

2015-16 #70-UNC
#45-GNC

12/05/2016 Revised

12/12/16: corrections noted.

FORMAT 1

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500).
See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Veterinary Medicine	College/School	CNSM
Prepared by	Megan Hoffman	Phone	474-1888
Email Contact	mhoffman2@alaska.edu	Faculty Contact	Arleigh Reynolds, Assoc Dean Vet Med

1. ACTION DESIRED (CHECK ONE):

Trial Course

X

New Course

✓

2. COURSE IDENTIFICATION:

Dept

DVM

Course #

4xx

No. of Credits

1

Justify upper/lower division status & number of credits:

This course focuses on skeleton assembly of various species. The larger portion of the course will be hands-on articulation of actual skeletons. Therefore, it is very helpful if the students have a good grasp on anatomy/physiology coming into the class (hence the 200/300 level prerequisites). Furthermore, the 600 level class will be handling unpreserved cadavers, and although the risk of infection is extremely low, all students in the 600 level MUST have an up-to-date rabies vaccination/titer. Putting this course as a 400 level will allow graduate students without vaccination to take this course for credit as part of their graduate study plan if appropriate.

3. PROPOSED COURSE TITLE:

Skeleton Articulation

4. To be CROSS LISTED? YES/NO

NO

If yes, Dept:

Course #

NOTE: Cross-listing requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.

5. To be STACKED? YES/NO

YES

If yes, Dept:

DVM

Course #

6xx

How will the two course levels differ from each other? How will each be taught at the appropriate level?:

students who chose to take this course (DVM 6xx) will be responsible for addition material & preparation. They will start with a cadaver and have to clean, macerate, degrease, & whiten it. Each step takes a significant amount of time and skill to complete. Furthermore, they will be expected to finish assembling an entire skeleton. The co-instructors will split the classes when performing separate tasks.

Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered?); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online – see URL at top of this page.

6. FREQUENCY OF OFFERING:

Every Spring

Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) — or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING

(AY2013-14 if approved by 3/1/2013; otherwise AY2014-15)

Spring 2018, M 6-9pm

8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the Core Review Committee.

COURSE FORMAT: (check all that apply)	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 6 weeks to full semester
OTHER FORMAT (specify)	Spring					
Mode of delivery (specify lecture, field trips, labs, etc)	Labs with some lecture included					

9. CONTACT HOURS PER WEEK:

0.5	LECTURE hours/weeks	2.5	LAB hours /week	0	PRACTICUM hours /week
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Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/guidelines-for-computing-/> for more information on number of credits.

OTHER HOURS (specify type)

1-3 hours per week on review of lecture materials and studying

10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a complete description:

FISH F487 W, O Fisheries Management

3 Credits Offered Spring

Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. *Prerequisites:* COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor. Cross-listed with NRM F487. (3+0)

DVM 4xx Skeleton Articulation

1 Credit Spring Semester Annually

Skeleton assembly of various species, from birds to mammals depending on availability. The larger portion of the course will be hands-on articulation of actual skeletons that have been cleaned and prepared prior to class. The lab will be supplemented with theory/lectures covering bones, joint types, and biologically accurate limb/joint angles. *Prerequisites:* Human A&P (BIOL 213 OR 214) or Animal Physiology (BIOL 310); or permission of instructor. (0.3+2.5)

DVM 6xx Skeleton Articulation

1 Credit Spring Semester Annually

Skeleton assembly of various species, from birds to mammals depending on availability. The larger portion of the course will be hands-on articulation of actual skeletons. Students will experience the entire cleaning and preparation of cadavers, as well assembly of the skeletons. The lab will be supplemented with theory/lectures covering maceration, cleaning, boiling, whitening and degreasing bones, joint types, and biologically accurate limb/joint angles. *Prerequisites:* current enrollment in a professional Veterinary Medicine (DVM) program and/or up-to-date rabies vaccination/titer. (0.3+2.5)

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities

S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? If YES, attach form.

YES:

NO:

X

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6

W = Writing Intensive, Format 7

X = Baccalaureate Core

11.A Is course content related to northern, arctic or circumpolar studies? If yes, a

"snowflake" symbol will be

added in the printed Catalog, and flagged in Banner.

YES

NO

X

12. COURSE REPEATABILITY:

Is this course repeatable for credit?

YES

NO

X

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit?

