

ANAT2521

Forensic Anthropology: Principles and Practices

Course Outline
Term 2, 2023

School of Medical Sciences
Faculty of Medicine & Health

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1. Staff

| Position | Name | Email | Consultation times and locations | Contact Details |
|-----------------|-------------------|------------------------|----------------------------------|-----------------|
| Course Convenor | Dr Dilan Seckiner | d.seckiner@unsw.edu.au | By appointment | By email |
| Co-convenor | Dr Rachel Berry | r.berry@unsw.edu.au | By appointment | By email |

Course email address: anat2521@unsw.edu.au

The Course Convenor or Co-convenor can be contacted **using the course email address**. Please email from your **official UNSW student account** and **include your student zID**. Content and assessment questions should be **posted in the Moodle Forum**, so all students are able to benefit from the response. All other questions should be directed to the Convenors using the course email address.

2. Course information

Units of credit: 6

Pre-requisite(s): None

Teaching times and locations:

| Lectures | Tutorials | Practicals |
|---|------------------------------------|---|
| Pre-recorded | Wednesday | Friday |
| It is strongly recommended you watch the appropriate lecture recording PRIOR to attending your practical and tutorial classes | 3pm-4pm Online via Teams | 2pm-4pm Biological Sciences Lab 7, Level 1 (Anatomy Lab) |

For further information please consult the ANAT2521 online timetable available at <https://timetable.unsw.edu.au/2023/ANAT2521.html>.

2.1 Course summary

This course introduces you to the field of forensic anthropology and the role of a forensic anthropologist in death investigations. You will explore the techniques used by forensic anthropologists to assist with identifying human remains and establishing circumstances of death. You will learn how to analyse dental and skeletal material to estimate the age, biological sex, ethnicity, and stature of an individual, and to interpret traumatic injury and pathology of bone. You have the opportunity to develop the analytical and critical thinking skills needed to perform a thorough anthropological investigation, and the expertise required to present the results in a forensic context.

2.2 Course aims

This course aims to:

1. Introduce you to the field of forensic anthropology and the role, knowledge and skills of a forensic anthropologist.
2. Provide you with fundamental knowledge of the human skeleton and dentition.
3. Assist you with developing an appreciation for the biological variability of humans and how biological variation can assist with the identification of human remains.
4. Provide you with the fundamental skills necessary to perform a basic anthropological analysis and to apply the results in a forensic context.

2.3 Course learning outcomes (CLO)

At the successful completion of this course you (the student) should be able to:

1. Explain the fundamental concepts, methods, and ethical principles of forensic anthropology.
2. Identify the teeth, bones, and major anatomical features of the skeleton.
3. Distinguish and apply the procedures involved in the initial treatment of remains; determining human from non-human bones and estimating the minimum number of individuals represented in a skeletal assemblage.
4. Describe and apply metric and non-metric techniques to assess human remains, and interpret the findings to create a biological profile.
5. Communicate findings of an anthropological investigation in written and oral form, and in the context of the scientific literature.
6. Explain the scientific and ethical role of a forensic anthropologist in the gathering and analysis of forensic evidence in an Australian legal context.

2.4 Relationship between course and program learning outcomes and assessments

| Course Learning Outcome (CLO) | LO Statement | Related Tasks & Assessment |
|-------------------------------|--|--|
| CLO 1 | Explain the fundamental concepts, methods, and ethical principles of forensic anthropology. | Forensic Case Assignment, Final Theory Examination |
| CLO 2 | Identify the teeth, bones, and major anatomical features of the skeleton. | Forensic Case Assignment, Spot Tests (1 and 2), Final Theory Examination |
| CLO 3 | Distinguish and apply the procedures involved in the initial treatment of remains; determining human from non-human bones and estimating the minimum number of individuals represented in a skeletal assemblage. | Forensic Case Assignment, Spot Tests (1 and 2), Final Theory Examination |
| CLO 4 | Describe and apply metric and non-metric techniques to assess human remains and | Forensic Case Assignment, Spot Tests (1 and 2), Final Theory Examination |

| | | |
|-------|---|--|
| | interpret the findings to create a biological profile. | |
| CLO 5 | Communicate findings of an anthropological investigation in written and oral form, and in the context of the scientific literature. | Forensic Case Assignment |
| CLO 6 | Explain the scientific and ethical role of a forensic anthropologist in the gathering and analysis of forensic evidence in an Australian legal context. | Forensic Case Assignment, Final Theory Examination |

3. Strategies and approaches to learning

3.1 Learning and teaching activities

This is a blended learning course (i.e., has both face-to-face and online learning activities) and consists of 5 hours per week of scheduled learning activities. These comprise a 1-1.5 hour lecture, a 1-hour team-based learning session (tutorial) a two-hour practical laboratory class, and around 30 minutes of an online activity each week.

