

MRTS 2244 – Technical Procedures I - Online

Course Syllabus: Spring 2020

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”



Instructor: Brandon T. Glade

Office: IA 111B

Phone: 903.434.8315

Email: bglade@ntcc.edu

Zoom: <https://ntcc.zoom.us/my/bglade>



Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:00 AM – 11:00 AM 1:00 PM – 4:00 PM	9:00 AM – 11:00 AM	9:00 AM – 11:00 AM	9:00 AM – 11:00 AM	By appointment	9:00 AM – 11:00 AM Mon-Thurs

*****Zoom tutoring and extended office hours are available upon request*****

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Catalog Course Description (include prerequisites):

Introduction to the fundamentals in the preservation, disinfection, and restoration of human remains. Presentation of treatment planning and application in preparation for professional practice.

2 credit hours. Three hours of lecture and four hours of lab per week.

Prerequisites:

- Program Director Permission
- BIOL 2404, MRTS 1301, MRTS 1330, MRTS 1342 & MRTS 2342

Student Learning Outcomes:

Upon the completion of this course, the student shall be able to demonstrate the following competencies with a minimum grade of 80%:

1. Explain the concepts of disinfection, preservation, and restoration of human remains;
2. Perform embalming techniques and procedures;
3. Identify and explain special treatments for cases involving common infections, trauma, and pathological conditions;
4. Be aware of the medico-legal and ethical significance of embalming;

5. Be acquainted with standard embalming armamentarium, equipment, and chemical formulations;
6. Demonstrate and explain protocols for personal and environmental safety;
7. Document embalming techniques and procedures;
8. Explain how the treatment of the deceased relates to the psychosocial aspects of funeral service;
9. Define and employ terminology to facilitate communication with members of allied health professions and the general public;
10. Explain the relationship of case analysis and treatment planning.

Evaluation/Grading Policy:

This course has both Course and Laboratory Assignments. Please note that this class is worth 7 contact hours per week, more points will be required to successfully complete this course.

Percent

A	92 – 100
B	85 – 91
C	80 – 84
D	75 -- 79
F	74 & below

Points

A	1426 - 1550
B	1317.5 - 1425
C	1240 – 1317
D	1162.5 -1239
F	< 1162

*A grade of C or better constitutes a passing grade in the Funeral Service Education program.

Tests/Exams:

There will be five exams, including the final. ***Per Funeral Service Program guidelines, you must make an 80% or better on final exams to successfully complete the course.***

Exam #1 @100 points

Exam #2 @ 100 points

Exam #3 @ 100 points

Exam #4 @ 100 points

Final Exam @ 200 points

Total Exam Points = 600

Assignments:

Discussion Boards/ Quiz 12 @ 25 points each = 300 points

Case Analysis Project 1 @ 100 points = 100

Lab Assignments 11 @ 50 points each = 550

Total Assignment Points = 950

Total course points = 1550

Late Work Policy:

Late work will not be accepted in any Funeral Service course, unless discussed with the instructor of record, prior to submission. If an assignment is turned in late, with the permission of the instructor, 10%

of the total possible points will be deducted for each day the assignment is late. Students will have five days to submit late work, on the fifth day the paper will be docked 50% of the grade, following the 10% per day policy. After the fifth day, late work will no longer be accepted.

Assignment feedback

It is the goal of the funeral service faculty to have all grades and feedback returned to students within one week of the assignment due date. On occasion certain types of assignments (i.e. projects and essays) may take longer to grade and return. Your instructor will inform you when to expect a delay in returned grades.

The CURRENT AVERAGE posted in the Blackboard course site is a calculated grade that represents your current course grade average based on the work **you have turned in**. It will not calculate correctly if you have missed assignments that have not been filled in with a zero.

Required Textbook(s):

Embalming: History, Theory and Practice - Author: Robert G. Mayer

Edition: 4th or 5th

Select only one edition

Publisher: McGraw Hill

ISBN Number: 0-07-143950-1 (4th Edition) **or ISBN Number:** 978-0-07-174139-2 (5th Edition *which is preferred*)

Optional Instructional Materials: Appropriate readings will be supplied in Blackboard and through independent research.

Minimum Technology Requirements:

- Regular (daily) access to high speed internet via computer access.
- Respondus Web Monitor (\$15), you will register for this in the “Start Course Here” folder.
- Webcam with microphone (for monitored test taking and recording project)
- Word processing software (Word) and presentation software (Power point)
- Document scanning capability

Required Computer Literacy Skills:

Computer access is required in this course. Students must be comfortable using Word, opening and reading Excel documents, Power Point viewing, attaching documents in .DOC and .DOCX format, access and use online programs, use an internet browser, performing database searches for articles, Blackboard, and textbook support websites.

