This is the Resources and Policies; Introduction; and General Information sections of the 1997-1999 University of Minnesota Medical Technology Bulletin.

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University of Minnesota Mission Statement

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

The University’s mission, carried out on multiple campuses and throughout the state, is threefold:

- **Research and Discovery**—Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

- **Teaching and Learning**—Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

- **Outreach and Public Service**—Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers the individuals within its community.

Resources

This biennial bulletin focuses on undergraduate offerings in medical technology on the Twin Cities campus of the University of Minnesota.

The Class Schedule, distributed with registration materials before the registration period each quarter, lists course offerings with prerequisites, class hours, rooms, and instructors. It also includes registration instructions, final exam schedules, and other useful information.

Information about evening courses and summer school offerings is contained in the University College Classes Bulletin and Summer Session Bulletin, respectively.

Bulletin Use—The University of Minnesota will change to a semester-based academic calendar beginning academic year 1999-2000. This bulletin is the last quarter-based bulletin that will be produced for the Division of Medical Technology. It covers academic years 1997-98 and 1998-99. Information about semester-based academic programs will be provided in the fall of 1998 in semester-transition publications.

The information in this bulletin and other University bulletins, publications, or announcements is subject to change without notice. University offices can provide current information about possible changes.

This publication is available in alternative formats upon request. Please contact the Office of Admissions, University of Minnesota, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-2008; e-mail admissions@tc.umn.edu).
This bulletin also is available in electronic format on the Internet and may be accessed at http://www.umn.edu/commpub on the World Wide Web.

Policies

Equal Opportunity—The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Stephanie Lieberman, Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455 (612/624-9547).

Immunization—Students born after 1956 who take more than one University class are required under Minnesota law to submit an Immunization Record form.

The form, which is sent along with the official University admission letter, must be filled out and returned to Boynton Health Service within 45 days of the first term of enrollment in order for students to continue registering for classes at the University. Complete instructions accompany the form.

Extracurricular Events—No extracurricular events requiring student participation may be scheduled from the beginning of study day to the end of finals week. Exceptions to this policy may be granted by the Senate Committee on Educational Policy. The Senate advises all faculty that any exemption granted pursuant to this policy shall be honored and that students who are unable to complete course requirements during finals week shall be provided an alternative and timely opportunity to do so.

Smoke-Free Campus Policy—Smoking is prohibited in all facilities of the University of Minnesota, Twin Cities campus except for designated private residence hall rooms.

Univeristy of Minnesota students enjoy Northrop Mall.
Development and Objectives

The program in medical technology (also called clinical laboratory science) was established at the University of Minnesota in 1922 to prepare men and women for professional work in laboratory science and advanced study in science and laboratory medicine. This program provides a strong foundation in the sciences together with rich experiences in the clinical laboratory.

Clinical laboratory scientists (medical technologists) perform many and varied analyses and use critical thinking in determining the correctness of test results. They recognize the interdependency of tests and have knowledge of physiologic and pathologic conditions affecting results in order to validate them. In many health care settings, they provide data used by physicians in determining the presence, extent, and, as far as possible, causes of disease.

Clinical laboratory scientists/medical technologists
• develop and establish procedures for collecting, processing, and analyzing biological specimens and other substances;
• perform analytical tests of body fluids, cells, and other substances;
• integrate and relate data generated by various clinical laboratories while making decisions regarding possible discrepancies.
• confirm abnormal results, verify and execute quality control procedures, and solve problems concerning the generation of laboratory data.
• make decisions concerning the results of quality control and quality assurance measures and institute proper procedures to maintain accuracy and precision.
• establish and perform preventive and corrective maintenance of equipment and instruments as well as identify appropriate sources for repairs.
• develop, evaluate, and select new techniques, instruments, and methods in terms of their usefulness and practicality within the context of a given laboratory’s personnel, equipment, space, and budgetary resources.
• demonstrate professional conduct through interpersonal skills with patients, laboratory personnel, other health care professionals, and the public.
• participate in continuing education for growth and maintenance of professional competence.
• provide leadership in educating other health personnel and the community.
• exercise principles of management, safety, and supervision.
• apply principles of educational methodology.
• apply principles of current information systems.