Your interaction and engagement with the content of the course underpins all learning activities. You are initially introduced to concepts in forensic anthropology in the form of lectures incorporating multimedia-learning tools. With this theoretical knowledge, you engage in practical learning activities during the laboratory sessions where the teacher guides you and encourages you to actively participate in your learning.

You are always encouraged to question, observe, and share knowledge and experiences that help your learning and that of your peers. The practical sessions are a wonderful and fascinating environment for discovery, and you are given every opportunity to explore forensic practices, models, and specimens, participate in active discussions, and resolve queries for yourself.

Lectures – This approach is used to present relatively large amounts of information within a given time on specific topics throughout the course. Lectures will be pre-recorded, and it is recommended that you watch the lecture prior to attending the practical and tutorial classes covering the same topic. Lecture slides will be available on the course Moodle site, so you should be able to think about and develop an understanding of anthropological concepts as they are presented, rather than writing voluminous notes. However, there will be information and explanations presented in lectures in addition to those covered in the slides that you should take down if it helps you understand the material.

Laboratory practical sessions – The purpose of the practical sessions is to give you first-hand experience of the content covered. The laboratory sessions are the best resource for learning forensic anthropology and are a wonderful place of privilege, discovery, and discussion. The laboratory classes are small group sessions that allow you to explore the concepts and practices used by forensic anthropologists and make connections between theory and practice. Although the lecturers are present to oversee the activities in these sessions, these sessions are meant to be led by you working in a group of 3-4 students.

Tutorials – These sessions are designed for teams of students to apply the information collected

during your anthropological investigations in practical classes and the forensic concepts that you have learnt in lectures, to build your forensic case report. During tutorial classes you will be guided by academic staff to construct sections of your report based on the weekly content, and format your report according to current forensic practises. Although there will be time set aside during each tutorial to construct the forensic case report, it is highly recommended that you also work on their report outside of scheduled class time.

Independent study – There is insufficient time in the lectures, tutorials, and practicals for you to develop a deep understanding of the concepts covered in this course. To achieve the learning outcomes that will be assessed, you will need to revise the material presented in the course regularly and do additional reading beyond the lecture materials to learn effectively. Relevant additional resources, including textbook chapters, will be cited in lecture and practical sessions.

3.2 Expectations of students

You are reminded that UNSW recommends that a 6 units-of-credit course should involve about 150 hours of study and learning activities. The formal learning activities in this course total approximately 55 hours throughout the term and you are expected (and strongly recommended) to contribute the remaining number of hours in team learning activities, self-directed learning, and additional study.

Attendance at all classes is important and highly encouraged for satisfactory completion of the course and achieving the learning outcomes. It is expected that you attend at least 80% of all practical and tutorial classes. If absent from a laboratory or tutorial, you are encouraged to notify staff using the course email address as soon as possible. Attendance will be recorded in practical and tutorial classes to ensure you are making a sufficient contribution to team-based assessment items. If you are unable to sit or submit an assessment on time, you are required to apply for Special Consideration via myUNSW and provide a medical certificate or other suitable documentation as evidence of being unfit to submit.

For details on the Policy on Class Attendance and Absence see [Advice for Students](#) and the [Policy on Class Attendance and Absence](#).

The practical class is an opportunity for you to develop graduate attributes by behaving in an ethical, socially responsible, and professional manner within the class. You must take due care with biological and hazardous material and make sure all equipment is left clean and functional. In the interests of safety, special attention should be paid to any precautionary measures recommended in the notes. If any accidents or incidents occur, they should be reported immediately to the lecturer in charge of the class who will record the incident and recommend what (if any) further action is required. For more details see [Advice for Students-Practical Classes](#) and the Dissecting Room Rules.

3.3 Ethical behaviour and human remains

Parts of this course require learning from human skeletal remains. These bones are from people that have donated their bodies to UNSW so that students and their peers can study the human body. This is an extraordinarily generous act by these donors and their families and is a special and wonderful privilege. Treating these remains with the utmost care and respect is mandatory, and it is our responsibility to these donors and their families – it is also good ethical practice and is mandated by law.

