

## SYLLABUS

<b>Quarter:</b>	<b>WINTER 2009</b>		
<b>Name of Course:</b>	Spinal Anatomy - 1 CPP-118		
<b>Length of Course:</b>	4. 5 units, 66 hours (6 hrs/wk)		
<b>Course Description:</b>	<p>This course is a study of the spine, and its bones, joints, ligaments, and muscles. Discussions will take place on the relationships with and relationships to the neurovascular and nervous system. Emphasis will be placed upon the clinical applications to the information given, and its integration with the core chiropractic philosophy.</p> <p>The Lab portion of the class includes work with dry bones, charts and posters, x-ray anatomy, and cadaver prosections.</p>		
<b>Prerequisites:</b>	None		
<b>Course Offered By:</b>	Chiropractic Philosophy/Principles D. Lindemann, R.N., D.C., Department Chair		
<b>Course Instructor:</b>	<p><a href="#">Lynn M. Carlson, DC, DACNB</a> Office Hours: Monday by appointment. Room 148 (510) 846-3093 cell LynnCarlsonDC@aol.com</p> <table><tr><td><p><a href="#">Patti Spelman, D.C.</a> By appointment only 780-4500 x 1456 pspelman@lifewest.edu Office:151</p></td><td><p><a href="#">Debbie Lindemann, D.C.</a> Wed 11:40-1:00, Thurs 1:00-2:30, Fri 11:40-1:00 780-4500 x 2140 delindemann@lifewest.edu</p></td></tr></table>	<p><a href="#">Patti Spelman, D.C.</a> By appointment only 780-4500 x 1456 pspelman@lifewest.edu Office:151</p>	<p><a href="#">Debbie Lindemann, D.C.</a> Wed 11:40-1:00, Thurs 1:00-2:30, Fri 11:40-1:00 780-4500 x 2140 delindemann@lifewest.edu</p>
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**Required Texts:** Spinal Anatomy I Notes

### Recommended Texts:

1. Netter, Atlas of Human Anatomy, 3<sup>rd</sup> edition.
2. Bogduk & Twomey, Clinical Anatomy of the Lumbar Spine, 2<sup>nd</sup> edition.
3. Clemente, Anatomy, A Regional Atlas of the Human Body, 3<sup>rd</sup> edition.
4. Platzer, Color Atlas & Textbook of Anatomy, 4<sup>th</sup> edition, Volume 1.
5. Rohen & Yokochi, Color Atlas of Anatomy, 3<sup>rd</sup> edition.

### Recommended Materials:

Dynamic Spine CD  
Plastic Model of Spine

## **EVALUATION (200 total points)**

Midterm Lecture Examination (40 points)

Final Lecture Examination (50 points)

Quizzes and Attendance (10 points)

Midterm Lab Examination (50 points)

Final Lab Examination (50 points)

There are NO Bonus Points scheduled for this class.

## **Grading Procedure**

A	Superior work	90 - 100%
B	Above average work	80 - 89%
C	Average work	70 - 79%
D	Poor - the student must repeat the entire course	65 - 69%
F	Failure - the student must repeat the entire course	below 65%

In order to maintain satisfactory Academic Progress, a student must maintain a 2.0 or better in each and every course. Any grade less than a C must be remedied by repeating the class.

A passing grade of C or better must be achieved on the final as well as cumulative in order to pass this class!

**Incomplete:** The student has failed to take all the required exams and/or has failed to turn in other required work

**Overcut:** The student has accumulated more than 10% absences in the course

**NOTE – special testing:** If you have a documented case of need for special testing considerations (extra time, etc.), you must notify the instructor at the start of the course and present a copy of a letter from the Dean explaining your circumstances. All arrangements for special circumstances must be made at least 1 week prior to the first exam. It may not be possible to accommodate requests made after this deadline. Please understand special considerations can not be made after you have taken an exam.

**Viewing exams:** Exams will be available for viewing for a **2-week period** following posting of grades (unless a shorter period of time remains till the last scheduled office hour in the last week of classes). No office hours are available for exam viewing during finals week.

## **PROCEDURES FOR REVIEWING EXAMS**

The instructor has not authorized the distribution of old exams. Any possession of old exams is prohibited. The instructor may either conduct review sessions in class or may meet with a student to review his or her exam during office hours for two weeks following the exam (unless there is a shorter time period until the last scheduled office hour during the last week of classes.) Students may not review mid-term exams during final exam week. The possession of any exam other than during a review session constitutes unprofessional conduct.

**ATTENDANCE:** College policy applies, plus:

Instructors are required to record student attendance. Roll can be taken ***at any time*** during the class period. The instructor may call names, pass a roll sheet, use submitted classroom assignments, or ***observe the students***. If the

instructor calls roll, a student who is not present when his or her name is called is absent. If the instructor uses a roll sheet, students have 15 minutes to sign in.

If a student arrives after attendance has been taken, but within the first 15 minutes of the start of the class session, the student must see the instructor at the end of the class hour to request that his or her absence be changed to a *tardy*. ***Three tardies attendance constitute one hour of absence.*** Failure to notify the instructor will result in the absence mark remaining on the attendance sheet. This cannot be changed later.

