COURSE INSTRUCTOR
Dr. Sara Sloan
Office: Schusterman Center 2D25
Office hours: by appointment
Email: Sara-Sloan@ouhsc.edu

TIME & LOCATION
Lecture: M-R 10:30 am – 12:00 pm
Lab: M-R 1:00 pm – 3:30 pm & Fridays 10:30 am – 12:00 pm (July 23 & July 30 10:30 am – 2:30 pm)
Cadaver Lab is in building 3, room 3110. Additional availability in rooms 3109 & 3108 for studying osteology models and virtual lab materials.
Please check D2L for lecture room locations and exam locations.

Exam Dates: 6/21, 7/6, 7/19, 8/2 10:30 am – 12:00 pm
Lab practical quizzes: Fridays 10:30 am – 12:00 pm (July 23 & July 30 10:30 am -2:30 pm)
Mandatory Lab cleanup July 30

COURSE DESCRIPTION
This course is designed to present a regional approach to the structure of the human body using cadaveric images and skeletal images, in addition to traditional didactic classroom presentation of material. The course will cover all regions, systems, and organs of the human body, with an application to function stressed. Laboratory dissections are carried out by small groups of students on a rotating schedule in the lab. When dissecting, a team will operate with the guidance of the instructor and a laboratory dissection guide. It is imperative that all students participate in the dissection process to fully benefit from this type of learning process. If done properly, at the end of this course, the student should have a concrete foundation in human anatomy.

This is an integrated course, where undergraduate students (MIRS) and graduate students (RS) will work collaboratively. The laboratory portion of the course will be identical for MIRS and RS students. Aside from lecture and laboratory material, undergraduate and graduate students will be responsible for additional modular material from their respective programs. Module information may be found on D2L.

TEXTBOOKS/MANUALS
Required

Recommended
Required Online Resources
Acland’s Video Atlas of Human Anatomy available online via the Bird Health Sciences Library
Additional online resources and links will be available via D2L for the course.

COURSE REQUIREMENTS
1. To attend all lecture and laboratory sessions
2. To actively participate in the dissection of a cadaver
3. To complete the course with a score of 70% or above
4. To attend and participate in a mandatory laboratory clean-up session at the end of the course.

COURSE OBJECTIVES
To provide students with an understanding of the:
1. Basic function of tissues/structures/organs/organ systems as it relates to anatomy
2. Features of normal human anatomy at tissue, organ, and system levels
3. Anatomy of body cavities, regions, and major anatomical landmarks
4. Bones and bone features of the human body
5. Joints and their locations in the body
6. Muscles of the human body
7. Vascular supply to the body
8. Innervation of the body, including structure and function of CNS

EXAMS
Exams will be taken in the classroom using D2L and lockdown browser.

Each of the 4 lecture exams is a unit exam. The lecture exams will be composed of multiple-choice questions, having at least three answer choices associated with each question. As the exam is scored, each question is analyzed by statistical methods to determine its validity. The exam scores may be adjusted according to the results of the statistical analysis. You will know your raw exam score immediately following the exam. The official final scores will be posted as quickly as possible on D2L.

Each of the 4 virtual lab exams is a unit exam. Lab exams will be composed of structure identification questions.

There will be 8 lab practical quizzes (2 per unit). Lab practical quizzes will be composed of structure identification on cadaver dissections.

Spelling deductions will be made at the discretion of the course director. Scores will be posted on D2L as quickly as possible.

Extra-credit points will not be offered in this course.

