COURSE NO., SECTION NO., HOURS, AND TITLE: MSFS 325B- 001, 4 Credit Hours, Embalming Theory and Practice II

PROGRAM MISSION STATEMENT:
The mission of the Mortuary Science and Funeral Service program is to challenge students to achieve academic and professional excellence; prepare students to acquire entry level positions in the funeral service profession; provide quality instruction and stay current with trends of the profession; cultivate and maintain excellent relations with local, state, and national organizations; enhance university and community relations; and work toward the continued improvement of the Mortuary Science and Funeral Service program as an ongoing process.

COURSE DESCRIPTION:
The student will study the anatomy of the circulatory system, cavity embalming, contents of the thoracic and abdominal cavities and various embalming treatments. Laboratory experience is a continuation of 325A.

PREREQUISITE TO: MSFS 360

COURSE OBJECTIVES:
Upon satisfactory completion of this course, the student shall be able to:

1. identify and explain special treatments for cases involving infectious, communicable disease, traumatic and pathological conditions;
2. explain the concepts of disinfection, preservation, and restoration of a dead human body;
3. obtain knowledge of adequate methods of protection from communicable and infectious disease;
4. identify, define, and employ the necessary terminology to facilitate communication with members of allied professions and the lay public;
5. explain how in the treatment, handling, and disposition of the dead human body the sociological, psychological, theological, physical, and legal needs of the family and community are fulfilled;
6. demonstrate the proper disposal of body by-products and contaminated materials for the embalming process;
7. demonstrate a knowledge of the circulatory system to the degree needed to give a working basis for studies in related subjects
8. explain and demonstrate the proper method of cavity embalming.

TOPOICAL OUTLINE:
I. Review All material from MSFS 325A
   a. Anatomical Limits and Guides
   b. OSHA – Chapter 3
   c. Purge – Chapter 24
   d. Cavity Embalming – Chapter 14
   e. Edema – Chapter 21
II. Autopsy
III. Blood
IV. Vascular Considerations
V. Arterial System
VI. Venous System
VII Hepatic Portal System
VIII Embalming scenarios and embalming failure
IX. Board Preparation
X Others

TEXTBOOKS:

Required:

Recommended:
2. Anatomy Text- an anatomy text that covers the circulatory system is also recommended
INSTRUCTOR:

Abel G. Salazar

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Cell Phone: (618) 713-6825    E-mail: ahconmem1@gmail.com

Mortuary Science and Funeral Service Program/ School of Allied Health/ College of Applied Sciences and Arts

Office Hours: M/W/F 10:00 AM – 11:00 AM
Also available by appointment

Please note the instructors office hours. Faculty will be available to answer any questions regarding the class requirements, assignments, and/or any other matters which may arise during the course of the semester. If you need to reach me outside of office hours, you may make an appointment. Do not leave a voice message on my machine. You may leave me a written message in my mailbox in the School’s main Office.

ATTENDANCE:

ATTENDANCE AT EACH CLASS/LAB IS REQUIRED!

Just like a job at a funeral home, class/lab attendance should be regarded as an obligation. You will not receive points for coming to class but you will potentially lose points for not coming and participating. All students are expected to attend and be punctual at all classes in which they are enrolled. Classroom doors will be closed at the beginning of the class time. Students who knock or attempt to enter the classroom after class has begun will lose at least three point after their first infraction. Each infraction after that the points lost will be doubled from the previous infraction. If you are late more than seven (7) times, your name will be referred to the "Early Warning System" for University disciplinary action.

Each student will receive (4) absences excused or unexcused. However, the work missed and/or quizzes will not be allowed to be made up. If a student misses a class, it is THE STUDENT'S RESPONSIBILITY to obtain the missed notes from a classmate; I do not loan out my notes. If you receive more than the allowed four absents during the semester, the Fifth absence you will lose 25 points off of your total grade. The Sixth absence you will lose a letter whole letter grade. The Seventh time you will fail my class. At your sixth absence your name will be referred to the "Early Warning System" for University disciplinary action. Records will be maintained to support student attendance in accordance with accreditation requirements. This includes class and lab. Special situations will be handled on an individual basis per the discretion of the instructor.
LECTURE:
Monday, Wednesday, and Friday 9:00 a.m. – 9:50 a.m.

LABORATORY:
Tuesday 1:00 p.m. – 2:50 p.m. Section 1
Thursday 1:00 p.m. – 2:50 p.m. Section 2

GRADES:
Grades will be determined on a percentage basis as applied to the total number of possible points accumulated throughout the semester. The percentage breakdown is as follows:

- 92 to 100% earns you an A
- 83 to 91% earns you a B
- 75 to 82% earns you a C
- 74 ≤ earns you an F

EXAMINATIONS & QUIZZES:
There will be three comprehensive (3) exams and one final given during the semester. The dates of these exams will be given in advance. Make up exams WILL NOT BE PERMITTED unless the instructor of record has preapproved for this to happen. The instructor has the right for any reason not to let you make up an exam. A comprehensive final exam (covering MSFS 325a & b) will be given at the end of the semester and will follow the final exam schedule set by the University. If needed, instrument exam(s) will be given during lab. The instructor will make the decision to give instrument exam(s) based on the student’s knowledge displayed during labs and embalmings.

