COURSE NO., HOURS, AND TITLE: MSFS 360-4 Advanced Embalming Procedures
ASA 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 study the proper procedures of embalming and other necessary preparations of special cases. Studies will include techniques and procedures used for embalming unique cases such as floaters, burn victims, car accident victims, and other traumatic faces of death. Students will be required to submit several written research papers and present oral presentations of specific topics throughout the semester. Lecture four hours.

LECTURE HOURS: Monday, Wednesday, and Friday from 11:00 a.m. – 11:50 a.m.
Tuesday from 10:00 a.m. – 10:50 a.m.

PREREQUISITE: MSFS 225b.

COURSE OBJECTIVES:

Upon satisfactory completion of a course of study in advanced embalming, the student should be able to:

1. The student will be able to explain proper procedures for identifying embalming complications;

2. The student will be able to demonstrate proper procedures for embalming difficult cases;

3. The student will be able to identify and describe the uses of various chemicals and equipment on difficult cases;

4. The student will be able to explain and describe adequate methods of embalming diseased dead human bodies; and

5. The student will be able to describe and solve the problems related to the embalming procedures necessitated by disaster situations.
TEXTBOOK:


EQUIPMENT:

You will need your embalming scrubs, lab coat, face shield and a minimum of 2 P.P.E. packs.

EMBALMING MENTOR:

During the semester students will serve as embalming mentors for the MSFS 225A, Embalming Theory and Practice, course during embalming sessions. This experience will be required and will serve to demonstrate student competency in the area of embalming. Students will be required to demonstrate embalming procedures and explain the procedures to the other students. An Embalming Report will be completed by the student mentor and will be submitted for review and approval by the faculty overseeing the operation.

Important: This practicum experience will be graded as a pass/fail activity. Any student, who does not exhibit the basic skills and knowledge for performing the embalming operation, will receive a “fail” for this experience and will be required to participate in this experience until successful completion has been accomplished. In order to complete this course, this task must be completed successfully.

LABORATORY:

During the course of the semester we will go into the laboratory to demonstrate/practice various embalming techniques. This activity will take place on Tuesdays and students are required to have appropriate lab attire.

INSTRUCTOR: Abel G. Salazar

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

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.

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

EXAMINATION AND QUIZZES:

There will be at least two (2) comprehensive 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 325 a & 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.

COLLOQUIUM:

The colloquium is a professional embalming presentation that you will give and be graded on by a panel of professionals that I choose as well as myself. If you do not present on the day and time that you are provided to you by me, you will not pass this course. You are required to be professionally dressed and act in a professional manner. If during the practice sessions, I do not feel that you are properly prepared you may be told that you will not present and you will fail the course.
EMBALMING MENTOR:
You will have to show your embalming proficiency while mentoring students in MSFS 325A. If I do not believe that you have proficient enough knowledge of embalming, you will fail this course.

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.

FINAL EXAMINATION: FRIDAY, DECEMBER 16, 2016 — 10:15-12:15 PM

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.

**EMERGENCY PROCEDURES:**

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 Safety's website www.dps.siu.edu (disaster drop down) and in 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.

*Changes may be made to this syllabus during the semester, as needed at the instructor’s discretion.*

**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 360 syllabus.

Name______________________   Signature______________________
Date _________________________