EXAM PROCEDURES
To provide a fair and consistent testing environment that discourages academic misconduct, the following procedure will be used for conducting tests:
• Exams must be taken at the time and place indicated by the course instructor, unless otherwise permitted through the University’s Reasonable Accommodations Policy.
• Students must have their computer for D2L examinations. The computer should have full battery charge and with all required software installed that is needed to complete the exam.
  o Should a student come to class without their required laptop, he/she will be expected to retrieve his/her laptop immediately and complete the exam or assignment with what time remains in class. Forgetting to bring a laptop will not be an acceptable excuse to extend the time period assigned to complete the exam or assignment nor to request a make-up exam or assignment. IT
services have limited laptops used for system-testing purposes but those are not distributed on a regular basis to students who forget their laptop. If the examination time period permits, a classmate’s laptop may be used to take or complete an exam, however, one should not expect that someone else will make their laptop available. Students are responsible for content missed while retrieving their laptop and the time missed will be considered an unexcused absence. Failure to comply with this policy may result in the student receiving no credit for the exam or assignment.

- Students will be allowed to review the items missed following the examination. There will be a 10 minute time allotment for reviewing missed questions on exams. Time will begin immediately following final submission of a test. After 10 minutes, students will no longer have access to exams.
- Hats or hoodies may not be worn.
- Programmable calculators (including devices such as cell phones that include calculators) are not permitted in the room.
- All electronic communication devices must be stored in backpack or in a designated area during an exam or quiz and should be turned completely off. Smartwatches are not allowed to be worn.
- Book bags, notebooks, flash cards, wireless communication devices and other items must be put away before the assessment begins.
- Items other than materials need for the examination may not be allowed in the testing room.
- Students may not leave the testing room unless they are ill, or otherwise permitted by the University’s Reasonable Accommodations Policy.
- Seating guidelines may be implemented.

You will be allowed a pencil and be provided a piece of scratch paper for use during the exam. You will be asked to place your name on the paper and turn it in at the end of the examination.

Individual questions regarding exam content will not be allowed during the exam. However, you may write question(s) on the provided scratch paper for instructor’s review. Questions will not be reviewed if your name is not clearly written on the page.

**Security of Exam Items:** All exams are closed and disclosure of the content of any test items would represent a breach of professionalism and the code of conduct. This includes all test items used in the Clinical Anatomy course, examinations or quizzes. The security of Exams and Quizzes is to preserve the formative value of these test items. Thus, students are forbidden from making any recordings or photos, transcription or duplication of any type for any questions used in this course.

Any attempt to screenshot or use outside materials during an exam is considered academic misconduct, which results in failing the course.

**MAKE-UP EXAMS**
There are no make ups for lecture exams, laboratory practical exams, or quizzes.

**COURSE GRADING POLICY**
Each Unit will comprise 25% of your course grade.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Lecture Exam 1</td>
<td>15%</td>
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<tr>
<td>Lecture Exam 2</td>
<td>15%</td>
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<tr>
<td>Lecture Exam 3</td>
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<tr>
<td>Lecture Exam 4</td>
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<tr>
<td>Virtual Lab Exam 1</td>
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<tr>
<td>Virtual Lab Exam 4</td>
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<tr>
<td>Lab Practical Quiz 1</td>
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<tr>
<td>Lab Practical Quiz 2</td>
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<td>Lab Practical Quiz 3</td>
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<tr>
<td>Lab Practical Quiz 6</td>
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<td>Lab Practical Quiz 7</td>
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<tr>
<td>Lab Practical Quiz 8</td>
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There will be a strict adherence to a “7-day policy” for grade concerns following a lecture exam after posting of final scores on D2L. After seven days, no adjustments will be made to a student’s score, grades are considered finalized at that point.
LABORATORY POLICY
The dissection of human cadavers is a privilege. The students in the course are expected to conduct themselves in a professional manner in the laboratory at all times. Students must adhere to the following laboratory policies:

1. The cadavers must be respectfully handled at all times.
2. Absolutely no bodily parts may be removed from the lab.
3. No photography.
4. No phones, iPads, laptops, etc. allowed in the laboratory at any time.
5. No guests permitted
6. Students should wear scrubs (top and bottoms) to all lab sessions. Students may wear any color scrubs they desire. Normal attire is allowed on lab exam days.
7. Always wear gloves when working with cadavers.
8. No food/drinks.
9. Doors to laboratory should remain closed at all times. No propping of doors.
10. ID tags on cadavers may not be removed.
11. No human tissue may be placed in trash cans. Any tissues removed from cadaver are to be kept in designated buckets, and must rejoin the cadaver at the end of the course.
12. Report any student injuries immediately to Dr. Sloan or teaching assistant.
13. Failure to adhere to any of these policies could result in disciplinary action and/or dismissal from the course.