TIMES

If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

13. **GRADING SYSTEM:** Specify only one. Note: Changing the grading system for a course later on constitutes a Major Course Change – Format 2 form.

LETTER: ☒

PASS/FAIL: ☐

RESTRICTIONS ON ENROLLMENT (if any)

14. **PREREQUISITES**

DVM 4XX: Human A&P (BIOL 213 OR 214) or Animal Physiology (BIOL 310); or permission of instructor.

DVM 6XX: current enrollment in a professional Veterinary Medicine (DVM) program.

These will be *required* before the student is allowed to enroll in the course.

15. **SPECIAL RESTRICTIONS, CONDITIONS**

16. **PROPOSED COURSE FEES**

\$100

Has a memo been submitted through your dean to the Provost for fee approval?

Yes/No ☒

17. **PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously?

Yes/No

☒

If yes, give semester, year, course #, etc.:

Maymester 2016

18. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

Professional Program approved by BOR, Chancellor and Provost –No additional impact on budget, space or faculty. Veterinary staff will be leading this course, part of their jobs is articulating skeletons.

19. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No

☒

Yes

☐

Department will keep complete library of required course materials in AHRB office

20. **IMPACTS ON PROGRAMS/DEPTS**

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

Vet Med at UAF

21. **POSITIVE AND NEGATIVE IMPACTS**

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

Biology & Wildlife, SNRE, Art, or other students may request admission to course for training or professional development. This course should help DVM (and other) students further understand the anatomy of the skeletal system.


JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

Much interest has been expressed by veterinary and pre-veterinary students for a skeleton articulation course that would add to their understanding of animal anatomy, vital for good veterinary care. We would like to open it up to other students as well, if the interest is there.

APPROVALS: Add additional signature lines as needed.

	Date	12/17/15
Signature, Chair, Program/Department of: <u>Veterinary Medicine</u>		

	Date	2-9-16
Signature, Chair, College/School Curriculum Council for: <u>CNSM</u>		

	Date	2/9/16
Signature, Dean, College/School of: <u>CNSM</u>		

Offerings above the level of approved programs must be approved in advance by the Provost.

	Date	
Signature of Provost (if above level of approved programs)		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair		
Faculty Senate Review Committee: <input type="checkbox"/> Curriculum Review <input type="checkbox"/> GAAC		
<input type="checkbox"/> Core Review <input type="checkbox"/> SADAC		

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

	Date	
Signature, Chair, Program/Department of:		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of:		

ATTACH COMPLETE SYLLABUS (as part of this application). This list is online at:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>

The Faculty Senate curriculum committees will review the syllabus to ensure that each of

4. Course description:

- ☐ Content of the course and how it fits into the broader curriculum;
- ☐ Expected proficiencies required to undertake the course, if applicable.
- ☐ Inclusion of catalog description is *strongly* recommended, and
- ☐ Description in syllabus must be consistent with catalog course description.

5. ☐ Course Goals (general), and (see #6)

6. ☐ Student Learning Outcomes (more specific)

7. Instructional methods:

- ☐ Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:

- ☐ A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:

- ☐ Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:

- ☐ Specify how students will be evaluated, ☐ what factors will be included, ☐ their relative value, and ☐ how they will be tabulated into grades (on a curve, absolute scores, etc.) ☐ Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C":

http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf

11. Support Services:

- ☐ Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services: Note that the phone# and location have been **updated**. <http://www.uaf.edu/disability/> The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.

- ☐ State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

5/21/2013

12/05/2016
Revised

DVM 4XX VETERINARY SCIENCE:

Skeleton Articulation SYLLABUS – Spring 2018

Department of Veterinary Medicine, University of Alaska Fairbanks

1. Course Information:

Title: Skeleton Articulation
Number: DVM 4XX
Credit: 1
Prerequisites: Human Anatomy & Physiology (BIOL 213 OR 214); or Animal Physiology (BIOL 310); or permission from instructor
Location: 153 Irving 1 (Vet Med Lab)
Meeting time: Jan 23 - May 1, M, 6-9:00pm

2. Instructor Contact Information:

Name: Megan Hoffman, MS
Office Location: 147 Irving
Office Hours: M 4-6pm or by appointment
Office Phone: 474-1888
Email: mhoffman2@alaska.edu

Name: Vaughan Seed, DVM
Office Location: 148 Irving
Office Hours: by appointment
Office Phone: 474-1887
Email: bvseed@alaska.edu

Name: Eric Zucker, LVT
Office Location: 147 Irving
Office Hours: H 8:30-10:30am or by appointment
Office Phone: 474-1888
Email: emzucker@alaska.edu

Email is the best way to reach the instructors. You should receive a response within 48 hours.