4. Course schedule and structure

This course consists of 45 hours of class contact hours. You are expected to undertake an additional 55 hours (minimum) of non-class contact hours to complete assessments, readings and exam preparation.

| Week | Lecture Topic | Self-Directed Online Activity | Laboratory | Tutorial | Related CLO |
|----------------|--|---|---|---|---------------------------|
| Week 1 | Fundamentals of forensic anthropology | Pre-practical quiz Post-practical quiz | Search techniques and evidence recovery | Overview of a forensic anthropologist's report | CLO1, CLO5 CLO6 |
| Week 2 | Forensic osteology and dentistry | Pre-practical quiz Post-practical quiz | Identification of human bone and teeth | Introduction to the case study | CLO1, CLO2, CLO5 |
| Week 3 | Human vs non-human, MNI, modern human bone | Pre-practical quiz Post-practical quiz | Human skeletal inventory | Interpreting the evidence | CLO1, CLO3, CLO5 |
| Week 4 | Ancestry and biological sex | Pre-practical quiz Post-practical quiz | Evaluating ancestry and biological sex | Ancestry and biological sex determination | CLO1, CLO4, CLO5 |
| Week 5 | Disaster victim identification and mass graves | Pre-practical quiz Post-practical quiz | Spot test 1 | Draft of forensic report due | CLO1, CLO4, CLO5, CLO6 |
| Week 6 | Flexi Week | | | | |
| Week 7 | Age and stature | Pre-practical quiz Post-practical quiz | Evaluating age and measuring stature | Age and stature determination | CLO1, CLO4, CLO5 |
| Week 8 | Pathology | Pre-practical quiz Post-practical quiz | Evaluating skeletal pathology | Pathological assessment | CLO1, CLO4, CLO5 |
| Week 9 | Trauma | Pre-practical quiz Post-practical quiz | Evaluating skeletal trauma | Trauma assessment | CLO1, CLO4, CLO5 |
| Week 10 | The expert witness and future directions | Pre-practical quiz Post-practical quiz | Exam revision | Assessment 1: Forensic report and oral presentation | CLO1, CLO5, CLO6 |

Spot test 2 and the theory exam will be held in the exam period

Exam Period: 11 August – 24 August

Supplementary Exam Period: 4 Sep – 8 Sep 2023

5. Assessment

5.1 Assessment tasks

| Assessment task | Length | Weight | Mark | Due date and time |
|---|--|--------|---|--|
| <p>Assessment 1:</p> <p>Forensic Case Assignment</p> <p>You will be placed into a team and required to conduct an anthropological investigation by performing an analysis of skeletal remains. You will be assessed on the accuracy of your investigation and your ability to communicate your findings through a) a written report; and b) an oral presentation. The weighting is 17.5% for the written report and 2.5% for the oral presentation, giving a total of 20% of the final course mark. You will be assessed as a group (i.e., everyone in the group will receive the same mark) and required to submit the report/perform your presentation in week 10.</p> <p>Feedback process: Verbal feedback to group during presentation. Sample rubric provided for oral presentation and written report. Written feedback on presentation and report.</p> | <p>Written report: self-directed</p> <p>Oral presentation: 5 minutes</p> | 20% | <p>Report: 100</p> <p>Oral presentation: 10</p> | <p>Week 10</p> <p>Time TBC</p> |
| <p>Assessment 2:</p> <p>Spot Test (1 and 2)</p> <p>Each spot test will each be worth 20%. The first spot test will be held in week 5 and the second in the examination period. Each will cover the preceding half of the practical classes. The spot tests will assess your ability to identify human bones and their major anatomical features, and to apply metric and non-metric techniques to analyse human skeletal remains in the forensic context.</p> <p>Feedback process: Feedback of mark and optional consultation after test.</p> | 60 minutes x 2 = 120 minutes | 40% | Each test: 100 | <p>Week 5 and exam period</p> <p>Date and Time TBC</p> |
| <p>Assessment 3:</p> <p>Final Theory Examination</p> <p>The 2-hour examination will include a mixture of multiple-choice and short answer questions. You will be assessed on your recollection, understanding and application of the course content studied in weeks 1-10.</p> | 120 minutes | 40% | 100 | <p>Exam period</p> <p>Date and Time TBC</p> |

| | | | | |
|---|--|--|--|--|
| Feedback process: Your performance mark and opportunity for consultation after examination. | | | | |
|---|--|--|--|--|

Forensic Case Assignment

Description & feedback & process: This assessment task requires you to work in a small group of 3-4 students to develop a forensic case report and associated oral presentation. You will be given the details of a forensic case and will apply the concepts and processes learnt from lecture content, and skills gained during practical classes to analyse human skeletal remains. The results of the analysis will be presented by your group in week 10 in written format as a forensic case report, and orally as a PowerPoint presentation.