Tests and procedures are performed or supervised by laboratory technologists in hematology, coagulation, microbiology, immunohematology, immunology, clinical chemistry, and urinalysis. Subspecialty areas in which laboratorians work include such fields as molecular diagnostics, cytogenetics, fertility testing, flow cytometry, tissue typing, bone and skin banks, forensics, and infection control.

As complexities of clinical laboratories increase, many medical technologists specialize in blood banking, hematology, microbiology, chemistry, immunology, virology, coagulation, administration, computer science, education, quality assurance, and other areas. There are opportunities for graduates to work in hospital laboratories, clinics, physician offices, public health agencies, research, and industry.

As a general rule, a student who has excelled in scientific subjects in high school will succeed in medical technology.

The program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr, Suite 670, Chicago, IL 60631 (312/714-8880; e-mail NAACLS@mcs.net).

Campus Contacts
Karen Karni or Patricia Solberg, Division of Medical Technology, University of Minnesota, Box 609 Mayo, 420 Delaware Street S.E., Minneapolis, MN 55455. Offices at 15-170 Phillips-Wangensteen Building (612/625-9490; e-mail medtech@tc.umn.edu).
Facilities

Health sciences facilities are located in a complex of buildings on the East Bank of the Minneapolis campus, including the Mayo Memorial Building, Malcolm Moos Health Sciences Tower, Weaver-Densford Hall, and the Phillips-Wangensteen Building. Close to or connected with the complex are several facilities of the Jackson-Owre-Millard-Lyon quadrangle, Fairview-University Medical Center, Dwan Variety Club Cardiovascular Research Center, Veterans of Foreign Wars Cancer Research Center, and Children’s Rehabilitation Center. Extensive resources and services of the Bio-Medical Library, including the Learning Resources Center, are housed in Diehl Hall.

These facilities provide learning, research, and internship sites for many students. They are excellent research centers, not only for studying diseases, healthy physiological processes, and environmental health, but also for developing new procedures and delivering expert health care. The proximity of the Academic Health Center units to each other and to the rest of the campus facilitates interdepartment communication and underscores the interdisciplinary nature of health care. The Academic Health Center units also maintain affiliations with many hospitals and health care facilities around the Twin Cities and greater Minnesota, which afford students access to a wide spectrum of health care situations.

Clinical experiences for University of Minnesota medical technology students are also available at the Veterans Affairs Medical Center and Abbott-Northwestern Hospital (Minneapolis), Mayo Clinic (Rochester), as well as the Memorial Blood Center of Minneapolis and North Central Blood Services of St. Paul.

Medical technology students Tedla Belayneh (left) and Steven Wiesner study human blood cells in preparation for an examination.
Career Paths
The following career paths list represents positions taken by University of Minnesota medical technology graduates. It depicts the opportunity and versatility afforded by a medical technology (laboratory science) degree for positions not only in hospital laboratories, but also in industry, research, public health, government, information systems, consulting, reference (private) laboratories, and education.

Hospital/Medical Center: Laboratory Areas
- Acute care
- Andrology/Fertility testing
- Blood bank
- Bone marrow
- Cell markers
- Chemistry
- Coagulation
- Computer science
- Components—Transfusion service
- Cytogenetics
- Cytodiagnostic urinalysis
- Cytology/Histology
- Development laboratory
- Drug analysis (toxicology)
- Endocrinology
- Flow cytometry
- Forensic science
- Genetics
- Hematology
- Immunology
- Immunopathology
- Immunophenotyping
- Infection control
- Microbiology
- Molecular diagnostics
- Mycology
- Nuclear medicine
- Out patient or clinic laboratory
- Parasitology
- Pathology—Surgical, autopsy
- Phlebotomy/Specimen processing
- Platelet studies
- Photography/Illustration
- Quality assurance
- Serology
- Skin or bone bank
- Special stains
- STAT laboratory
- Tissue typing
- Transplant services
- Virology