COURSE ATTENDANCE POLICY
Attendance to all lecture and laboratory sessions is mandatory and should be considered a high priority. Attendance will be taken. For students not in attendance, follow-up will be made by the student’s respective program personnel. Any necessary absences should be excused and documented through Dr. Sloan prior to their occurrence. Illness will be dealt with on a case by case basis. Attendance and participation count towards total course grade.

EVALUATION OF THE COURSE
Upon completion of the course, each student will have the opportunity to submit an evaluation of the course.

COURSE ACADEMIC POLICIES

OUHSC University Policy Statements

Copyright
This syllabus and all related course material are protected under US Copyright Law and may not be further disseminated in any form or format without the prior explicit written consent of the faculty member. Failure to comply with this provision may subject the student to disciplinary action and/or state or federal action.

Student Professional Behavior in an Academic Program
Ethical and professional behaviors are considered a core competency in an academic program and, thus are key factors in good academic standing. Upon acceptance of an offer of admission, the student commits to comply with all professional conduct regulations established by the University, respective college, and program. The complete University policy is at www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf

Academic Misconduct Code
The code describes academic misconduct as acts intended to improperly affect the evaluation of a student’s academic performance or achievement and includes but is not limited to acts such as cheating, plagiarism, fabrication, fraud, destruction, bribery or intimidation, assisting others in any act proscribed by this Code, or attempting to engage in such acts. The policy and procedures related to academic misconduct are detailed in the Academic Misconduct Code found in Appendix C of the Faculty Handbook at www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf.
Fraud: the falsification, forgery, or misrepresentation of academic or clinic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery, or misrepresentation of other academic or medical records or documents, including admissions materials, transcripts, and patient records; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty.

Academic Appeals
This policy outlines the procedure to request a hearing for appeals related to evaluation in a course, thesis or dissertation defense, general or comprehensive exam. It also outlines the appeal process for a suspension or dismissal under the Student Professional Behavior in an Academic Program Policy, and the appeal of decisions resulting in dismissal, expulsion, or suspension from a program. The sole basis for an academic appeal is an alleged prejudiced or capricious evaluation or decision. Policy and procedure details are in Appendix C of the Faculty Handbook at www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf.

Accommodation on the Basis of Disability
The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Accommodations on the basis of disability are available by contacting the Disability Resource Center (DRC) by email at drc@ou.edu or by calling (405) 325-3852 or Voice or (405) 325-4173/TDD. Information on policies and registration with the Disability Resource Center may be found on the DRC website at: www.ou.edu/drc. Students requesting accommodations related to work in a course must contact the DRC as soon as possible; accommodations are not made retroactively.

Sexual Misconduct
For concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including Advocates-On-Call 24/7, counseling services, mutual “No Contact orders,” scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at (405) 325-2215 (8AM-5PM) or the Sexual Assault Response Team at (405) 605-0013 (24/7).

Adjustment for Pregnancy/Childbirth Related Issues
Students needing modifications or adjustments to course requirements because of documented pregnancy-related or childbirth-related issues should contact the college’s Assistant/Associate Dean for Student Affairs (or academic advisor) as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. See www.ou.edu/eoo/faqs/pregnancy-faqs.html for commonly asked questions.

Course Drop/University Withdrawal
The student is responsible to submit required University paperwork before the deadlines shown in the Academic Calendar online at http://ouhsc.edu/admissions. Missed homework and examination grades will be entered as a grade of zero if a student fails to formally drop the course or withdraw from the University.

Should a student ask to be withdrawn from this course by the end of week 7 (July 23), the grade will be a W for those currently making an A, B, or C grade. The grade will be an F for those making a D or F at the time of withdrawal.

