Class Regulations and Policies
Human Gross Anatomy and Neuroanatomy Laboratory

I. Department Contact Information

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Office hours of the Department of Anatomy:
Monday – Friday between 10:00 am and 2:30 pm

II. General Course Information

The following document should allow you to become familiar with policies, procedures, schedule and expectations of each of you at the Department of Anatomy, Collegium Anatomicum, University of Varmia and Masuria, School of Medicine.

Admittance to Gross Anatomy and Neuroanatomy Laboratory.
Only the anatomy faculty and anatomy medical students are allowed to be in laboratory. Under absolutely no circumstances are unauthorized individuals permitted. Unauthorized visitors will be asked to leave the lab.

a. The course is split into weekly lecture and two weekly lab sessions. The times and dates can be found on your Schedule given by the deans office.
b. This course is a full year course here at the university. This consists of requirement 60 lecture hours (30 hours / semester) and 180 laboratory hours (90 hours / semester).
c. The course website information is www.uwm.edu.pl/wnm/anatomia/en/
Students also have access to the course objectives on this site, copies of all manuals (handouts). The web site also posts the syllabus, schedules, credits and exam scores (anonymously) as soon as available.
III. General Course Objectives

a. Apply appropriate anatomical terminology when referring to the human body.
b. Integrate information from current clinical literature with basic anatomical concepts, i.e. understand basic clinical processes (e.g. diagnostics, treatments, etc.) and how they relate to the normal and/or abnormal anatomy.
c. Students will be able to identify expertly anatomical structures on diagrams, models, and dissected specimens and will be able to describe the functions of those structures.
d. X-rays, CT and MR are made available in lab, and identification of major structures is required.
e. Students will understand selected clinical disorders that arise from abnormalities in structure.
f. Finally students will enjoy themselves.

IV. Resources and required items

Much of the course work is carried out in the Dissection Room.

Laboratory Attire
Protective clothing must be worn in the lab. Students will need to bring with them:
- A clean white lab coat and white protective hat (man), white headscarf (woman) to the Dissection Room and latex gloves (if you have allergy, alternate gloves will be provided).
- Shorts, open-toed shoes or sandals are not permitted. Long hair should be tied back and jewelry be avoided. Students must wear their name - ID on the front where it can be read by staff, and wear it always in the dissection room, see correct lab attire on the website.

- The changing of protective clothes should be done outside of the dissection rooms.
Students shall not wear their gloves outside of Dissection Room and they shall not wear laboratory attire outside of Collegium Anatomicum Building. When your lab coat is in need of cleaning it is your responsibility to keep it clean.

Security
Be conscious of room security. It is very important that access to the laboratory is observed, monitored and controlled to avoid incidents regarding skeletal and cadaver materials (the bodies, the prosections and dissection of specimens). Keep tables closed when not in use.

Required text
- During the lecture and lab, major anatomical topics are covered, but students are additionally responsible for assigned readings in the lab manuals and textbook. We recommend textbook and atlases as the follow on the www.uwm.edu.pl/wnm/anatomia/en/
· Atlases are very important and each student should have their own atlas. The choice however is yours.
· Remaining manuals will be available on the anatomy website for download
· For further information please see our website

The students can, and are encouraged, to bring anatomical tweezers, lancets, books, and atlases to the dissection rooms.

V. Grading

a. In order to complete a semester, year, and final exam of anatomy, the student should actively participate in lectures and practical classes and obtain a satisfactory grade for each practical class and credit (term exams). CAUTION: during the course of anatomy, the student is expected to recall all knowledge from previous exam material and all previous practical classes.

b. The course of anatomy is divided into the following credits:
1. Bones, Joints, and Ligaments – Axial Skeleton
2. Central Nervous System
3. Head and Sensory organs
4. Neck
5. Back and Upper Limb
6. Thorax
7. Abdomen,
8. Pelvis and Urogenital System
9. Lower Limb
10. Descriptive Anatomy

c. The date and time for each respective credit is scheduled immediately after the last practical class and consists of passing two components:
- The multiple choice question (MCQ) test consists of 20 questions with 5 true/false (T/F) choices for each question giving a total of 100 points.
- The practical (PIN TEST) consists of 20 pined questions on lab specimens worth 2 points each for a total of 40 points.
d. Passing Grades
i. Both the MCQ test and the practical test are graded separately and the passing grade (border line) is 70% or higher.