Health Care Agency/Government
- Administrator for Veterans Affairs hospital
- Biometrist in a government health agency
- Crime laboratory scientist
- Department of Health—Educator
- Department of Health—Proficiency test consultant
- Employee recruiter/Placement officer
- Environmental health specialist (in)
- Environmental pathologist
- Fraud investigator
- Health management organization—Health educator
- JCAHO Survey team member/CAP inspector
- Medical examiner investigator (e.g., for coroner)
- Military service—Armed Forces, ROTC, National Guard
- NASA mission specialist
- Patient educator
- Private investigator FBI/Special agent (forensic lab)

Health Care Administration
- Clinic manager
- Coder—Abstractor (business or medical records office)
- Consultant service specialist
- Personnel director
- Emergency medical services coordinator
- Financial manager
- Group practice administrator
- Hazardous waste coordinator
- Health care administrator
- Health insurance administrator
- Health policy analyst
- Health promotion coordinator
- Hospital quality assurance coordinator
- Infection control officer—Epidemiologist
- Laboratory supervisor—Laboratory director
- Laboratory utilization review coordinator
- Long-term care administrator
- Mental health administrator
- Purchaser (laboratory/hospital/medical center)
- Staffing coordinator (laboratory or home care)

Management Information System
- Biometrician
- Director—Division of Biometry
- Installer/Educator
- Systems analyst
- Programmer

Health Maintenance Organization
- Laboratory supervisor—Administrator
- Laboratory supervisor

Consultant to Physician Office Laboratories
- Reference/Independent/Commercial Laboratory Scientist

Veterinary Medicine Laboratory Scientist
- Humanitarian Work
- Medical missionary work
- Peace Corps

Education
- Academician
- Allied health dean/
- Health sciences administrator
- Education coordinator—+
- Program director
- Educator of students
- in clinical settings

Other Professional Routes
- Accounting
- Dentistry
- Health radiation science
- Law (e.g., patent attorney)
- Legislature—Politician, lobbyist, regulations writer
- Faculty member in CLS/CLT/
- Cyto/SBB program
- Higher education administrator
- Instructor in veterinary medicine or other allied health program
- Medical community services program coordinator
- Medical Physics/Engineering
- Medicine
- Optometry
- Public health
- Veterinary medicine

Industry (U.S. or International)
- Adviser to or inventor of “home” or other lab tests
- Biomedical specialist—
- Occupational health
- Cell culture consultant
- Computer consultant
- Director of marketing
- Editor/manager—
- Medical publications
- Food technologist—
- Quality assurance manager
- Health care reimbursement coordinator
- Health promotion and education specialist
- Industrial hygiene specialist
- Installation specialist
- Insurance underwriter
- Medical claims reviewer/Auditor/
- Insurance processor
- Medical consultant
- (TV/Movie industry)
- Medical fee analyst—Insurance
- Owner/Director of employee placement service
- Product specialist
- Quality control/Quality assurance
- monitor/Director
- Research and development director
- Research scientist
- Risk management representative—
- Insurance
- Salesperson
- Technical representative

Research—Basic and Applied
- Research assistant
- Associate scientist/Scientist
- Director of research

Research—Basic and Applied
- Associate scientist/Scientist
- Director of research
Admission

The Division of Medical Technology sets its own standards and requirements for admission. These require a strong background in the natural sciences (specifically biology, chemistry, anatomy, and physiology), as well as in the social and behavioral sciences. The division recommends that applicants be genuinely interested in human services and sincerely committed to promoting the public’s health and general welfare.

Students generally enter the program described in this bulletin at the beginning of their junior year, after they have completed the required preprofessional courses. To discourage students from focusing too narrowly on a field of specialization and to ensure that all students receive a broad general education in the liberal arts, certain minimum requirements in several liberal arts categories have been established. To qualify for admission students are expected to complete these liberal education requirements as specified in this bulletin. In addition, students must complete specified preprofessional courses, some of which fulfill liberal education requirements.

Planning to Transfer?

Minnesota’s public colleges and universities are working to make transfer easier. You can help if you PLAN AHEAD, ASK QUESTIONS, and USE PATHWAYS created by transfer agreements.

Preparing for Transfer

If you are currently enrolled in a college or university:
• Discuss your plans with your academic adviser.
• Call or visit your intended transfer program. You should obtain the following materials and information:
  — college catalog
  — transfer brochure
  — information on admissions criteria and on materials required for admission (e.g., portfolio, transcripts, test scores). Note that some majors have limited enrollments or their own special requirements such as a higher GPA
  — information on financial aid (how to apply and by what date).
• After you have reviewed these materials, make an appointment to talk with an adviser/counselor in the college or program you want to enter. Be sure to ask about course transfer and admission criteria.

