



**Medical Laboratory Science /Medical Technology Program
Academic Year 2019 – 2020**

Application Procedure

The applicant to the University of Toledo Medical Laboratory Science Program/Medical Technology (MLS/MT) must submit the following:

1. A completed application form.
2. Official transcripts from all **non-UT college** coursework. **ONLY IF YOUR TRANSCRIPTS HAVE NOT BEEN REVIEWED BY THE REGISTRAR AT THE UNIVERSITY OF TOLEDO.** Please **DO NOT** request/send any transcripts that have already been evaluated by the university's registrar.
3. Fall and Spring Course Schedule Information form
4. Three (3) reference evaluations. Two must be from **post-secondary academic sources**. Evaluations from friends and relatives are **NOT** acceptable.

Non-degree applicants must be eligible for a Baccalaureate Degree in Medical Technology from the university at the completion of the medical laboratory science program. Applicants who have a baccalaureate degree or higher must meet the program's academic prerequisites.

Non-domestic students with degrees from foreign institutions or applicants who have a baccalaureate degree or higher from other colleges/universities must first apply to the university as a "guest student" to have their transcripts evaluated by the Office of Undergraduate Admission for equivalency prior to consideration for acceptance into the program. Go to <http://www.utoledo.edu/admission/international/> for detailed information.

Applicants who received their degree seven or more years before application will need to update coursework in Microbiology and Immunology with a C or better per course.

Required Academic Prerequisites

Acceptance to the program is contingent upon completion of the following course work with a grade C or better and a minimum overall grade point average of 2.5.

CHEMISTRY (18 credits)

CHEM 1230/1280 General Chemistry I
CHEM 1240/1290 General Chemistry II
CHEM 2410/2460 Organic Chemistry I
CHEM 2420/2470 Organic Chemistry II

HUMAN ANATOMY (4 credits)

EXSC 2510/2520 Human Anatomy
MATHEMATICS AND STATISTICS (6 credits)
MATH 1320 College Algebra
MATH 2600 Introduction to Statistics

BIOLOGY (27 credits)

BIOL 2150/2160 Fundamental of Life Science I
BIOL 2170/2180 Fundamental of Life Science II
BIOL 3010 Molecular Genetics
BIOL 3030 Cell Biology
BIOL 3070 Human Physiology
BIOL 4030/4040 Microbiology
BIOL 4050/4060 Immunology

PHYSICS (10 credits)

PHYS 2070 General Physics I
PHYS 2080 General Physics II
MEDICAL TECHNOLOGY (2 credits)
MEDT 2010 Clinical Lab Techniques

Prerequisites must be completed prior to admission to the medical laboratory science program.

All required application materials must be submitted prior to **November 8, 2019** for the following 2020 summer semester. Applications are examined by the program director in conjunction with the Chairman of Biological Sciences to determine if all necessary information is included. The program director evaluates the college transcript as to course content, grade point average, total semester hours of credit and courses planned for the fall/spring semester prior to admission. If any deficiencies are found, or if the grade point average is unacceptable, the program director will send a letter of explanation or requests clarification of the suspected deficiency.

The 2020 – 2021 class will commence on **May 20, 2020**, the start of the first summer term.

Please notify the MT/MLS Office, either by phone (419) 530-1901, or e-mail catherine.mccoy@utoledo.edu, or by U.S. mail for changes in address or phone number.

Selection Process

Applicants who have met the entrance requirements and completed the application procedure will be invited for an interview by the representatives of the clinical affiliates. The selection for admission to the clinical training class will be based on the following criteria:

- Cumulative grade point average
- Completion the medical laboratory science/medical technology track
- Summary of interviews with affiliate representatives
- Letters of reference

Selection of students is made in December for the class to begin the following summer semester. All applicants are judged by the same criteria whether they are students at the University of Toledo, graduates from the University, or applying from another college or university. Class size is up to 16 students.

The University of Toledo
Medical Laboratory Science/Medical Technology Program

Application

Return application and have non-UT transcripts sent to:

Medical Laboratory Science Program
The University of Toledo
Attn: Program Director
Department of Biological Sciences
MS# 601
2801 W. Bancroft St.
Toledo, OH 43606

Last Name	First Name	Middle I.
Present Address	City, State, Zip	
Permanent Address	City, State, Zip	
Phone	Email	UT Rocket #
US Citizen (<i>circle</i>)	Visa No.	Expiration Date
Yes No		

Education:

Name of School	Address	Years Attended	Year Graduated/Degree
College/University			
Other			

1. Please list your employment history including military service or volunteer work especially in health-care related field. Continue on a separate sheet if necessary.

Name of Business	Address	Dates of Employment	Supervisor

2. On a separate sheet of paper (page 6), please describe your interest in the profession of medical laboratory science and the qualities you have that would contribute to your success in the profession.
3. In addition to the academic requirements, applicants to the program are required to meet Essential Functions which are non-academic requirements of the program and comprise of five abilities and skills, including observation; movement; communication; intellectual and conceptual; and behavioral and social.
 - a. **Essential Observational Requirements:** The applicant must be able to: observe laboratory demonstrations of techniques and procedures; discriminate color reactions; read text, numbers, and graphs displayed in print or on a video monitor; and differentiate cells and tissues in normal and pathologic states using a microscope.
 - b. **Essential Movement Requirements:** The applicant must be able to: bend, reach, sit and move freely and safely about a laboratory and in patient rooms; perform delicate manipulations which require good eye-hand coordination; tolerate prolonged standing and/or sitting for several hours; lift and handle objects weighing less than 10 pounds; and travel to clinical laboratory sites for practical experience.