3. Course Reading/Materials:

None required. Recommended readings include Canine Construction by Lee Post (Bone Building Books, vol. 8). Other recommended reading including journal articles, will be distributed prior to class sessions via on-line resources or during class periods.

4. Course Description:

"Skeleton Articulation" (DVM 4XX, 1 credit) focuses on skeleton assembly of various species, from birds to mammals depending on availability. The larger portion of the course will be hands-

on articulation of actual skeletons that have been cleaned and prepared prior to class. The lab will be supplemented with theory/lectures covering bones, joint types, and biologically accurate limb/joint angles.

5. Course Goals:

Overall Course Objectives:

- Expose students to various articulation techniques (hands-on).
- Teach basic articulating skills necessary for independent continuation of techniques.

6. Student Learning Outcomes:

- Have a better understanding of how the bones articulate.
- Be able to identify the main bone types and various bones of several species.
- Understand at least one (if not more) articulation method.
- Be able to arrange a skeleton in an anatomically accurate formation.
- Have an understanding of the types of joints and how that affects articulation.

7. Instructional Methods:

This course focuses largely on hands-on lab activities both in small groups and individually. It is designed to give students experience articulating skeletons of various species. It will increase students' anatomical understanding of the skeletal system.

Expected Time Commitment: Students should expect to spend 3 hours per week in lecture and/or lab. Students are expected to spend 1-3 hours per week outside of class reviewing written and lecture materials.

8. Course Calendar:

Day No	Class Date	Topic Covered	Assignments Due Dates and Test Dates
1	Jan 23	Intro, Safety, Bones & Joints, Skeletal Layout	In-class Assignment
2	Jan 30	Forelimb Articulation	In-class Assignment
3	Feb 6	Forelimb Articulation	In-class Assignment
4	Feb 13	Forelimb Articulation & Midterm	Midterm
5	Feb 20	Hindlimb Articulation	In-class Assignment
6	Feb 27	Hindlimb Articulation	In-class Assignment
7	Mar 6	Trunk Articulation	In-class Assignment
	Mar 13	SPRING BREAK - NO CLASS	
8	Mar 20	Trunk Articulation	In-class Assignment
9	Mar 27	Trunk Articulation	In-class Assignment
10	Apr 3	Midterm & Skull Articulation	Midterm
11	Apr 10	Skull Articulation	In-class Assignment
12	Apr 17	Articulation & Mounting	In-class Assignment
13	Apr 24	Articulation & Mounting	In-class Assignment
14	May 1	Final Presentation & Exam	Final

9. Course Policies:

- Attendance:
Students are expected to attend all classes, as class participation is part of the grade.
- Classroom Behavior:
Any type of behavior in the classroom that is disruptive, distracting, or disrespectful to the instructor or to your fellow students will not be tolerated and will result in dismissal

from the classroom. This includes, but is not limited to, disrespectful comments, the use of tobacco products, consumption of food, use of cell phones or wireless devices, or use of any type of communicative device. All cell phones or other such devices must be turned off while in the classroom. Do not browse the Internet, text message or IM while in the classroom. You can use such devices for note taking or class-related activities.

- **Plagiarism:**

Plagiarism is the overt or covert use of other people's work or ideas without acknowledgement of the source. This includes using ideas or data from a classmate or colleague without permission and acknowledgement, including sentences from journal articles in your writing without citing the author, or copying parts of a website into your essay. Plagiarism and cheating are serious offenses that violate the student code of conduct which may result in an "F" in the course and/or referral to the university disciplinary committee.

10. Evaluation/Grading:

Class Participation	21% (1.5% per class)
In-class Assignments	29% (2.9% per assignment)
Midterms	20% (10% each)
Final	30%

Class Participation: It is **not** sufficient to just show up to class, you are expected to be engaged and working on your assigned skeleton. Attending but not participating will result in a 0% for the day. Missing a portion of the day's lab may result in less than full participation marks for that day.

In-class Assignments: There will be eleven in-class assignments that will be assigned randomly during the course of each day except the day of the final. Your best ten assignments will be counted. If you are not present at the time of the assignment, you will forfeit those points for that day. **No** make-up assignments will be available.