Encryption
Students and trainees must have personally-owned and University-issued laptops, smartphones, and external storage devices, such as flash drives and hard drives, that are used for University Business, encrypted by Campus IT through a Device Security Clinic http://ouhsc.edu/registerdevice or similar, prior to using the device for University Business (unless they have been notified by College or Department personnel that they are specifically, individually exempt). University Business does include checking HSC email. Removal of encryption by Campus IT is required upon a student’s departure from the University.

HIPAA Compliance
The University of Oklahoma complies with all federal and state laws related to the confidentiality of patient medical information, including the Privacy and Security Regulations issued pursuant to the Health Insurance Portability and Accountability Act (HIPAA). Students are required to comply with these laws and related University policies and procedures, including the HIPAA Privacy and Security policies (http://ouhsc.edu/hipaa/policies.asp and
Students are required to complete the University’s mandatory annual HIPAA training (https://ouhsc.edu/hipaa/) and must also comply with the related policies and procedures of their departments and any facilities in which they rotate.

**Responsible Conduct of Research**

Students, as members of the University community, have the responsibility to ensure that integrity and ethical standards in any activity with which they are associated directly or any activity of which there is sufficient knowledge to determine its appropriateness. Students are governed by the Policy on Ethics in Research (Faculty Handbook Section 3.25) at www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf

**Distance Learning Notification**

In a Distance Learning Classroom (DLC), a student’s voice, physical presence, materials, and participation in classroom activities may be transmitted to distance learning sites and videotaped or digitally captured. DLC video/digital archives are used internally by the University for educational and informational purposes.

**College of Allied Health Policy Statements**

**Religious Holidays**

It is the policy of the University to excuse student absences that result from religious observances unless such an accommodation would cause undue hardship to the educational and/or university process. In accordance with the procedures stipulated by each college to accommodate varying clinical and educational differences, students must make requests for accommodation of religious holidays in writing within the first week of the term in which the course/clinical experience is offered. Approved accommodations will be provided without penalty for rescheduling of examinations and/or required clinical, lab, or class work that may fall on religious holidays. (Senior Vice President and Provost Approval, 11-9-2011)

**Electronic Media**

Students shall not post or forward photos, comments, or other forms of course related material of OU faculty, students, clinical personnel, or patients to web-based social media sites such as, but not limited to, Facebook, My Space, Twitter, or blog sites, without the person’s written permission or the patient’s written authorization. Students should be especially careful to avoid discussing any information protected by the Health Insurance Portability and Accountability Act (HIPAA). Any student found to have posted, supplied, or forwarded copyright or protected materials for postings on web-based communication sites without written permission or authorization shall be subject to Department disciplinary action and/or state or federal action.

**Fire and Building Evacuation**

**OU-TULSA:** In the event of a fire, follow the instructions provided for fire notification and evacuation specific to the building in which you occupy. Activate the nearest fire alarm pull station. Call OU-Tulsa Campus Security at 918-660-3333. Notify occupants and help those needing assistance in the immediate areas. Make your way from the nearest exit, closing doors as you go and proceed to the designated meeting area for the respective building for further instructions.

**Active Shooter on Campus**

If possible, exit the building immediately and call: OUHSCPD at 405-271-4911 or OU-Tulsa Campus Security at 918-660-3333.

If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call: OUHSCPD at 405-271-4911 or if on the OU-Tulsa campus call Campus Security at 918-660-3333.