The Forensic Case Assignment assesses practical and theoretical knowledge acquired in the course and the application of this knowledge. The assignment is designed to give you an overview of the role of a forensic anthropologist from crime scene to court room, and experience of presenting forensic evidence as an expert witness. It will also help you develop your written and oral communication skills, and ability to work effectively as part of a team.

You will have the opportunity to submit a draft of their written report (covering content from weeks 1-5) and receive feedback (in week 7) to guide improvements to the report. The final report will be submitted in week 10 and your group will present a summary of your written report as an oral presentation (also in week 10). Feedback will be provided via a numerical grade (calculated from a marking rubric) and through written comments on the group submissions.

Links to learning outcomes: CLO 1, 2, 3, 4, 5, 6

Assessment weight: 20%

Spot tests

Description & feedback & process: This assessment task contains two parts worth 20% each (40% in total). The assessment is a practical spot test that assesses the knowledge and skills acquired during practical classes. Results will be posted on Moodle and feedback will be provided via Moodle and (for the mid-term spot test) during the week 7 practical session. You may seek further individualised feedback by sending a request to the course email address.

Spot tests assess your ability to use knowledge gained during lectures and practical classes to correctly identify dentition, bones, and bony landmarks on a human skeleton and radiographs. They will also assess your capacity to select and apply appropriate forensic anthropological techniques to skeletal remains and radiographs to gain information that can be used to create a biological profile.

Spot test 1 will be held during the week 5 Friday practical session and will cover information from lectures and practical sessions for the topics covered in weeks 1-5. Spot test 2 will be held in the examination period and will cover information from lectures and practical sessions for all topics covered in the ENTIRE COURSE. Feedback will be provided via the course mark. You may seek further individualised feedback by sending a request to the course email address.

Links to learning outcomes: CLO 2, 3, 4

Assessment weight: 40%

Theory examination

Description & feedback & process: This assessment is worth 40% and comprises of a 2-hour written examination conducted during the examination period. It is designed to assess deeper learning (i.e., the ability to inter-relate information and concepts) and critical thinking by requiring you to apply concepts studied in the course to solve problems related to forensic anthropology. The examination contains a combination of multiple choice and short answer questions that test your understanding of the concepts covered in the ENTIRE COURSE. Feedback will be provided to you via your performance mark. You may seek further individualised feedback by sending a request to the course email address.

Links to learning outcomes: CLO 1, 2, 3, 4, 6

Assessment weight: 40%

Further information

UNSW grading system: <https://student.unsw.edu.au/grades>

UNSW assessment policy: <https://student.unsw.edu.au/assessment>

5.2 Assessment criteria and standards

| Assessment Attributes | Level of Attainment | | | |
|---|--|---|--|---|
| | Developing | Functional | Proficient | Advanced |
| Assessment 1: Forensic Case Assignment – product | <p>Limited understanding of required anatomical and forensic knowledge and concepts discussed in lectures, tutorials and practical sessions.</p> <p>Cannot explain evidence collection methods, application of anthropological techniques and the results of skeletal analysis in own words.</p> | <p>Has adequate breadth, but limited depth of understanding of forensic and anatomical concepts.</p> <p>Limited depth of understanding evidenced by the explanation of evidence collection methods, the application of anthropological techniques and the results of skeletal analysis.</p> | <p>Exhibits breadth and depth of understanding of forensic and anatomical concepts in the knowledge domain.</p> <p>Can accurately explain evidence collection methods, the application of anthropological techniques and the results of skeletal analysis.</p> <p>Demonstrates an appreciation of the limits of the techniques and analysis.</p> | <p>Able to critically evaluate and report on evidence collection, anthropological techniques, and the results of skeletal analysis.</p> <p>Exhibits accurate and elaborated breadth and depth of understanding of forensic and anatomical concepts in the knowledge domain.</p> <p>Can comprehensively justify the application of anthropological techniques based on anatomical and forensic principles.</p> <p>Demonstrates a sound understanding of the limits of the techniques and analysis.</p> |

