors. Information is available at <http://policy.uconn.edu/?p=2884>.

### Sexual Assault Reporting Policy

University employees (including faculty) are required to report assaults they witness or are told about to the Office of Diversity & Equity under the Sexual Assault Response Policy. The University takes all reports with the utmost seriousness. Please be aware that while the information you provide will remain private, it will not be confidential and will be shared with University officials who can help. More information is available at <http://sexualviolence.uconn.edu/>.

### Disability Support Services

Students who believe they may need special accommodations during the clinical semester are encouraged to contact the Center for Students with Disabilities as soon as possible to ensure that any possible accommodations are implemented in a timely fashion. Accommodations will only be granted to students who provide confirmation of need of accommodation from the Center for Students with Disabilities. *Accommodations cannot be made retrospectively.* Students should be aware that clinical sites may not be able to provide the same type of accommodations as available at the UConn campus and that the final decision to provide accommodations rests with the clinical site. **Center for Students with Disabilities** 233 Glenbrook Rd, U-4174 Wilbur Cross Building, Rm 204 Storrs, CT 06269 (860)-486-2020 <https://csd.uconn.edu/>

## PROGRAM DOCUMENTATION AND DISCIPLINARY PROCEDURE

The following procedure is to be followed in the event of an acute incident or series of problems resulting in a student being incapable of meeting DGS program standards or clinical affiliate policies

1. Discuss the problem and its seriousness with the student.
2. Plan immediate remedial action or a remedial program.
3. Document the problem and the action taken (even if a verbal warning) or remedial action plan on an Incident Report Form.
4. Maintain documentation or evidence of the incident/problem when possible
5. Send a copy of the incident form to the DGS program director.
6. The student will be informed about the Incident Report and their progress will be documented in the weeks that follow.
7. The student will schedule a meeting with the DGS Program Director.
8. The DGS Program Director will provide the parties involved with verification of student meeting and outcomes.

### Failure to improve or satisfactorily complete the remedial program

1. Discuss the failure with the student and the appropriate personnel involved
2. Discuss what action is to be taken (i.e. continued remedial help, removal, etc.).
3. Document the discussion including persons in attendance at the meeting and the date and location of the meeting.
4. The student will schedule a meeting with the DGS Program Director.
5. The DGS Program Director will provide the parties involved with verification of student meeting and outcomes.
6. If necessary, the Program Director will come to the clinical site to assist in resolution of the difficulty.

### Clearly documented that the student is incapable of meeting DGS program standards or clinical affiliate policies

1. Student termination or resignation from the clinical program should be considered
2. The student will schedule a meeting with the DGS Program Director. The DGS Program Director will provide the parties involved with verification of student meeting and final program decision.
3. Outcome decisions may be made in discussion with DGS Program faculty, Director of the Department of Allied Health Sciences Academic Advising Center, the Allied Health Sciences Department Head, the Affiliation Director(s), and/or clinical instructor(s), the Dean of the College of Agriculture, Health and Natural Resources Dean, or representative of the University of CT Provost's office, or the Office of the General Counsel at the University of CT.
4. If termination is decided upon, a letter to that effect, including copies of the Incident Report Form(s), will be sent by the Program Director to the Dean's office, Laboratory Director and Clinical Coordinator.
5. The student may appeal any decision first to the Head of the Department of Allied Health Sciences.

If a matter of unprofessional conduct arises that is considered serious enough to warrant immediate dismissal, regardless of the student's competence (i.e. falsifying reports, causing immediate danger to a patient, student, or other lab/class member), the Incident Report should be sent along with a written request for termination to the DGS Program Director.

The student should be aware that the Affiliate Institution can ask for removal of a student with proper cause, and that the University of Connecticut, Department of Allied Health Sciences will honor this request pending investigation of the incident(s), by the route described above.

If an incident occurs that could result in illness or injury, the facility at which the student is located should fill out and file a copy of their institution's incident report form. A copy of it should also be sent the Program Director who will file it in the student's permanent record.