**No additional assignments can be used to compensate for absences except as outlined in the college course overlap policy.**

***If a student leaves after attendance has been taken, the instructor can change the attendance record to indicate an absence for the class period.*** Any request to leave class early must be approved by the instructor before the class session.

***A student who misses more than 10% of the class hours will be over-cut from the class.*** If the student presents documentation to the dean verifying unanticipated mitigating circumstances that prevented attendance for 15% of the class hours, the dean may permit him or her to continue attending the class. In determining whether or not to permit a student to continue attending a class, the dean will consider the student's overall attendance record and academic standing. ***Under no circumstances, regardless of any personal situation, will a student who misses 20% of the class hours receive course credit.***

**A student is responsible for keeping track of his or her own attendance and absences. Instructors may, but are not required to, provide courtesy notices indicating that a student is approaching or has reached over-cut status.**

AT ALL TIMES, please enter and leave the room quietly by not allowing the doors in the room to slam shut!!!

**REMAKES:** College policy applies, plus:

Exams should only be missed due to **emergencies**. **Appropriate documentation is required to qualify for a remake exam.**

Students are expected to take all examinations as scheduled. Limitations on the number of remake exams permitted and procedures for requesting remake exams are outlined on the Make-Up Exam Form available in the Student Services Office.

**Approval for a make-up exam may be granted by the instructor via:**

- The instructor can require documentation verifying the reason for the student's absence from the exam. Examples of acceptable documentation are an emergency room bill, letter from the health care practitioner who saw the student on the day of illness, letter from health care practitioner or clergy to confirm serious illness or death in the family, tow or garage bill for a malfunctioning car. An overlap class or health center activities are not valid reasons for missing an exam.
- The student should contact the instructor as soon as possible to request permission to take a remake exam.
- Remake exams are subject to a point penalty of up to 20%. The amount of the penalty will be determined by the instructor.
- The remake exam may be written in a different format than the regular class exam.
- The student must follow procedures established by the Student Services office for the administration of make-up exams.
- The student must bring the completed, signed form to Student Services to schedule the make-up exam.

- Unless an extension is approved by the dean of the college, any make-up exam must be completed within one week of the date of the regular exam date.

## **REQUEST FOR TESTING ACCOMMODATIONS**

The student must notify the instructor of any authorized testing accommodations at least one week prior to the exam. Once arrangements have been made, they cannot be changed without approval from the instructor and the office of student services.

The student must notify the instructor of any schedule conflicts during final exam week at least one week prior to the beginning of final exams. Appropriate paperwork must be completed and submitted to the office of student services. Once arrangements have been made, they cannot be changed without approval from the instructor and the office of student services.

**INCOMPLETES:** College policy applies, plus: see "remakes" above.

**Extra Credit:** As announced ONLY by the lead instructor.

### **Conduct & Responsibilities:**

College policy applies, plus:

It is the student's responsibility to maintain professional standards of behavior and attire while on campus. Students are expected to be prepared for instructional activities. They must bring required supplies/equipment and dress appropriately in accordance with the instructor's directions. Failure to do so can result in the student being marked absent for the class session. Any disruptive activity (e.g. use of cell phones, side conversations) in the classroom is prohibited. If the instructor requires a disruptive student to leave the classroom, the student remains responsible for all information and will be marked absent for the class session. The dean will impose sanctions for unprofessional behavior. Any form of deceit, fraud, plagiarism, unauthorized collaboration, or theft will result in failure of the course and referral to the dean for disciplinary sanctions.

All examinations must be returned after review sessions. If an exam is not returned, or if it is removed from the room (for any reason), a grade of ZERO will automatically be recorded for the exam, and charges of "academic dishonesty" may be brought. There are NO authorized exams for student use.

## **INDEPENDENT STUDENT WORK / Take-Home Assignments**

All assignments and exams must be the product of the individual student's original efforts for this class, unless otherwise stated by the instructor. Collaboration is prohibited.

All exams must be the product of the individual student's original efforts for this class.

### **Course Objectives:**

1. Students are presented with detailed study of the human spinal column and the functional significance of its articulations and associated soft tissue structures.
2. Hands-on laboratory sessions provide human spines as detailed examples of the classroom presentations.
3. Selected personal case histories are presented to illustrate the importance of the normal functioning of the spine, and to illustrate some of the phenomena associated with spinal disorder.
4. All presentations are made with the objective of their relevance to the science, art, and philosophy of clinical practice.

**Course Outline:**

- Week 1 Course introduction, introduction to chiropractic, review of syllabus, terminology for directions and planes of movement, osteology, ligaments, tendons, spinal curves, anatomy of the typical vertebra, case video on treatment for a movement disorder and for a stroke.
- Week 2 Cervical and occiput region
- Week 3 Thoracic spine and ribs
- Week 4 Lumbar spine, sacrum, coccyx, and SI joint.
- Week 5 Classification of joints
- Week 6 Midterm Examination
- Week 7 Spinal ligaments
- Week 8 Pelvic ligaments
- Week 9 Spinal cord structure, anatomy in neurology
- Week 10 The Intervertebral Disc
- Week 11 Final Examination.