Midterms: The midterms will be part written and part presentation. The written exam will cover the lecture and lab topics we went over during the specific section of the course. The presentation portion of the midterms will cover the techniques you have learned and applied to your skeleton articulation project. Midterms are **not** cumulative.

Final: The final is **cumulative** and will consist of a presentation of your articulated skeleton. The presentation will not depend on the completion of the skeleton but on the quality of work on the skeleton as well as a demonstrated understanding of the techniques used.

Grading Scale: Grades will be calculated as follows

Grades will be calculated on 100-point scale

A	90-100	%
B	80-89	%
C	70-79	%
D	60-69	%
F	<60	%

Incomplete (I) grades will be given only if a student does not complete the course requirements because of illness or extenuating circumstances. Prompt communication directly with the course coordinators and/or Department of Vet Med Office is required to document any health problems or other circumstances that may prevent a student from attending class or completing the examinations or homework assignments (see below). Ranks will be assigned according to the final grade score.

11. Support Services:

If you require more assistance than can be provided in class, and office hours, you may want to contact Student Support Services (<http://www.uaf.edu/sssp/>) or the Department of Veterinary Medicine for assistance.

12. Disability Services:

All students, including those with disabilities, are welcome in this course, and we are committed to providing equal access to this course for all students. If you have a disability (including learning disabilities) please inform us during the first week of class so that we can accommodate your specific needs. If you have not already done so, you will also need to contact UAF's Office of Disabilities Services (474-5655). Everyone should have the opportunity to participate fully in the course and to complete assignments and exams to the best of their ability. If accommodations are needed to enable you to do so, we will gladly work with you to provide them.

12/05/2016
Revised

DVM 6XX VETERINARY SCIENCE:

Skeleton Articulation SYLLABUS – Spring 2017

Department of Veterinary Medicine, University of Alaska Fairbanks

1. Course Information:

Title: Skeleton Articulation
Number: DVM 6XX
Credit: 1
Prerequisites: Professional Veterinary Student; or Graduate Student with proof of rabies vaccination and/or up-to-date titer
Location: 153 Irving 1 (Vet Med Lab)
Meeting time: Jan 23 - May 1, M, 6-9:00pm

2. Instructor Contact Information:

Name: Megan Hoffman, MS
Office Location: 147 Irving
Office Hours: M 4-6pm or by appointment
Office Phone: 474-1888
Email: mhoffman2@alaska.edu

Name: Vaughan Seed, DVM
Office Location: 148 Irving
Office Hours: by appointment
Office Phone: 474-1887
Email: bvseed@alaska.edu

Name: Eric Zucker, LVT
Office Location: 147 Irving
Office Hours: H 8:30-10:30am or by appointment
Office Phone: 474-1888
Email: emzucker@alaska.edu

Email is the best way to reach the instructors. You should receive a response within 48 hours.

3. Course Reading/Materials:

None required. Recommended readings include Canine Construction by Lee Post (Bone Building Books, vol. 8). Other recommended reading including journal articles, will be distributed prior to class sessions via on-line resources or during class periods.

4. Course Description:

"Skeleton Articulation" (DVM 6XX, 1 credit) focuses on skeleton assembly of various species, from birds to mammals depending on availability. The larger portion of the course will be hands-

on articulation of actual skeletons. Students will experience the entire cleaning and preparation of cadavers, as well assembly of the skeletons. The lab will be supplemented with theory/lectures covering maceration, cleaning, boiling, whitening and degreasing bones, joint types, and biologically accurate limb/joint angles.

5. Course Goals:

Overall Course Objectives:

- Introduce students to maceration, degreasing, whitening techniques. Students will be expected to assist with all portions of these processes.
- Expose students to various articulation techniques.
- Teach basic to intermediate articulating skills necessary for independent continuation of techniques.

6. Student Learning Outcomes:

- Clean cadaver from start to finish; from defleshing the bones to maceration and bone degreasing and whitening.
- Understand different bone cleaning techniques.
- Have a thorough understanding of how the bones articulate.
- Be able to identify the main bone types and various bones of several species.
- Understand and demonstrate at least one (if not more) articulation method.
- Be able to arrange a skeleton in an anatomically accurate formation.
- Explore more functional poses for the skeleton assembly.
- Have an understanding of the types of joints and how that affects articulation.
- Completely assemble a skeleton.