# STUDENT GRIEVANCE OPERATING PROCEDURE

## DEPARTMENT OF ALLIED HEALTH SCIENCES

Adopted by faculty vote on 1/24/2011

This document establishes a process by which undergraduate, graduate and certificate students in the Department of Allied Health Sciences can pursue fair and timely resolution of grievances resulting from interactions with the Department of Allied Health Sciences faculty, clinical faculty or staff, administrators or other students. **[Note:** Affiliated clinical facilities often have their own policies regarding student grievances that supersede those described herein]. This procedure may be superseded by other University policies. Graduate student grievances are handled through an established procedure outlined on the Graduate School's website.

This document does not apply to matters of academic misconduct, disciplinary issues, harassment, conflict of interest, or any other area in which the University has in force other policies or procedures governing the handling of specific kinds of complaints and allegations. After reviewing a grievance submitted under this procedure, the Department Head may determine that the issue falls under the jurisdiction of the *Responsibilities of Student Life: The Student Code*, or the *Policy Statement on Harassment*, or other such policy. In such instances, the Department Head will notify the party (parties) involved and refer the aggrieved individual(s) to the appropriate authorities. This procedure may be superseded by other University policies.

For an issue to be considered under this procedure, the party (or parties) bringing the grievance must understand that their anonymity cannot be guaranteed and that anonymous submissions may not be acted on. Students must also be aware that reporting certain situations (e.g. sexual harassment, criminal behavior etc.) triggers mandatory reporting requirements for UConn faculty/staff, so confidentiality cannot be guaranteed in such instances. If one wishes to alert the Department of Allied Health Sciences about an issue while remaining anonymous, the University of Connecticut Reportline <https://compliance.uconn.edu/reporting-concerns/anonymoureportline-phone/> may be used, although progress toward resolution may ultimately require the individual to disclose their identity.

### Informal Resolution

A person with a grievance must first attempt to resolve the issue by discussing the matter directly with the individual(s) involved. It is recommended that this interaction be documented in writing in the event that further action is required. If the grievance is not resolved, Local Mediation may be pursued. Informal resolution typically must occur within two weeks of the events precipitating the grievance.

### Local Mediation

If the attempt to resolve the grievance informally is not successful, a complete written summary of the issue should be submitted to the Program Director or Department Head, as described below. Written grievances must be submitted within two weeks of the attempted informal resolution.

The written summary must: (1) bear the name, signature and PeopleSoft number of the aggrieved individual(s) and include the date of submission; (2) provide a description of the specific nature of the circumstances (with dates) that precipitated the grievance; (3) include detailed information (including dates) about any attempt to resolve the issue informally (Step One); and (4) be submitted within two weeks of the last unsuccessful attempt to resolve the matter informally.

Upon receipt of the grievance, the Program Director/Department Head will confer with all parties involved in the issue, ordinarily within five (5) calendar days, to seek a resolution. The Program Director/Department Head will prepare a complete written summary of the issue and decision, which will be distributed to all parties involved and will be filed in the Department Head's office.

***To Whom the Written Grievance shall be submitted:***

- For students in professional or certificate programs, the Grievance shall be submitted to the Program Director.
- In the event that the Grievance involves a Program Director, it shall be submitted directly to the Department Head
- In the event that the Grievance involves the Department Head, it shall be submitted directly to the CAHNR Dean's office for consideration by the Associate Dean for Academic Programs

## Appeals

- If a grievance is not resolved at the Program Director level, it may be appealed to the Department Head.
- If a grievance is not resolved at the Department Head level, it may be appealed to the CAHNR Dean's office for review by the Associate Dean of Academic Programs.
- All CANR Dean's level decisions are final.