If you are not currently enrolled in a college or university, you might begin by meeting with a transfer specialist or an admission officer at your intended transfer college to plan the steps you need to take.

Understanding How Transfer of Credit Works

• The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both your sending and your receiving institution can affect the transfer of the credits you earn.
• Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. “Like” transfers to “like.”
• Not everything that transfers will help you graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives. The key question is, “Will your credits fulfill requirements of the degree or program you choose?”
• If you change your career goal or major, you might not be able to complete all degree requirements within the usual number of graduation credits.

Applying for Transfer Admission

• Application for admission is always the first step in transferring. Fill out the application as early as you can before the deadline. Enclose the application fee.
• Request that official transcripts be sent from every institution you have attended. You might be required to provide a high school transcript or GED test scores as well.
• Recheck to be certain you supplied the college or university with all the necessary paperwork. Most colleges make no decisions until all required documents are in your file.
• If you have heard nothing from your intended college of transfer after one month, call to check on the status of your application.
• After the college notifies you that you have been accepted for admission, your transcripted credits will be evaluated for
transfer. A written evaluation should tell you which courses transfer and which do not. How your courses specifically meet degree requirements may not be decided until you arrive for orientation or have chosen a major.

- If you have questions about your evaluation, call the Office of Admissions and ask to speak with a credit evaluator. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why decisions were made. If not satisfied, you can appeal. See “Your Rights as a Transfer Student” below.

Your Rights as a Transfer Student

- A clear, understandable statement of an institution’s transfer policy.
- A fair credit review and an explanation of why credits were or were not accepted.
- A copy of the formal appeals process. Usual appeals steps are: 1) Student fills out an appeals form. Supplemental information you provide to reviewers—a syllabus, course description, or reading list—can help. 2) Department or committee will review. 3) Student receives, in writing, the outcome of the appeal. 4) Student can appeal decision to the director of the program to which you are applying.
- At your request, a review of your eligibility for financial aid or scholarships.

For help with your transfer questions or problems, see a pre-health sciences adviser.

Expenses

Tuition assessed at the University generally changes annually, subject to approval by the regents. The most up-to-date information about tuition and other fees, including the student services fee, appears in the quarterly Class Schedule. All tuition and fee charges are subject to change.

Students should plan for additional expenses, such as charges for uniforms, special equipment (e.g., microscopes), and insurance.

Financial Aid

The Office of Scholarships and Financial Aid (OSFA) offers students financial assistance, including financial advising.

For most financial aid programs, students should submit application materials in January or February to be eligible for aid the following fall. Most aid programs require a completed Free Application for Federal Student Aid (FAFSA), which is available from OSFA and public libraries. Most aid is awarded on the basis of financial need and the availability of funds. For more information, contact the Office of Scholarships and Financial Aid, 210 Fraser Hall, 106 Pleasant Street S.E., Minneapolis, MN 55455 (612/624-1665).

The Office of Human Resources Student Employment Center posts job vacancies and refers qualified students for interviews for a variety of on- and off-campus jobs. The center is in 170 Donhowe Building, Minneapolis campus (612/624-8070).

Medical Technology Scholarships

The Division of Medical Technology has four scholarship programs providing $15,000 to $20,000 each year (usually in $500 to $1000 scholarships) to worthy students in the professional program. Awards are made on the basis of scholastic achievement, need, and professional promise. At least 20 medical technology students receive these scholarships each year.

Residency and Reciprocity

Residence—Because the University is a state institution, Minnesota residents pay lower tuition than nonresidents and, in many programs, receive priority consideration for admission. To qualify for resident status, students must reside in Minnesota for at least one calendar year before the first day of class attendance. For more information, contact the Resident Classification and Reciprocity Office, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-6330), or the residency office on your campus.