SCANS Skills:

Basic Skills: reading, writing, arithmetic and mathematical operations, listening, speaking.

Thinking Skills: creative thinking, decision making, problem solving, visualize, knowing how to learn, reasoning.

Personal Qualities: responsibility, self-esteem, sociability, self-management, integrity and honesty.

Resources: time, money, materials and facilities, human resources.

Information: acquires, evaluates, organizes, maintains, interprets, and uses computers.

Interpersonal: participates in teams, teaches others, serves clients, exercises leadership, negotiates, works with diversity.

Systems: understands systems, monitors and corrects performance, improves or designs systems.
Technology: works with a variety of technologies.

Lectures & Discussions:

Didactic: Lecture, Power Point Presentations, Discussion, Case Studies, Videos/DVDs, Worksheets, Written Assignments, Computer-based Assignments, Tutorials, and Assessments.

Course Communication Policy

Student emails and phone calls will be answered within 48 hours. Messages sent on Saturday or Sunday may not be answered until Monday. It is recommended that you post course related questions in the discussion area. If you need information related to a test or assignment, plan ahead and submit your questions well ahead of the due date. Your instructor is not online 24 hours per day, so please allow time for response.

Emails must be sent from a NTCC student email account or Blackboard, or they will not be answered. Assignments will not be accepted via email. All assignments should be submitted through Blackboard. Blackboard collaborate, virtual sessions, and the discussion boards are areas that should be used for open questions and conversation. Use private email for information you do not wish to share with everyone. Check in frequently and respond to general conversations. Private e-mail should be used only when you want to converse with someone privately. Group e-mail is seen by all and you will be asked to post information, ideas, opinions, and questions publicly.

You may also use Blackboard Collaborate (found on the left-hand navigation bar) for study groups. Just post in the discussion board that you want to have a study group with your classmates. Arrange a day and time for you to all meet there and discuss the material.

This course uses NTCC Student and Faculty email as the official form of communication. BlackBoard Learning System on the NTCC website may also be used in this course.

Student Responsibilities/Expectations:

Attendance is crucial due to the nature of this course. Success in this course is dependent on your active participation and engagement throughout the course. As such, students are required to complete all assignments by the due date, and to actively participate in class discussions.

Additionally, students are expected to:

- Log on at least three times a week – on different days in order to completely weekly assignments, assessments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus;
- Participate in the weekly threaded discussions, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comment and questions from the instructor and/or other students;
- Check NTCC's student email regularly, as this is the primary method of communication in the Funeral Service program.

If you find that you cannot meet the class' minimum discussion requirements due to such a circumstance, please contact your instructor as soon as possible.

**** Students enrolled in Funeral Service courses which include external learning experiences (Internships) are required to comply with the program dress code. A copy of this dress code can be found in the documents section in your BlackBoard portal. It is suggested (and in some cases required) by the Funeral Service program that students purchase personal protective equipment for courses in which exposure to biohazards exists.**

Please refer to the 2019-20 NTCC Associate Degree Funeral Service Student Handbook for specific policies.

Criminal History:

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Audio/Video Recording Policy:

Where and when available, automated classroom recording technology will be used to record virtual (Synchronous) activities. Such recordings will only be used to supplement the course(es) in which the recording took place. *Please be sure to express concerns regarding synchronous activity recordings to the program director, prior to a virtual activity.*

Research and Library Support:

Need library resources but don't know where to start? Searching for a book, article, or data for research? Not sure how to cite a source in your bibliography? Ask a librarian!

Research help is available in person at the Charlie and Helen Hampton Library Reference Desk, by phone at 903-434-8151, or by emailing the Director of Library Services, Ron Bowden at rbowden@ntcc.edu.

The library's website, <http://www.ntcc.edu/library>, offers access to over 80 databases (including an eBook collection and a streaming video collection), a citation style guide, tutorials, and a link to their online catalog. The Funeral Service Education's library guide can be accessed by going to <http://libguides.ntcc.edu/c.php?g=634483>.

Email Etiquette:

As part of an effort to help you develop your professional communication skills, I am instituting a (somewhat) formal email etiquette policy. While in the past I have had a certain amount of patience for email messages that are written in an informal style—that is, without much attention to structure, grammar, spelling, and style—I am quite concerned that your future employer(s) and other professional colleagues will be less tolerant. They may think that if you are that inattentive in your writing, you might be just as careless when you are interacting with families as well. (For example, please see [this article](#).)