7. Instructional Methods:

This course focuses largely on hands-on lab activities both in small groups and individually. It is designed to give students experience articulating skeletons of various species. It will increase students' anatomical understanding of the skeletal system.

Expected Time Commitment: Students should expect to spend 3 hours per week in lecture and/or lab. Students are expected to spend 1-3 hours per week outside of class reviewing written and lecture materials.

8. Course Calendar:

Day No	Class Date	Topic Covered	Assignments Due Dates and Test Dates
1	Jan 23	Intro, Safety, Bones & Joints, Cadaver Prep	In-class Assignment
2	Jan 30	Preparing Cadavers	In-class Assignment
3	Feb 6	Preparing Cadavers & Maceration	In-class Assignment
4	Feb 13	Degreasing & Midterm	Midterm
5	Feb 20	Whitening & Forelimb Articulation	In-class Assignment
6	Feb 27	Hindlimb Articulation	In-class Assignment
7	Mar 6	Limb Articulation	In-class Assignment
	Mar 13	SPRING BREAK - NO CLASS	
8	Mar 20	Trunk Articulation	In-class Assignment
9	Mar 27	Trunk Articulation	In-class Assignment
10	Apr 3	Midterm & Skull Articulation	Midterm
11	Apr 10	Skull Articulation	In-class Assignment
12	Apr 17	Articulation & Mounting	In-class Assignment
13	Apr 24	Articulation & Mounting	In-class Assignment
14	May 1	Final Presentation & Exam	Final

9. Course Policies:

- **Rabies Vaccination:**

Because during this course, students will be handling unpreserved cadavers, it is necessary that students in the 6XX course be vaccinated for rabies. Though the possibility of infection is extremely remote, the safety of the students is paramount; therefore, no student who does not have a current rabies vaccination will be allowed to take the 600 level course.

- **Attendance:**

Students are expected to attend all classes, as class participation is part of the grade.

- **Classroom Behavior:**

Any type of behavior in the classroom that is disruptive, distracting, or disrespectful to the instructor or to your fellow students will not be tolerated and will result in dismissal from the classroom. This includes, but is not limited to, disrespectful comments, the use of tobacco products, consumption of food, use of cell phones or wireless devices, or use of any type of communicative device. All cell phones or other such devices must be turned off while in the classroom. Do not browse the Internet, text message or IM while in the classroom. You can use such devices for note taking or class-related activities.

- **Plagiarism:**

Plagiarism is the overt or covert use of other people's work or ideas without acknowledgement of the source. This includes using ideas or data from a classmate or colleague without permission and acknowledgement, including sentences from journal articles in your writing without citing the author, or copying parts of a website into your essay. Plagiarism and cheating are serious offenses that violate the student code of conduct which may result in an "F" in the course and/or referral to the university disciplinary committee.

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Class Participation	21% (1.5% per class)
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Midterms: The midterms will be part written exam and part presentation. The written exam will cover the lecture and lab topics we went over during the specific section of the course. The presentation portion of the midterms will cover the techniques you have learned and applied to your skeleton articulation project. Midterms are **not** cumulative.

Final: The final is **cumulative** and will consist of a presentation of your articulated skeleton. The presentation **will** depend on the completion of the skeleton and on the **quality** of work on the skeleton as well as a **demonstrated understanding** of the techniques used.

Grading Scale: Grades will be calculated as follows

Grades will be calculated on 100-point scale

A	90-100	%
B	80-89	%
C	70-79	%
D	60-69	%
F	<60	%

Incomplete (I) grades will be given only if a student does not complete the course requirements because of illness or extenuating circumstances. Prompt communication directly with the course coordinators and/or Department of Vet Med Office is required to document any health problems or other circumstances that may prevent a student from attending class or completing the examinations or homework assignments (see below). Ranks will be assigned according to the final grade score.

11. Support Services:

If you require more assistance than can be provided in class, and office hours, you may want to contact Student Support Services (<http://www.uaf.edu/sssp/>) or the Department of Veterinary Medicine for assistance.

12. Disability Services:

All students, including those with disabilities, are welcome in this course, and we are committed to providing equal access to this course for all students. If you have a disability (including learning disabilities) please inform us during the first week of class so that we can accommodate your specific needs. If you have not already done so, you will also need to contact UAF's Office of Disabilities Services (474-5655). Everyone should have the opportunity to participate fully in the course and to complete assignments and exams to the best of their ability. If accommodations are needed to enable you to do so, we will gladly work with you to provide them.