Reciprocity—The University has reciprocity agreements with North Dakota, South Dakota, Wisconsin, and Manitoba. If you are a resident of any of these states or this province, you may qualify for reciprocity tuition rates, which are lower than nonresident tuition rates and, in some cases, comparable to resident rates. For more information, contact the Resident Classification and Reciprocity Office, 240 Williamson Hall, 231 Pillsbury Drive
Health Sciences Student Services

Pre-Health Sciences Advising—College of Liberal Arts Pre-Major Advising, 30 Johnston Hall, is a centralized resource offering a wide range of services to University students. Health sciences specialists offer academic advising services, such as assistance with course planning and registration, evaluation of coursework already completed, and information about admission requirements and application or testing procedures. Specialists also assist individuals in exploring various health care fields and careers.

A health sciences library is available in 30 Johnston Hall. It contains a collection of bulletins from schools throughout the country with health-related programs, videotapes from many health sciences schools, occupational files with information about health sciences professions, and general reference materials about health care fields.

For more information or to arrange an advising appointment, call (612) 624-9006.

Minority Program—The Academic Health Center’s Multicultural Institute is committed to the recruitment and retention of minority persons who come from groups underrepresented in the health professions. At the undergraduate level, the program provides summer enrichment programs and a minority pre-health sciences student organization. Advising and special courses are also offered through the Martin Luther King Program.

The Multicultural Institute is in 1-125 Malcolm Moos Health Sciences Tower, 515 Delaware Street S.E. (612/624-9400).

Council for Health Interdisciplinary Participation—The Council for Health Interdisciplinary Participation (CHIP) is an interdisciplinary student service organization dedicated to enhancing the quality of life and education of all Academic Health Center students. Activities include noontime lectures, evening workshops, and weekend symposia in areas such as bioethics, international health, alternative health care, and women’s issues. CHIP publishes a weekly newsletter featuring announcements of upcoming health sciences events, volunteer opportunities, and articles about topics of current interest to students. CHIP headquarters are located in an informal, comfortable lounge in 1-425 Malcolm Moos Health Sciences Tower. For more information, call (612) 625-7100.

Academic Policies and Regulations

Grading—Students have a choice of two grading systems: A-B-C-D-F (with pluses and minuses) or Satisfactory-No Credit (S-N). Each academic unit, including Medical Technology, determines which courses and what percentage of courses its students can take S-N. Some courses, usually required preprofessional and professional courses, must be taken A-F only; others, such as clinical rotations, are taken S-N. Complete grading policies and practices may be found at http://www.umn.edu/tc/students/grades/grading_systems.html on the World Wide Web.

Grade Reports and Transcripts—The academic records of medical technology students on the Twin Cities campus are maintained by the Office of the Registrar. These records show all courses for which students were registered beyond the second week of each quarter and the grades or symbols earned for those courses. Transcripts are available on request from the Office of the Registrar Service Center, University of Minnesota, 150 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-5333).

Academic Standing—Each academic unit, including the Division of Medical Technology, establishes its own criteria and procedures for monitoring students’ academic progress and determining whether students are progressing satisfactorily toward a degree. In the medical technology program, students must maintain a 2.00 grade point average (GPA) and satisfy certain other criteria.

Access to Student Educational Records—In accordance with regents’ policy on access to student records, information about a student generally may not be released to a third party without the student’s permission. (Exceptions under the law include state and federal educational and financial aid institutions.) The policy also permits students to review their educational records and to challenge the contents of those records.

Some student information—name, address, electronic (e-mail) address, telephone number,
dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned—is considered public or directory information. Students may prevent the release of public information. To do so, they must notify the records office on their campus.

Students have the right to review their educational records. The regents’ policy is available for review at 150 Williamson Hall, Minneapolis, and at records offices on other campuses of the University. Questions may be directed to the Office of the Registrar, 150 Williamson Hall (612/625-5333).

Grievance Procedures and Appeals—Within the professional program, a student who has a complaint or criticism about the content or conduct of a course has recourse through well-established grievance procedures. Students are expected to confer first with the course instructor. If no satisfactory solution is reached, the complaint can be presented to the program director. If these informal processes fail to reach a satisfactory resolution, the division’s Student Concerns Committee hears the evidence. A final appeal is heard by faculty from allied health units within the Academic Health Center.

A medical technology adviser can help interpret college procedures or regulations and can often suggest suitable alternatives when a problem is involved.