1. This means 70 statements must be labelled True or False correctly on the MCQ and
2. 14 pins must be labelled correctly to receive 28/40 points = 70%
3. The grading policy for the class is as follows:
   - A: 90% and above
   - B: 80% - 89%
   - C: 70% - 79%

ii. Retake of each credit (second attempt) usually occurs toward the end of the semester (see schedule). The third attempt of a credit is organized towards the end of the semester after the completion of the remaining semester coursework of anatomy.
iii. After 3 retakes you are no longer eligible to continue with anatomy, and you must repeat the year.

e. Weekly Lab Exams
   • At each lab session you must be prepared as our examination system is in the Socratic method. Please be advised, that you should be prepare BEFORE YOU ARRIVE for the class. If not, you will fail that day’s, oral and/or written quiz.
   • Failing more than 70% of such lab exams will result in ineligibility for that respective credit. You will then have to retake the quizzes and sit for the following retake. Furthermore, you will receive an F as your first attempt on the credit.

f. Final Exam
i. The final exam consists of three parts:
   1. Practical (50 pins) 100 points
   2. Multiple Choice Question (MCQ) 100 questions (500 T/F statements)
   3. Viva Voce (oral exam with professor)
ii. In order to pass the exam, the student should pass each part with at least a satisfactory grade of (C). The passing grade is 70% or higher.
iii. Retake of the exam follows in September. Students who have completed the practical exam have to retake the MCQ test and Viva Voce
VI. Lab Etiquette

a. Practical anatomy involves students in the examination and dissection of human subjects. This privileged opportunity relies on the generosity of local people who recognize the value to medicine that the practical study of human anatomy can provide and generously make their bodies available for that purpose for medical and science students. It is important that, at all times, you respect that generosity and behave accordingly.

b. Unauthorized persons may not enter the dissection rooms.

c. The student MUST care about hygiene.

In particular:
1. The student must have clean hands with short unpolished nails; jewelry is not allowed.
2. Before the examination of the specimen, the students should wash their hands and cover them with vaseline or cream.
3. Protective gloves are required at all times.
4. In the case of minor injuries, rinse the wound in tap water and report it immediately.
5. While examining the specimens, sufficient care should be taken to prevent the damage or loss of the specimen.
6. The person responsible for damage or loss of a specimen is the group leader.
7. Smoking in the area of the Department of Anatomy, as in the whole building, is prohibited.
8. Food and Beverages. Eating, drinking, and chewing gum in the dissection rooms is strictly prohibited at any time.
9. Your Bags, jackets, and personal items must be checked into the coat check room downstairs in the main lobby. The only items allowed into the dissection room are you, your kit, and your atlas.
10. No open toe shoes, sandals, slippers, and shoes that expose any part of the foot or sock will be allowed in the laboratory.
11. No photography or videotaping is to be conducted in the lab, and it is strictly prohibited.
12. REFUSAL to meet any of the above requirements will result in immediate removal from the dissection room, and loss of that particular lab’s credit.
13. Towards the end of the practical session, the student should fix the specimens according to the advice of the teacher and/or lab technician and straighten up the room for the next group arriving.
14. Keep the doors of the laboratory closed at all times
15. Students who are pregnant, or believe they may be pregnant, are responsible for discussing attendance in the gross anatomy lab with their course director and physician

Injury. Any injury shall be immediately reported to the instructor for determination of appropriate action. If the instructor cannot be located, immediately contact any faculty member or staff member in the department office. First Aid Kids and fire extinguishers are located at the entrance to gross anatomy laboratory or at the dissection room.
VII. Policies

a. Absenteeism
   i. Absence exceeding two practical classes (caused by objective reasons – non illness, haircuts, and hangovers) will not be honored and will result in the student losing eligibility for that particular credit if the lab time is not made up. Absences of this nature must be completed with an extra group at the time expense of the student.
   ii. Absenteeism exceeding two practical classes excludes receipt of a credit and the student receives a chance of completing this credit on the retakes. If an absence was caused by legitimate reasons (emergency, illnesses etc.), the student can move a term of credit to next practical classes
   iii. Absence for no reason from an exam results in an F and leaves you with only two retakes left. Please do not skip an exam considering the next one to be available. Remember we know you have more time to study, therefore the exam is not going to be any easier, nor will it be any harder.

b. Disabilities and Acceptable Course Conflicts
   i. If you have a disability and are registered with DSPS, please contact your teacher as early in the semester as possible. If you are an observant member of a religion that has a holiday that conflicts with a course requirement, please see your teacher as early as possible to make alternative arrangements.

VIII. Department Awards

a. The Department of Anatomy has major award that are presented at the end of the year.

   Golden Scapula Award
   a. For the top students who pass all exams and credits on the first attempt and attend the International Golden Scapula Competition. These students also take the final exam in a special early session prior to the International competition lead by the head of the department.

   Feeling motivated and want more information. Please see our website.