| | | | | |
|--|---|--|---|--|
| <p>Forensic Case Assignment – process</p> | <p>Limited understanding of the professionalism required in collaborative teamwork; Rarely provides useful ideas when participating in groupwork and in class discussion. Provides work that needs to be checked by other team members and makes little or no contribution to the final submission.</p> | <p>Communicates ideas and relates positively to others. Can listen to the ideas of others and respond to them. A satisfactory group member who makes an adequate contribution to the final submission.</p> | <p>Communicates ideas effectively and explains them clearly. Actively listens to others and responds appropriately, reflecting an understanding of the viewpoint expressed. A strong team member who actively participates in group discussions and makes a substantial contribution to the final submission.</p> | <p>Balances listening and responding to other group members. Synthesizes what has been heard and evaluates or elaborates in responses to other ideas offering alternative perspectives. A definite leader who can assume different roles to suit the needs of the team and makes an invaluable contribution to the final submission.</p> |
| <p>Assessment 3: Spot Tests</p> | <p>Limited understanding of required knowledge of practical concepts. Inaccurate understanding and application of forensic concepts discussed in lectures and laboratory sessions. Cannot identify anatomical structures or apply anthropological techniques to accurately assess human remains.</p> | <p>Has adequate breadth, but limited depth of understanding of practical concepts. Can identify anatomical structures and reproduce forensic anthropological techniques.</p> | <p>Exhibits breadth and depth of understanding of practical concepts. Can use appropriate anatomical and forensic terminology, and forensic anthropological methods to accurately assess human remains.</p> | <p>Exhibits accurate and elaborated breadth and depth of understanding of practical concepts. Can use appropriate anatomical and forensic terminology, and forensic anthropological techniques to accurately assess human remains. Can justify application of techniques based on anatomical and forensic principles.</p> |
| <p>Assessment 4: Theory Exam</p> | <p>Limited understanding of required anatomical and forensic knowledge and concepts. Inaccurate understanding and explanation of concepts discussed in lectures, tutorials, and laboratory sessions; Cannot explain concepts in own words.</p> | <p>Can accurately reproduce required facts and definitions. Has adequate breadth, but limited depth of understanding of anatomical and forensic concepts as evidenced in application to the assessment of human remains.</p> | <p>Exhibits breadth and depth of understanding of anatomical and forensic concepts in the knowledge domain. Can use terminology accurately in new contexts and can discuss concepts appropriately in own words. Demonstrates an appreciation of the limits of their own understanding</p> | <p>Exhibits accurate and elaborated breadth and depth of understanding of anatomical and forensic concepts in the knowledge domain. Can apply concepts well to the assessment of human remains. Can justify application of concepts based on anatomical and forensic principles</p> |

5.3 Submission of assessment tasks

All assessment tasks should be submitted via Moodle, except for spot tests. Spot tests will be conducted face-to-face, and answer papers will be collected at the end of the test.

Late Submission

UNSW has standard late submission penalties as outlined in the UNSW Assessment Implementation Procedure, with no permitted variation. All late assignments (unless extension or exemption previously agreed) will be penalised by 5% of the maximum mark per day (including Saturday, Sunday and public holidays). For example, if an assessment task is worth 30 marks, then 1.5 marks will be lost per day (5% of 30) for each day it is late. So, if the grade earned is 24/30 and the task is two days late you will receive a grade of 24 – 3 marks = 21 marks.

Late submission is capped at 5 days (120 hours). This means that you cannot submit an assessment more than 5 days (120 hours) after the due date for that assessment.

Special Consideration

If you experience a short-term event beyond your control (exceptional circumstances) that impacts your performance in a particular assessment task, you can apply for Special Considerations.

You must apply for Special Consideration **before** the start of your exam or due date for your assessment, except where your circumstances of illness or misadventure stop you from doing so.

If your circumstances stop you from applying before your exam or assessment due date, you must **apply within 3 working days** of the assessment, or the period covered by your supporting documentation.

More information can be found on the [Special Consideration website](#).

Educational Adjustments

If you have a condition that requires some adjustment in your teaching or learning environment you are encouraged to discuss your study needs with the course convenor prior to, or at the commencement of their course, or with the Disability Advisor in the Equitable Learning Services unit (formerly Disability Support Services) (9385 4734 or <https://student.unsw.edu.au/els>). If you have been granted an Equitable Learning Plan (ELP) you should email this to the Course Convenors as soon as possible in the term.

Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

5.4 Feedback on assessment

During this course feedback may be provided to you in a variety of ways, including but not limited to written comments, verbal advice, formal grades, peer feedback and guided self-evaluations. Channels for providing feedback can be face-to-face, online and by other recorded means, and may be provided to you on either an individual, class or cohort basis. Feedback need not be linked solely to a completed assessment but may also be given generally in connection with learning activities and as part of ongoing assessment tasks.

The Course Convenor and Co-convenor will endeavour to make this course an interesting and rewarding learning experience for you. Problem based questions have been included at the end of each practical in your course manuals – you are encouraged to work through these to provide yourself with feedback on your progress throughout the course.

During the practical sessions, you will have an opportunity to try some practice spot-test-style questions. Answers for these will be provided as feedback to you on your progress and are to be used as a formative assessment tool. They will provide you with feedback on your ability to identify dental and skeletal structures and your ability to select and apply appropriate forensic anthropological techniques to construct a biological profile.

The pre-practical and post-practical quizzes are not assessed but are designed to give you continuous feedback on your progress towards achieving the Course Learning Outcomes and prepare you for your

assessment items. Answers to the quizzes will be provided immediately following submission, and feedback will be supplied via a numerical grade.

In week 5 your group will have the opportunity to submit a draft of the first part (content covered in weeks 1-5) of your forensic case report. Feedback will be provided in week 7 and should be used to guide improvements and future additions to the report.

Prior to your formal theory exam, you will be provided with a practice online theory exam that will aid your preparation for this assessment. Feedback will be given immediately following submission and will assist you to reflect on your progress towards achieving the Course Learning Outcomes.

6. Academic integrity, referencing and plagiarism

Referencing is a way of acknowledging the sources of information that you use to research your assignments. You need to provide a reference whenever you draw on someone else's words, ideas, or research. Not referencing other people's work can constitute plagiarism.

Further information about referencing styles can be located at

<https://student.unsw.edu.au/referencing>

Academic integrity is fundamental to success at university. Academic integrity can be defined as a commitment to six fundamental values in academic pursuits: honesty, trust, fairness, respect, responsibility, and courage.¹ At UNSW, this means that your work must be your own, and others' ideas should be appropriately acknowledged. If you do not follow these rules, plagiarism may be detected in your work.

Further information about academic integrity and **plagiarism** can be located at:

- The *Current Students* site <https://student.unsw.edu.au/plagiarism>, and
- The *ELISE* training site <https://subjectguides.library.unsw.edu.au/elise>

The *Conduct and Integrity Unit* provides further resources to assist you to understand your conduct obligations as a student: <https://student.unsw.edu.au/conduct>.

The School of Biomedical Sciences will not tolerate plagiarism in submitted written work. The University regards this as academic misconduct and imposes severe penalties. Evidence of plagiarism in submitted assignments, etc. will be thoroughly investigated and may be penalised by the award of a score of zero for the assessable work. Flagrant plagiarism will be directly referred to the Division of the Registrar for disciplinary action under UNSW rules.

Plagiarism at UNSW is defined as using the words or ideas of others and passing them off as your own. Examples include:

| | |
|----------------|---|
| Copying | Using the same or remarkably similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or |
|----------------|---|

¹ International Center for Academic Integrity, 'The Fundamental Values of Academic Integrity', T. Fishman (ed), Clemson University, 2013.

| | |
|-----------------------------------|--|
| | software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement. |
| Inappropriate paraphrasing | <p>Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement.</p> <p>This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.</p> |
| Collusion | <p>Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes</p> <ul style="list-style-type: none"> ▪ students providing their work to another student before the due date, or for the purpose of them plagiarising at any time ▪ paying another person to perform an academic task and passing it off as your own ▪ stealing or acquiring another person's academic work and copying it ▪ offering to complete another person's work or seeking payment for completing academic work. <p>This should not be confused with academic collaboration.</p> |
| Inappropriate citation | Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained. |
| Self-plagiarism | <p>'Self-plagiarism' occurs where an author republishes their own previously written work and presents it as new findings without referencing the earlier work, either in its entirety or partially.</p> <p>Self-plagiarism is also referred to as 'recycling', 'duplication', or 'multiple submissions of research findings' without disclosure. In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.</p> |

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

7. Readings and resources

See also [Learning Resources](#).