Other sources of assistance include the Student Ombuds Service (102 Johnston Hall), a student-fee-supported service that helps students resolve problems, and the CLA Student Intermediary Board, the college’s official student organization (101 Johnston Hall).

Application Process

The curriculum in medical technology consists of the preprofessional program in the College of Liberal Arts or its equivalent at another regionally accredited institution and the professional program in the Division of Medical Technology, which is part of the Department of Laboratory Medicine and Pathology of the Medical School.

Admission to the Preprofessional Program—A student in the preprofessional program must meet the admission criteria and is subject to the College of Liberal Arts’ academic regulations or their equivalent at another institution. For complete information, consult the College of Liberal Arts Bulletin.

Qualified applicants may enter the College of Liberal Arts at the beginning of any quarter, but the medical technology sequence is based on entrance to the professional program in the fall quarter of year three or four, depending on completion of prerequisites.

Admission to the preprofessional program does not assure admission to the professional program.

It is recommended that prospective students take mathematics, physics, chemistry, and biology in high school.

Admission to the Professional Program—For admission to the Division of Medical Technology, a student must have completed 90 quarter credits, including required courses. The major criterion for admission is satisfactory academic performance as judged by the student’s grade point average (GPA) in prerequisite courses. Students are usually admitted once a year for the fall quarter. Admission to the professional program is competitive because of the limited number of students who can be accommodated in the teaching and clinical facilities.

Students in residence at the University of Minnesota who expect to complete the requirements for admission to the professional program must file a Request for Change of College Within the University form with the Office of Admissions by May 30. Those who have sufficient credits but have course deficiencies should consult with advisers in the Medical Technology Office regarding their status.

Students from other regionally accredited colleges and universities may transfer to the University of Minnesota to complete the program in medical technology. Courses completed that are equivalent to those offered at the University of Minnesota are accepted to satisfy the requirements for admission to the Division of Medical Technology. Students who have a baccalaureate degree in a science curriculum and have completed prerequisites may finish the program in 15 months, as space is available, in affiliated laboratories. Students transferring from other colleges may obtain an Application for Admission at http://www.admissions.tc.umn.edu on the World Wide Web or from the Office of
Admissions, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-2008). These applications must be filed with the Office of Admissions by May 30. It is strongly advised that transfer students ascertain their status by writing to the Director, Division of Medical Technology, University of Minnesota, Box 609 Mayo, 420 Delaware Street S.E., Minneapolis, MN 55455, so that, if necessary, they may complete required courses during the summer.

Medical technology students are placed in a variety of clinical settings during their clinical coursework. In accord with Minnesota law, a criminal background check is required of each student before clinical courses. The Division of Medical Technology arranges this check.

English Proficiency—If English is not your native language, you are required to take the Test of English as a Foreign Language (TOEFL) or the Michigan English Language Assessment Battery (MELAB). To register for the TOEFL, contact the agency that handles TOEFL registration in your country or write to the Educational Testing Service (Box 899, Princeton, NJ 08540 USA) at least 10 weeks before any scheduled test date. If you are already in the Twin Cities area, you may register for the MELAB with the Minnesota English Center, 320 16th Ave. S.E., University of Minnesota, Minneapolis, MN 55455, or call (612) 624-1503. To register for the MELAB outside the Twin Cities area, contact the English Language Institute, Testing and Certification Division, University of Michigan, Ann Arbor, MI 48109 USA, or call (313) 764-2416. The minimum scores required are 550 for the TOEFL or 80 for the MELAB.

Immunizations—All students in the medical technology program are expected to arrange appointments at the Boynton Health Service for necessary immunizations before assignment to the clinical courses of the professional program. This procedure is required to protect the student.

Registration Procedures and Advisers

Students admitted to the professional program receive instructions and information about registration procedures from the Medical Technology Office before the fall quarter registration period.

All students, whether in the preprofessional curriculum in the College of Liberal Arts or in the professional curriculum in the Division of Medical Technology, are expected to plan their class schedule each quarter with a Medical Technology Office adviser.

Medical Technology Essential Functions

To successfully complete a clinical laboratory science program, medical technology students must be able to perform the following functions.