Evacuate the room only when authorities have arrived and instructed you to do so. Do not leave the room or unlock the door to see "what is happening." Do not attempt to confront or apprehend the shooter, unless as a last resort. Do not assume someone else has called police or emergency personnel.
# LECTURE & LAB TOPICS & SCHEDULE

## Unit 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>6/7</td>
<td>Introduction, Back, Vertebral Column</td>
</tr>
<tr>
<td>6/8</td>
<td>Spinal Cord, Spinal Nerves</td>
</tr>
<tr>
<td>6/9</td>
<td>Pectoral Region &amp; Breast</td>
</tr>
<tr>
<td>6/10</td>
<td>Scapular Region</td>
</tr>
<tr>
<td>6/11</td>
<td>Axilla &amp; Brachial Plexus</td>
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**Lab Practical Quiz 1**

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>6/14</td>
<td>Arm</td>
</tr>
<tr>
<td>6/15</td>
<td>Forearm</td>
</tr>
<tr>
<td>6/16</td>
<td>Hand</td>
</tr>
<tr>
<td>6/17</td>
<td>Upper Extremity Joints</td>
</tr>
<tr>
<td>6/18</td>
<td>Upper Extremity</td>
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**Lab Practical Quiz 2**

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>6/21</td>
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## Unit 2

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>6/22</td>
<td>Neck &amp; Cervical Triangles</td>
</tr>
<tr>
<td>6/23</td>
<td>Face &amp; Scalp</td>
</tr>
<tr>
<td>6/24</td>
<td>Parotid Region &amp; Facial Nerve</td>
</tr>
<tr>
<td>6/25</td>
<td>Trigeminal Nerve &amp; Muscles of Mastication</td>
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**Lab Practical Quiz 3**

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>6/28</td>
<td>Cranial Cavity</td>
</tr>
<tr>
<td>6/29</td>
<td>Orbit</td>
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<tr>
<td>6/30</td>
<td>Oral &amp; Nasal Cavities</td>
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<tr>
<td>7/1</td>
<td>Ear &amp; Pharynx</td>
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**Lab Practical Quiz 4**

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>7/2</td>
<td>No Class – 4th of July Holiday</td>
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<tr>
<td>7/5</td>
<td>Lecture Exam 2 &amp; Virtual Lab Exam 2</td>
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## Unit 3

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<tr>
<th>Date</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>7/6</td>
<td>Autonomic Nervous System</td>
</tr>
<tr>
<td>7/7</td>
<td>Thoracic Wall &amp; Pleura, Lower Resp. Tract</td>
</tr>
<tr>
<td>7/8</td>
<td>Heart, Pericardium</td>
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<tr>
<td>7/9</td>
<td>Mediastinum</td>
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**Lab Practical Quiz 5**

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<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>7/12</td>
<td>Abdominal Wall, Peritoneal Reflections</td>
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<tr>
<td>7/13</td>
<td>Viscera</td>
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<tr>
<td>7/14</td>
<td>Urinary Tract</td>
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<tr>
<td>7/15</td>
<td>Posterior Abdominal Wall</td>
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<td>7/16</td>
<td>Thorax &amp; Abdomen</td>
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**Lab Practical Quiz 6**

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<tbody>
<tr>
<td>7/19</td>
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## Unit 4

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<tr>
<td>7/20</td>
<td>Male Pelvic Region/Female Pelvic Region</td>
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<td>7/21</td>
<td>Perineum</td>
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<tr>
<td>7/22</td>
<td>Anterior &amp; Medial Thigh</td>
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<td>7/23</td>
<td>Gluteal Region</td>
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**Lab Practical Quiz 7**

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<tbody>
<tr>
<td>7/26</td>
<td>Posterior Thigh &amp; Popliteal Region</td>
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<td>7/27</td>
<td>Anterior Leg &amp; dorsum of foot</td>
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<tr>
<td>7/28</td>
<td>Posterior Leg &amp; sole of foot</td>
</tr>
<tr>
<td>7/29</td>
<td>Lower Extremity Joints</td>
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<td>7/30</td>
<td>Lower Extremity &amp; Pelvis</td>
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**Lab Practical Quiz 8 & Lab Cleanup**

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<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>8/2</td>
<td>Lecture Exam 4 &amp; Virtual Lab Exam 4</td>
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Due to unforeseen circumstances, I reserve the right to modify this schedule as needed.
OKLAHOMA STATE ANATOMICAL BOARD
requires adherence to the following
GROSS ANATOMY LABORATORY RULES AND GUIDELINES
as a precondition to the dissection of human remains

The dissection of the human body is a privilege that is only extended to a very select group of people. As part of that elite group, you have the opportunity, unlike any other, to come to learn human anatomy. This unique privilege and the sensitive nature of working with human bodies, requires a higher level of responsibility that is expected of you. Each body deserves your utmost respect. It is your responsibility to follow the policies below which in turn will afford you the most benefit from the gross anatomy laboratory experience.