*In addition to the **Course Manual**, you will need a copy of the prescribed textbook. You may also like to use an atlas of human anatomy for this course.*

Prescribed Resources:

- The following textbook (available via the [UNSW Bookshop](#)):
 - Langley, N.R. and Tersigni-Tarrant, M.A. (Eds.). (2017) **Forensic Anthropology: A Comprehensive Introduction**. 2nd ed. 8th ed. CRC Press: Boca Raton; FL

Recommended resources:

One of the following anatomical atlases (available via [UNSW Library](#)):

- Gest T.R. (2020) **Atlas of Anatomy**. 2nd ed. Lippincott, Williams and Wilkins OR
- Abrahams, PH, Spratt, JD, Loukas M and van Schoor A-N. (2018) **McMinns & Abrahams' Clinical Atlas of Human Anatomy**. 8th ed. Philadelphia

Online resources

- Acland's anatomy videos – available via the UNSW Library
- Complete Anatomy – available via the UNSW Library

For general advice on studying and learning online, see the [Guide to Online Study](#) and [Transitioning to Online Learning](#)

8. Administrative matters

8.1 General Information

The Department of Anatomy is part of the School of Biomedical Sciences and is within the Faculty of Medicine & Health. **Professor Pascal Carrive** is the Head of Anatomy and appointments to see him may be made through email (p.carrive@unsw.edu.au).

8.2 Communication

All students are advised that email is the official means by which the School of Biomedical Sciences at UNSW will communicate with you. All email messages will be sent to your official UNSW email address (e.g., z1234567@unsw.edu.au) and, if you do not wish to use the University email system, you **MUST** arrange for your official mail to be forwarded to your chosen address. Email correspondence with the University should be from your UNSW email address to reduce identity confusion.

The University recommends that you check your mail at least every other day. Facilities for checking email are available in the School of Biomedical Sciences and in the University library. Further information and assistance are available from the IT Service Centre (02) 9385 1333.

All current timetables, notices, and information relevant to you will be available on Moodle. It is your responsibility to check Moodle regularly.

8.3 Grievance Resolution Officer

In case you have any problems or grievance about the course, you should try to resolve it with the Course Convenors. If the grievance cannot be resolved in this way, you should contact the School of Medical Sciences Grievance Officer, Prof Nick Di Girolamo (n.digirolamo@unsw.edu.au).

9. Additional support for students

- The Current Students Gateway: <https://student.unsw.edu.au/>
- Academic Skills and Support: <https://student.unsw.edu.au/academic-skills>
- *Student Wellbeing and Health* <https://www.student.unsw.edu.au/wellbeing>
- UNSW IT Service Centre: <https://www.myit.unsw.edu.au/services/students>
- *UNSW Student Life Hub*: <https://student.unsw.edu.au/hub#main-content>
- *Student Support and Development*: <https://student.unsw.edu.au/support>
- *IT, eLearning and Apps*: <https://student.unsw.edu.au/elearning>
- *Student Support and Success Advisors*: <https://student.unsw.edu.au/advisors>
- *Equitable Learning Services (Formerly Disability Support Unit)*: <https://student.unsw.edu.au/els>
- *Transitioning to Online Learning* <https://www.covid19studyonline.unsw.edu.au/>
- *Guide to Online Study* <https://student.unsw.edu.au/online-study>






10. Continual Course Improvement

Periodically student evaluative feedback on the course is gathered, using, among other means, UNSW's MyExperience process. Student feedback is taken seriously, and continual improvements are made to the course based in part on such feedback. Significant changes to the course will be communicated to subsequent cohorts of students taking the course.

11. Student Risk Assessment

| | | |
|---|---|--|
| Medicine and Science Teaching Laboratory |  | Anatomy Practical Classes for Medical and Science Students D26 Ian Jacobs Building L1 LAB08A/07 |
| Student Risk Assessment | | |

| Hazards | Risks | Controls |
|---|---|---|
| Chemical Formaldehyde Methylated spirits 2-phenoxyethanol Physical Cold temperature Heavy and sharp models (e.g. bone/plastic) Biological Fungi Bacteria (tetanus) Hepatitis B and C | Corrosive Flammable Irritant Cold Penetrating wound or foot injury Infection | <ul style="list-style-type: none"> Low concentrations of chemicals used Adequate air changes and ventilation provided Safety Data Sheets for chemicals available <ul style="list-style-type: none"> Always wear a laboratory coat Wear enclosed shoes with full coverage of dorsum of foot Wear protective eyewear <ul style="list-style-type: none"> Ensure appropriate immunisation is current Wear a face mask (if required) Wear disposable gloves when handling wet specimens and do not cross-contaminate models or bones with wet specimens Do not bring in any food or drinks Do not place anything into your mouth (e.g. pen) Use disinfectant provided for cleaning models and surfaces Use hand sanitisers provided regularly Wash hands with soap and dry thoroughly before leaving |