- c. **Essential Communication Requirements:** The applicant must be able to: read and comprehend technical and professional materials; effectively communicate with faculty, classmates, patients, physicians and other health care personnel in a professional, positive, and tactful manner; follow verbal and written instructions in English in order to correctly and independently perform laboratory test procedures; and exhibit legible penmanship in English.
- d. **Essential Intellectual and Conceptual Abilities:** The applicant must be able to: recall, apply and evaluate laboratory data; prioritize tasks; exercise critical thinking skills to solve problems; and exercise sufficient judgment for appropriate corrective actions.
- e. **Essential Behavioral and Social Attributes:** The applicant must be able to: maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability and accountability in the performance of one’s laboratory responsibilities; perform laboratory tests carefully while maintaining efficiency and organization; function effectively under stress and adapt to changing technology and environments; maintain personal hygiene and wear garments appropriate to the work setting; and function as a supportive member of the health care team.

In signing this application for admission, the applicant acknowledges having read and understood the above standards and believes that he/she can meet them.

- 4. **Nondiscrimination Policy:** This program does not discriminate against any applicant based upon race, sex, color, national origin, geographical area, religion, creed, age, marital status, sexual preference or veteran status.

I certify that the facts set forth in my Application and any other materials I have submitted are true and complete. I understand that the submission of any false information in connection with my application will result in immediate discharge at any time thereafter should I be accepted into the Medical Laboratory Science Program. I also understand that the Program may, in its sole discretion, conduct a criminal history check including signing a consent form for drug testing conducted by a physician or other health-care provider.

Signature of Applicant

Date

The University of Toledo
Medical Laboratory Science/Medical Technology Program

Fall and Spring Course Schedule Information

Please identify the courses that you are currently taking in the fall semester as well as the courses that you plan to take in the spring semester. All applicants must complete the program's admission requirements before starting the program in May.

Fall Semester		
Course Number	Course Title	Credit Hours
Spring Semester		
Course Number	Course Title	Credit Hours

(intentionally left blank)

The University of Toledo
Medical Laboratory Science/Medical Technology Program

LETTER OF EVALUATION

Name of Student _____ UT Rocket # _____

Evaluator Name _____ Phone No. _____

The student named above is applying for admission to the University of Toledo Medical Laboratory Science/Medical Technology Program. The goal of the program is to select those individuals most likely to satisfactorily complete the clinical program and become outstanding medical laboratory scientists. Please give frank and thoughtful appraisals of the applicant as your comments are an essential factor in the selection process.

To find out whether the evaluation will be confidential, please see the choice of waiver made by the applicant below.

I () do () do not hereby waive and renounce all right of access, including those established by the Family Education Rights and Privacy Act of 1974, to any letter or letters of reference or confidential letters of recommendation to be hereafter written in my behalf by the person named above. I also understand that not waiving my right of access is not prejudicial to my application.

Applicant's signature _____ Date _____

1. In what capacity have you been associated with the applicant?

2. How long have you known the applicant?

3. What are the applicant's major strengths?

4. What are the applicant's major weaknesses?

5. Please indicate below with a mark (X) your opinion of the applicant's personal traits.

TRAITS	Excellent	Above Average	Average	Below Average	Unsatisfactory	Unable to Evaluate
MATURITY (Takes ownership; responsible for personal actions; responsive to criticisms)						
COMMUNICATION SKILLS (Clarity of expression; articulateness)						
INTERPERSONAL RELATION SKILLS (Ability to get along with others; tactfulness; cooperation)						
PROFESSIONAL MOTIVATION (Genuineness; depth of commitment)						
JUDGEMENT (Moral; ethical; decisiveness)						
EMPATHY (Sensitive to other's needs; considerate)						
PSYCHOMOTOR SKILLS (Coordinate; dexterous; able to multi-tasking)						
PROFESSIONAL APPEARANCE (Neat; clean; appropriate)						
CHARACTER (Trustworthy; dependable; responsible; respectable)						

6. Other comments: (use additional paper if necessary)

Please return the completed form to Medical Laboratory Science Program, The University of Toledo, Attn: Program Director, Department of Biological Sciences, MS# 601, 2801 W. Bancroft St., Toledo, OH 43606

Signature of Evaluator

Date

Title

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Signature of Evaluator

Date

Title

Institution

APPLICATION CHECKLIST (For Student Use only)

Have you:

- Submitted the application forms by **November 1, 2019**.
- Requested three (3) letters of recommendation to be sent to the MEDT Program Director.
- Requested official transcripts from all **non-UT college** coursework to be forwarded to the Program Director.
- Included a list of all coursework for the current Fall semester and coming Spring semester with your application.