There will be points for quizzes during the semester. Students may assume there may be one quiz each week. They will be given WITHOUT previous notice and WILL NOT BE MADE UP UNDER ANY CONDITION. If a student misses a day when a quiz is given, s/he should consider a zero for that quiz.

During the semester there may be assignments that are to be completed. These assignments may be individual or group activities. All assignments must be completed and turned in on or before the due date. All assignments must be typed; double space, with 1 inch margins, and have a cover page unless other parameters are given.
Final Exam; Friday, May 13, 2016 @ 8:00 a.m.-10:00 a.m.

TESTING POLICY:

As mentioned above, make-up exams are not permitted. When exams are given I will grade them and return them to the students as soon as possible. I allow students to discuss questions on their exam grades if handled in an appropriate manner. Students may mark questions at the top of the first page of their exam and I will review their concerns. In addition, a student may come to my office to discuss his/her grade in private.

CHEATING:

Cheating is NOT tolerated in any way shape or form. Even the appearance of cheating will not be tolerated. If suspected of cheating you will receive a zero. I will review the situation with some faculty to discuss the situation and how to proceed. Most likely you will be sent before the disciplinary review board, even if it is your first offense.

CLASSROOM BEHAVIOR:

The classroom is a “safe” environment for students. The focus will be on learning. Causing disruptions, harassment of other students, foul language, disrespect towards others, or entertaining at someone else’s expense will not be tolerated. For a detailed explanation of the Student Code, consult “Student Conduct Code” found in Important information for SIUC students, faculty, and staff pp. 22-32. All other rules of the Code must be followed in the classroom. The Student Conduct Code is available at: http://www.siuc.edu/~policies/policies/conduct.html

There is to be no eating in the classroom during class session unless previously approved by the teacher. You may drink coffee or soda in class so long as empty cups/cans are appropriately discarded.

Computer games/video games, cell phones, social media, being on the internet, studying for or working on a different class, disruptive clothing or behavior, and/or not taking your own notes (exg. Google share) will not be permitted during class.

CELL PHONES WILL BE TURNED TO VIBRATE OR OFF.

YOU ARE NOT ALLOWED TO AUDIO OR VIDEO RECORD MY CLASS OR LECTURES. NO PHOTOGRAPHY IS ALLOWED UNLESS APPROVED BY THE INSTRUCTOR.

The smelling of alcohol or any other drug, eating, attending class intoxicated or under the influence, usage of cell phones, sleeping, reading other materials/studying, being on the internet unless prior approval by the instructor or practicing personal hygiene during class time will not be tolerated. If a student partakes in the aforementioned activities, s/he will be disciplined
according to the University’s Student Conduct Code and the Office of Judicial Affairs, and that
day will be counted as an unexcused absence and you will be dismissed from class.

Class behavior will be strictly enforced in accordance with the University’s Student Conduct
Code and the Office of Judicial Affairs.

LABORATORY SESSIONS:

These sessions include embalming practice, dissection sessions, supplementary lectures, field
trips guest speakers, and other activities appropriate for the class. You will be present the entire
lab period or until the instructor informs you to leave. Student’s leaving early will be considered
absent.

You are expected to be in lab so you will not receive points for doing what you are supposed to
be doing. You however will be disciplined as stated above if you miss or are late for a lab.
Grades will be evaluated on participation (both with dissection and clean-up), attitude, proper
dress, attendance and especially quizzes.

At the end of the semester your total points will serve as your embalming lab grade. Since
presentations, speakers, and field trips might be scheduled during scheduled labs, the total
possible point value for Embalming Lab will be **approximately** 60 points.

LABORATORY CLOTHING:

Each student will use the locker they were assigned. All personal items may be kept in the
lockers in the shower rooms (this includes books and purses). Personal items will not be allowed
in the lab area. Approved gloves, scrubs, face shields and lab coats will be required along with a
change of shoes. NO ONE will be allowed to participate in lab without the proper clothing. This
means you must change into scrubs and proper shoes for EVERY lab. All clothing MUST be
kept clean. You must have “street clothes” to change into after each lab. Students dressed for lab
(in gloves, scrubs, face shields, and lab coats) will not be permitted to leave the lab/locker room
area. **If you are seen wearing your scrubs and/or lab coat outside of lab, it will count as an
absence.**

You will take your scrubs home and clean them. Be considerate of others and respect the
profession. Don’t wear your scrubs from your car to lab. Remember, scrubs, shoes, etc. can serve
as fomites.
UNIVERSITY’S EMERGENCY PROCEDURE:

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Public Safety’s website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

MODIFICATIONS, OR ADDITIONS TO THIS SYLLABUS MAY BE MADE BY THE INSTRUCTOR, AT ANYTIME FOR ANY REASON.

ATTACHMENT