## EXIT EXPECTATIONS

Upon graduation from the Diagnostic Genetic Sciences Program, the molecular diagnostics student will be able to:

- 1) Evaluate proper methods of collection, transport and handling of samples.
- 2) Research and develop molecular assays to be used in the laboratory.
- 3) Perform molecular techniques using proper instrumentation and information management systems.
- 4) Correlate test results with patient history and diagnosis.
- 5) Develop and implement preventative and corrective maintenance programs for instrumentation and equipment.
- 6) Identify and troubleshoot problems occurring in the laboratory.
- 7) Design, evaluate and implement new molecular technologies.
- 8) Analyze, interpret and evaluate data for making decisions regarding laboratory practice and the need for repeat testing.
- 9) Apply principles of laboratory quality control.
- 10) Practice good general laboratory skills, including quality assurance, laboratory safety, and radioactive containment and waste disposal.
- 11) Evaluate and select information systems.
- 12) Interpret, implement and comply with relevant laws, regulations, guidelines and accrediting standards.
- 13) Design, evaluate and implement resource management strategies to maintain optimal laboratory efficiency.
- 14) Demonstrate leadership, professional and ethical conduct, and interpersonal skills.
- 15) Demonstrate an understanding of the principles of stress management and demonstrate techniques to reduce stress.
- 16) Apply acquired knowledge to new situations.
- 17) Recognize the need for continuing education and implement a personal plan of lifetime learning and skill development.

## GRADUATION REQUIREMENTS

To be eligible for graduation, **undergraduate students** must:

1. Earn not less than 120 credits.
2. Earn at least a 2.2 grade point average for all calculable course work.
3. Meet all University, AHS Department, and DGS Program requirements and standards as stated in detail in the plan of study corresponding to the catalogue year at the time of the student's entry into the DGS Program (the first professional semester), or the time of the student's admission or readmission to the Department, whichever is later.
4. Meet affective DGS program requirements as outlined in the DGS Program policies and procedures Student handbook

To be eligible for program completion, **certificate students** must:

1. Earn at least a 2.7 grade point average for all calculable course work.
2. Meet all University, Graduate School, AHS Department, and DGS Program requirements and standards as stated in detail in the plan of study corresponding to the catalogue year at the time of the student's entry into the DGS Program (the first professional semester), or the time of the student's admission or readmission to the Department, whichever is later.
3. Meet affective DGS program requirements as outlined in the DGS Program policies and procedures Student handbook

## PROFESSIONAL RESOURCES AND RECOMMENDATIONS

There are a number of professional organizations for laboratory technologists and pathologists, as well as genetic counselors. Some organizations are not specific to a career, but are designed for anyone working in the field of genetics (e.g. the American Society for Human Genetics [www.ASHG.org](http://www.ASHG.org)). Others are more focused such as the Association for Genetic Technologists ([agt-info.org](http://agt-info.org)). Often these organizations will have discounted rates for student memberships, offer student scholarships and awards, post job ads, and announce conferences and seminars.

Students' professional growth includes learning outside of the classroom. Keep track of the seminars, meetings and conferences you attend (date, location, speaker, title) to place on your resume.

Graduates are eligible to take the American Society for Clinical Pathology Board of Certification examination in Molecular Biology (MB) immediately upon graduation. Some laboratories and states may require certification and/or additional licensure.

TECHNOLOGIST IN MOLECULAR BIOLOGY, MB(ASCP)

[https://www.ascp.org/content/docs/default-source/boc-pdfs/boc-us-guidelines/mb\\_imb\\_smb\\_ismb\\_content\\_guideline.pdf?sfvrsn=10](https://www.ascp.org/content/docs/default-source/boc-pdfs/boc-us-guidelines/mb_imb_smb_ismb_content_guideline.pdf?sfvrsn=10)

DGS degree and/or certificate conferral is not contingent upon the student passing any type of external certification or licensure examination.

Students and alumni are requested to provide news and updates about employment, graduate school, awards, publications, etc. so that this information is available for accreditation, and so most importantly we can brag about your success and that we may congratulate you on your achievements.