Therefore, when you send me an email, please make every attempt to follow my recommended guidelines for acceptable email etiquette:

- Use a properly descriptive subject line that consists of the course number (“MRTS 1171”) followed by a very brief phrase that summarizes the subject of your message, such as “Homework 1, Problem 2” or “Appointment request.” Please refrain from using short, nonspecific subject lines that have little to do with the actual message (like “hi,” “class,” “Comp Bio,” “python,” “question,” “help,” or just leaving the subject line blank.)
- Start the body of your email off with a proper greeting, such as “Hello Mr. Glade,” or something similar. (As a side benefit, this prevents you from accidentally addressing me by my first name)
- Please make sure you know the difference between they’re, their, and there. Similarly, make sure you know when to use it’s versus its, your versus you’re, and to, two, and too. (There are people who write entire books to convey the wrath and fury they feel when they see examples of such abominations of punctuation and spelling.)
- Please capitalize the first letter in each sentence, not the entire sentence.

To encourage you to get in the habit of better email etiquette, my plan is as follows: If I receive an email message from you that does not make a sincere attempt to follow the recommendations outlined above, I may respond with a “canned” (pre-written) message that will politely ask you to rewrite your email and send again. It doesn’t have to be perfect (even I screw up sometimes), but assuming you made a decent attempt to do the right thing, then I will much more likely to provide an actual, personal, and timely response.

Other Course Policies:

Strong attendance is imperative to successful learning. Being that this is an online course, attendance is counted through exams, assignments, discussion boards and quizzes. Make sure to log in at least three times a week to check for new materials and announcements.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Class Week	Month	Date	Readings	Topic	Notes
1	JAN	Jan 21-27	***	Course Introduction	Respondus Quiz #1 (25 Points)
2	JAN - FEB	Jan 28 - Feb 3	EHTP Chapters 1-3	Introduction to Embalming Fundamentals Personal Health/Regulatory Standards	Discussion Board #1 (25 Points) Lab: Assignment #1 (50 Points)
3		4-10	EHTP Chapters 4-5	The Preparation Room & Death	Quiz #2 (25 Points) Lab: Assignment #2 (50 Points)
4		11-17	EHTP Chapters 6-7	Chemicals	Quiz #3 (25 Points) Lab: Assignment #3 (50 Points)
5		18-24		Exam Synchronous Class – Tues. Feb. 18, 2020 7:00 PM	Exam #1 (100 Points)
6	FEB - MAR	Feb 25 - Mar 2	EHTP Chapters 8-10	Embalming Anatomy	Quiz #4 (25 Points) Lab: Assignment #4 (50 Points)

7		3-9	EHTP Chapters 11-13	Pre-Injection Injection Distribution	Quiz #5 (25 Points) Lab: Assignment #5 (50 Points)
8		10-15	EHTP Chapters 14 -15	Cavity Post-Injection	Quiz #6 (25 Points) Lab: Assignment #6 (50 Points)
	March	16-23		SPRING BREAK	
9		24-30		Exam	Exam #2 (100 Points) Lab: Assignment #7 (50 Points)
10	MAR - APR	Mar 31 - Apr 6	EHTP Chapters 16 - 18	Considerations Autopsies Organ / Tissue Donors	Quiz #7 (25 Points) Lab: Assignment #8 (50 Points)
11		7-13	EHTP Chapters 19 - 20	Delayed Embalming, Discoloration LAST DAY TO WITHDRAW FROM CLASSES WITH A "W" – APRIL 9, 2020.	Quiz #8 (25 Points) Lab: Assignment #9 (50 Points)
12		14-20		Exam	Exam #3 (100 Points) Lab: Assignment #10 (50 Points)
13		21-27	EHTP Chapters 21 - 22	Moisture Considerations, Vascular Considerations Synchronous Class – Tues. Apr 21, 2020 7:00 PM	Discussion Board #2 (25 Points) Quiz #9 (25 points) Lab: Assignment #11 (50 Points)

14	APR - MAY	Apr 28 - May 4		Case Analysis & Review	Case Analysis Project (100 Points) Discussion Board #3 (25 Points)
15		5-11		Glossary Exam	Exam #4 (100 Points)
16		12-14		FINAL EXAM - Comprehensive SPRING GRADUATION - Sat. May, 16, 2020	Final Exam (200 points)

*** See BlackBoard for Reading Assignment
EHTP – Embalming History, Theory, and Practice