• It is expected that all persons will behave in a professional manner while in the laboratory and maintain proper respect for the human body, the dissected tissue and skeletal remains at all times.
• It is expected that every student will attempt/participate in their assigned dissections as this is a group effort.
• The instructors will provide assistance and answer questions after the student attempts to locate specific anatomical structures.

Cadaver and general maintenance
• Unless dissections or review of prospected materials are occurring, the students should keep all cadavers covered at all times with the supplied materials.
• ALWAYS keep the cadaver moist with a wetting solution.
• Report any mold to your instructors immediately.
• ALL ID BANDS must remain (on the cadaver or fixed to the body bag or dissection table) with the proper cadaver at all times. If body bags are used, it is recommended that the ID be written on the bag.
• All dissected tissue should be deposited into the specified receptacle separate from paper and latex trash.
• Do not place trash of any kind in the receptacle designated for human remains (dissected tissues)
• Removed body parts (especially skin and bony tissues) must be placed in a separate bag and properly labeled with the cadaver ID.
• Place paper and latex trash in separate trash receptacles located in the lab
• Place scalpels and all sharp instruments in the 'sharps' container.
• The work area must be kept clean and tidy
• Any extraneous tissues or articles should be removed from the tray
• Make sure the floor around your table is free of fluid and all tissue is properly discarded.
• Gloves, paper towels and all litter should be deposited into the appropriate trashcans.
• Textbooks, Atlases, Dissection Guides, and Dissection tools must not be left/stored on or around the cadaver.
• EATING AND DRINKING are prohibited around the cadavers or in the Laboratory

Dress Code
• Scrubs, lab coat (or smock), and comfortable shoes are recommended.
• Hats, shorts, open toed shoes, or sandals are discouraged for safety reasons
• Lab coats and scrubs worn during dissection should be kept in the laboratory, or another area away from classrooms and offices.
• Disposable gloves will be worn at all times during dissection or contact with the cadaver material or skeletal remains.
• Students are responsible for providing their own gloves
• Gloves MUST BE REMOVED before leaving the anatomy laboratory.
• Eye protection is recommended at all times
• Safety glasses are required and prudent during any bone cutting or sawing
• **Contact lenses** are discouraged as many soft contact lenses are denatured by the embalming fluids.

**Access to Laboratory**
- The anatomical laboratory is a restricted area for only those students enrolled in this Human Anatomy course.
- Students may not bring visitors to the Anatomy Laboratory.
- All Visitors require prior approval from appropriate authorities:
  - Gross Anatomy Course Director
  - Executive Director or members of the State Anatomical Board.
- **Do not** prop open the door to the anatomy laboratory.
- The door to the laboratory must remain closed and locked.
- Access problems should be addressed by the administrator of the course or facility.
- **IMAGES** of the cadaver, any anatomical materials or the laboratory itself may not be obtained at any time.
- No still images, video, or audio are allowed.
- Hand-held devices (e.g., cell phones, PDAs, or other photographic/video/audio equipment) are not allowed in the laboratory.
- Hours of access to the Anatomy Laboratory will be controlled by policies of the Course Director.
- Students enrolled in this course can only access the room at the times specified by the Course Director.
- Students are expected to observe all rules when they enter the laboratory.
- Students that do not observe these rules may be withdrawn from the course with a failing grade.

**Emergencies**
- Any illness or injury should be reported to the gross anatomy faculty or college administrator.
- Illness or injury after hours should be reported to the campus police/security.

In addition, each student enrolled in this course, should consult their own syllabus or course guide for additional expectations or policies guiding their behavior.

*Oklahoma State Anatomical Board*