| Personal Protective Equipment (required) | | | | |
|--|---|---|--|---|
|  <div style="background-color: blue; color: white; padding: 2px; width: 60px; margin: 0 auto;">Lab. Coat</div> |  <div style="background-color: blue; color: white; padding: 2px; width: 60px; margin: 0 auto;">Closed in footwear</div> |  <div style="background-color: blue; color: white; padding: 2px; width: 60px; margin: 0 auto;">Safety Glasses</div> |  <div style="background-color: blue; color: white; padding: 2px; width: 60px; margin: 0 auto;">Gloves</div> |  <div style="background-color: blue; color: white; padding: 2px; width: 60px; margin: 0 auto;">Mask</div> |

Emergency Procedures

In the event of an alarm, follow the instructions of the academic in charge. The initial sound (beep) is advising you to prepare for evacuation. During this time pack up your personal belongings. The second sound (whoop) gives instruction to leave. The assembly point is on the lawn in front of the Chancellery. In the event of an injury inform the academic in charge (and/or lab staff). First aider and fire warden contact details are on display by the lifts on the floor and in each room. There are portable First Aid Kits located in LAB08A and LAB07.

Clean up and waste disposal

- Cover wet specimens with the towels provided. Make sure that towels do not hang over the edge of the table as this may result in fluid dripping onto the floor. Fluids on the floor are a major safety hazard and should be reported to lab staff immediately.
- Replace stools under the tables (if applicable).
- Remove your gloves and dispose in the biowaste bins provided.
- Wash your hands thoroughly with soap and dry with paper towels provided.
- Remove your laboratory coat as you leave the room.

Ethics Approval

This type of practical has been previously considered and approved by the UNSW Human Research Ethics Advisory Panel (HC180115).

Declaration

I have read and understand the safety requirements for this practical class, and I will observe these requirements.

Signature:..... **Date:**.....

Student number:

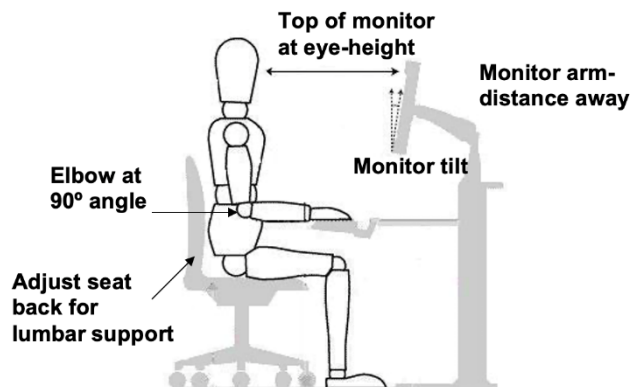
ANAT-SRA-Med&SciStudent relates to RA-MED-06. Date for review: 01/02/2024



Hazards

| | | |
|-------------------|-----------------------|---|
| Ergonomics | Musculoskeletal pain | <ul style="list-style-type: none"> • Correct workstation set-up • Check electrical equipment is in good condition before use • All portable electrical equipment tested and tagged • Disinfectants and wipes available for use before and after the practical |
| Electrical | Electrical shock/Fire | |
| Biological | Infection | |

Workstation set-up



Personal Protective Equipment

Face masks may be required. Please follow the instructions provided at the time of entry.

Emergency Procedures

In the event of an alarm, follow the instructions of the academic in charge. The initial sound (beep) is advising you to prepare for evacuation. During this time pack up your personal belongings. The second sound (whoop) gives instruction to leave. The assembly point is on the lawn in front of the Chancellery. In the event of an injury inform the academic in charge (and/or lab staff). First aider and fire warden contact details are on display by the lifts on the floor and in each room. There is a wall mounted First Aid Kit located at the end of the G06 or a portable kit in the 08A Laboratory.

Clean up and waste disposal

No apparatus or chemicals used in these rooms.

I have read and understand the safety requirements for this practical class, and I will observe these requirements.

Signature:..... Date:.....

Student number: