COURSE NO., HOURS, AND TITLE: MSFS 325A - Embalming Theory and Practice
Room 214

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 be introduced to techniques of embalming through a study of the body, sanitation, embalming agents, instruments, and methods of embalming. The student studies the theory, practices, and techniques of sanitation; as well as restoration and preservation of deceased human remains. Laboratory experience will consist of embalming deceased remains and of other related activities. Lecture three hours. Laboratory two hours. Must be taken in A, B, sequence. Prerequisite: restricted to mortuary science and funeral service majors, MSFS 240, and proof of Hepatitis B vaccine and Titre test.

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

1. identify, define, and employ the necessary terminology to facilitate communication with members of allied professions and the general public;

2. explain the common types of death;

3. explain the concepts of disinfection, preservation, and restoration of a dead human body;

4. perform embalming techniques and procedures and apply these procedures;

5. demonstrate the use of standard embalming instruments, machines and accessories;

6. explain how in the treatment, handling, and disposition of the dead human body the sociological, psychological, theological, physical, and legal needs of family a community are fulfilled;

7. identify and explain special treatments for cases involving common infections, communicable diseases, traumatic and pathological conditions;

8. demonstrate a knowledge of the circulatory system to the degree needed to give working basis for studies in related subjects;
9. demonstrate the proper disposal of body by-products and contaminated materials from the embalming process;
10. obtain knowledge of adequate methods of protection from communicable and infectious disease;
11. explain the OSHA requirements as they apply to the funeral service profession.

TOPICAL OUTLINE: the topics may not be covered in the order below. Topics may be added or subtracted from this list.

I. OSHA
II. Introduction and what is embalming
III. History
IV. Death
V. Embalming Analysis
VI. Post-Mortem Changes
VII. Variable and Fixed Factors
VIII. Embalming Chemicals
IX. First Call
X. Embalming the "Normal" Death
XI. Cavity Embalming
XII. Anatomical Limits and Guides

LECTURE: Monday, Wednesday and Friday 9:00 a.m. – 9:50 a.m.
LABORATORY: Tuesday 8:00 am. - 9:50 a.m.
               Thursday 8:00 am - 9:50 a.m.

INSTRUCTOR: Abel G. Salazar
Office Hours: Mon., Wed., and Fri. 10:00 a.m. - 11:00 a.m.
Others by appointment
Office Location: ASA Building - Room 126A
                Phone: 453-8828 E-mail: salazar@siu.edu

TEXTBOOKS:

Required:

Recommended:
Medical Dictionary. I recommend either Mosby’s medical, nursing, & allied health dictionary, or Taber’s encyclopedic medical dictionary.
ATTENDANCE:

ATTENDANCE AT EACH CLASS IS REQUIRED!

Just like a job at a funeral home, class attendance should be regarded as an obligation. 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 4 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 five (5) times, your name will be referred to the “Early Warning System” for University disciplinary action.

Each student will receive two (2) excused absences. 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 two unexcused absents during the semester, 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. In addition, each unexcused absence will also result in you losing fifteen (15) points off your total grade score. Special predetermined circumstances will be dealt with on an individual basis, per the discretion of the instructor.

ON CALL EMBALMINGS:

During the first week of class each student will be assigned to an Embalming Team for anatomical donations during the year. Each Embalming Team will have a designated “Team Contact” that is responsible for contacting the team members and informing them of the schedule for the embalming. When a team is assigned to embalm, the student’s will be notified by the Team Contact or by the instructor.

If, for some reason, a student is unavailable for the Team embalming at the assigned time, the student must trade with someone that has not participated in an embalming at that point. Team embalmings MUST be made up. If the student does not find a replacement person then the student will be there to embalm or will fail the course.

At the conclusion of the Team embalming you will be evaluated on your participation. If a student fails to find a replacement for his/her Team embalming, and does not make up the experience, s/he will receive no credit for the course.

EXAMINATIONS & QUIZZES:

There will be at least two (2) 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 will be given at the end of the semester and will follow the final exam schedule set by the University. An instrument exam will be given during lab. The instructor will make the decision to give extra 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.

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 with the instructor about their grades or specific questions that are on their exam, 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. During exams, quizzes or projects you will only have a writing utensil unless the instructor has preapproved it.

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, any non-preapproved electronics, baseball caps, and/or chewing tobacco will not be permitted during class.

DON’T INTERRUPT THE CLASS BY COMING IN LATE!
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.

Chewing tobacco, smelling of alcohol, eating, attending class intoxicated, 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 lose his or her attendance, that day will be counted as an unexcused absence and will be dismissed from class.

If you do drink coffee or soda in class you will clean up any mess and dispose of empty cups/cans appropriately. Do NOT get up in the middle of class to refill your cup or grab an additional soda.

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, 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 without instructor approval 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. I will allow each student to miss one (1) lab. After the allowed missed lab, the next absence will result in a 25-point deduction from your final grade. The third lab absence you lose a letter grade. The fourth lab missed you fail the course. You will not be allowed to make up any missed lab sessions unless approved by the instructor.

If I think that you are not productive to my satisfaction it will count as an absence. DO NOT think that you can just show up to lab and not participate. Productivity will be evaluated on participation, professionalism, Clean up, attitude, proper dress, and attendance. Following any embalming preparation, individuals that participate will be required to shower. (Individuals will be responsible for providing their own towels, soap, etc.)

Any student that is not present and ready to begin at the start of lab, or who is tardy for lab, will lose 10 points. Each tardy following the loss points will be doubled from the last offence. When you reach your fifth tardy you will fail the course. You will not be allowed to be tardy to any lab sessions unless preapproved by the instructor.
At the end of the semester your total points will serve as your embalming lab grade which is just part of your overall grade. Since presentations, speakers, and field trips might be scheduled during scheduled labs, the total possible point value for Embalming Lab will be approximately 70 points.

LABORATORY CLOTHING:
Each student will use the locker they were assigned during the Fall semester. All personal items may be kept in the lockers located in the shower rooms (this includes books and purses). Personal items will not be allowed in the lab area. SIUC 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 scrubs 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, you will lose your 50 points from your final grade, so don’t do it. If you take your lab coat and scrubs home to clean them, put them back in a bag to return them to your locker. Society in general does not accept the picture of someone walking around with a scrub outfit on (that may be dirty or stained) with “Mortuary Science” written on it. 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.

EXAMINATIONS: **FINAL will be on Friday, December 16, 2016 from 8:00 AM – 10:00 AM**

** Comprehensive Final exam approx. 200 points
(in accordance to the schedule approved by the Chancellor)
Make-up exams are generally NOT PERMITTED.

QUizzes:
There will be approx. 100 points of quizzes available for the semester. 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.

** GRADES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Approx. points</th>
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<tbody>
<tr>
<td>Exams</td>
<td>400 points</td>
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<tr>
<td>OSHA Exam</td>
<td>50 points</td>
</tr>
<tr>
<td>Instrument Exam</td>
<td>35 points</td>
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<tr>
<td>Final Exam</td>
<td>200 points</td>
</tr>
<tr>
<td>Lab approx</td>
<td>70 points</td>
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<tr>
<td>Projects approx</td>
<td>75 points</td>
</tr>
<tr>
<td>Quizzes approx</td>
<td>100 points</td>
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</tbody>
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APPROXIMATELY TOTAL POSSIBLE POINTS 930 Points
Grades will be determined on a percentage basis as applied to the total number of possible points accumulated during the semester. The percentage breakdown is as follows:

- 92% or above earns you an A
- 83 - 91% earns you a B
- 75 - 82% earns you a C
- 74% or below earns you an F

NOTE: Modification, or additions to this syllabus may be made by the instructor, as needed.

University’s Emergency Procedure Clause:
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.

You Will Earn Your Grade, It Will Not Be Given To You.
By signing below I agree that I have received, read, and accept the Fall 2016 Embalming 325A syllabus.

Name____________________  Signature____________________

Date ______________________