Communication skills—Must be able to communicate effectively in written and spoken English; comprehend and respond to both formal and colloquial English—person-to-person, by telephone, and in writing; appropriately assess nonverbal as well as verbal communication.

Locomotion—Must be able to move freely from one location to another in physical settings, such as the clinical laboratory, patient areas, corridors, and elevators.

Small motor skills—Must have sufficient eye-motor coordination to allow delicate manipulations of specimens, instruments, and tools. Must be able to grasp and release small objects (e.g., test tubes, microscope slides); twist and turn dials/knobs (e.g., for a microscope, balance, or spectrophotometer); manipulate other laboratory materials (e.g., reagents and pipettes).

Other physical requirements—Must be able to lift and move objects of at least 20 pounds. Must have a sense of touch and temperature discrimination.

Visual acuity—Must be able to identify and distinguish objects macroscopically and microscopically; read charts, graphs, and instrument scales.

Safety—Must be able to work safely with potential chemical, radiologic, and biologic hazards and follow prescribed guidelines for working with all potential hazards, including mechanical and electrical.

Professional skills—Must be able to follow written and verbal directions; work independently and with others and under time constraints; prioritize requests and work concurrently on at least two different tasks; maintain alertness and concentration during a normal work period.
GENERAL INFORMATION

Stability—Must possess the psychological health required for full use of abilities; recognize emergency situations and take appropriate actions.

Affective (valuing) skills—Must show respect for self and others and project an image of professionalism, including appearance, dress, and confidence.

Application skills—Must be able to apply knowledge, skills, and values learned from previous coursework and life experiences to new situations.

Satisfactory Progress

Students in the professional program are subject to the regulations established by the Division of Medical Technology and must maintain satisfactory academic progress.

Satisfactory performance is considered to be not only a passing level in scientific and technical skills together with theoretical knowledge, but also complete personal integrity and honesty.

A student not achieving satisfactory progress may be placed on scholastic probation upon recommendation of the Student Concerns Committee. This committee is composed of Division of Medical Technology faculty and student representatives, as appropriate.

A student’s work is considered unsatisfactory when she or he earns less than a C grade average (2.00 grade points for each credit) for any course in a given year or quarter. In addition, a student must earn a minimum grade of C in selected courses to enroll in related clinical rotations.

If a student receives an unsatisfactory grade in a course, remedial work in the course may be provided, if possible; if not, the student must repeat the course the next time it is offered. If a student receives an unsatisfactory grade in more than one course, either concurrently or in different quarters, the matter will be referred to the Student Concerns Committee for investigation and action. If the committee decides the student should not continue in the curriculum, the student will be notified. Ordinarily, unsatisfactory grades in two courses are sufficient basis for dismissal.

Graduation

The minimum requirements for graduation are completion of the curriculum requirements and a total of 180 credits with a minimum grade point average of 2.00.

Upon satisfactory completion of the prescribed course of study, the bachelor of science degree will be conferred by the Board of Regents. Students completing professional program courses with a GPA of at least 3.00 may graduate “with distinction,” and those with a GPA of 3.60 or higher may graduate “with high distinction.”

Application for a degree must be filed with Office of the Registrar Service Center (150 Williamson Hall) two quarters before graduation. Students completing the related clinical courses any time before March will be eligible to participate in fall graduation ceremonies.

Certification and Placement

Graduates from the Division of Medical Technology of the University of Minnesota are eligible to take national examinations for certification as medical technologists or clinical laboratory scientists. These examinations are conducted by national certifying agencies. Many organizations/institutions require certification for employment.

Program graduates are assisted in finding employment by advisers in the Medical Technology Office. Notices of employment opportunities in the field are received from all parts of the United States and are posted in this office as an aid to students.

Student Organizations

Students in the professional or preprofessional program are represented on the Medical Technology Council by elected members from each class. The council promotes student-faculty relationships, sponsors social and educational activities, and considers matters affecting students in the program.

Students in the undergraduate program in medical technology are eligible for student membership in the American Society for Clinical Laboratory Science. Medical technology students are also urged to participate in the activities of the Academic Health Center’s Council for Health Interdisciplinary Participation (CHIP) and other University student organizations. For more information, see the introduction to this bulletin.