

| Instructor Information         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Instructor                     | Dr. Nancy Longlet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Email                          | longletn@lamarpa.edu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Phone                          | (409) 984-6324                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Office                         | Educational I - Room: 108                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Office Hours                   | M 10a-2p; Tues 9:30a-11:30a; Wed 10a-2p. Virtual office hours – anytime.<br>Email me with question anytime, 7 days a week, anytime during the day including evenings using regular LSCPA email. If you'd like to schedule a zoom meeting, email me with a specific day and time you'd like to meet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Additional Contact Information | I answer emails 7 days a week. Email me anytime with questions or to request a zoom meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Course Information             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Description                    | Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Required Textbooks             | <b><i>Textbook Purchasing Statement: A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i></b><br><br>Items that are <b>ABSOLUTELY REQUIRED</b> for the Bio 2301 (A&P1):<br><br>1)"Human Anatomy & Physiology", 2nd ed by Erin Amerman, Pearson Publishing, ISBN: 978-0134-754239<br><br>2)Modified Mastering A&P Access code that goes with the lecture textbook by Amerman. This MAP access code is ABSOLUTELY required. This is the same access code that is required for the A&P lab and you can use the same one...i.e. you do not have to purchase it twice.<br><br>3) Functioning computer or laptop with a webcam and microphone.<br><br>4)Respondus Lockdown Browser correctly installed on computer or laptop.<br><br>5)Reliable internet connection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Additional Materials/Resources | <b>A functioning computer with a webcam is required to take all online exams and quizzes. It is the student's responsibility to have both. Alternatively, exams may be taken at one of the computer labs on the LSCPA campus.</b><br><br><b>Required Software (available free of charge)</b> <ul style="list-style-type: none"><li>• <b>Microsoft Office</b><ul style="list-style-type: none"><li>◦ This software package contains MSWord which you'll need in this course &amp; other useful programs. Office 365 suite is available to students <b>Free of Charge</b>.</li><li>◦ <b>The URL for the instruction page and link to download Office 365 is::</b><br/><br/><a href="https://lamarsupportservices.teamdynamix.com/TDClient/320/Portal-LSCPA/KB/ArticleDet?ID=16454">https://lamarsupportservices.teamdynamix.com/TDClient/320/Portal-LSCPA/KB/ArticleDet?ID=16454</a></li></ul></li><li>• <b>Respondus Lockdown Browser</b><ul style="list-style-type: none"><li>◦ This is required to be installed on any computer/tablet used to take an exam or quiz.</li><li>◦ Link to download Respondus Lockdown Browser: <a href="https://www.respondus.com/lockdown/download.php?id=139113547">https://www.respondus.com/lockdown/download.php?id=139113547</a></li><li>◦ The link to download Respondus Lockdown Browser is also next to the "Online LSCPA support" section of the Institution homepage. (Look at the bottom)</li></ul></li></ul> |
| Corequisites/Prerequisites     | Corequisite(s): BIOL 2101. Prerequisite(s): TSI complete in reading.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Learning Outcomes              | <ol style="list-style-type: none"><li>1. Demonstrate an understanding of anatomical terminology, general biological chemistry, and the role of the cell and cell membrane in maintaining homeostasis throughout the body.</li><li>2. Demonstrates an understanding of the structure and function of nucleic acids and their role in protein synthesis, as well as the structure and function of epithelial tissues and the skeletal system including knowledge of specific bones.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

3. Demonstrate an understanding of the structure and function of the muscular system including knowledge of specific muscles, the organization of the nervous system, and the electrophysiology involved in membrane potential and action potential generation.
4. Demonstrate an understanding of the structure and function of the various components the brain and spinal cord, the autonomic nervous system, and sensory organs in the body.
5. Demonstrate an understanding of reading material including relevant terminology.
6. Demonstrate an ability to work effectively with fellow students to complete/cover assigned material.

## Core Objectives

- Communication skills: Students will demonstrate effective written, oral and visual communication.
- Critical Thinking Skills: Students will engage in creative and/or innovative thinking, and/or inquiry, analysis, evaluation, synthesis of information, organizing concepts and constructing solutions.
- Empirical and Quantitative Skills: Students will demonstrate applications of scientific and mathematical concepts.
- Teamwork: Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.

## Lecture Topics Outline

The following is a list of lecture topics. **For the lecture schedule with dates and a list of the Mastering homework assignments & due dates, go to the Course Information folder located on the course website.**

Ch. 1 Overview of A&P, Language of A&P, Core Principles of A&P

Ch. 2 Atoms, Ions, Molecules, Chemical Bonds Energy & Chemical Reactions, Water & Mixtures, Acids, Bases, pH,

Organic Compounds, Carbohydrates, Lipids, Proteins, Nucleic Acids

Ch. 3 Structure of Plasma Membrane, Membrane Transport, Organelles, Protein Synthesis, Cell Cycle

Ch. 4 Histology, Epithelial Tissue, Connective Tissue, Muscle Tissue, Nerve Tissue, Membranes & Coverings

Ch. 5 Integumentary functions, Epidermis, Dermis, Accessory Structures, Pathology of skin

Ch. 6 Skeletal Classifications, Bone structure, Osteon structure, Bone growth, remodeling, fracture healing, osteoporosis

Ch. 7 bone terminology & landmarks

Ch. 8 Joint classifications, synovial joints, movements of synovial joints

Ch. 9 Muscle Fiber structure

Ch. 10 Sarcomere structure Muscle excitation, Muscle contraction, & relaxation, Energy sources, motor units, Muscle recruitment, muscle fatigue, Muscle training, oxygen debt, Muscle fiber types

Ch. 11 Overview of Nervous system, nerve tissue, neurons, neuroglial tissue, Electrophysiology, membrane potential, action potential, Propagation of Action Potential, Neural synapses, neurotransmitters

Ch.12 Overview of CNS, Cerebrum, Diencephalon, Cerebellum, Brainstem, Protection of brain & spinal cord, SC anatomy, sensation, Voluntary movement, homeostasis of vital functions, cognition, memory

Ch. 13 PNS, Cranial nerves, spinal nerves, receptor classification, Receptive Fields, Reflexes

Ch. 14 ANS; Sympathetic & Parasympathetic NS

Ch.15 Special vs General Senses, Smell, Taste, Eye anatomy, and Ear anatomy

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## Major Assignments Schedule

All exams are given online. Computers used to take exams MUST have Respondus Lockdown Browser (RLB) and possibly Respondus Monitor installed on them. See Course policies document for more information.) It is the student's responsibility to have a functioning computer and internet throughout the course. Exams may be taken on campus at an LSCPA computer lab if you have problems with your computer; however, the due dates for exams are not changed.

Exam #1 Availability begins: 12:30am on Saturday 2/15 and is due at 11:59pm on Tuesday 2/18.  
Mastering AP assignments for Exam #1 are due at 11:59pm on 2/18

Exam #2 Availability begins: 12:30am on Saturday 3/15 and is due at 11:59pm on Tuesday 3/19.  
Mastering AP assignments for Exam #2 are due at 11:59pm on 3/19

Exam #3 Availability begins: 12:30am on Saturday 4/5 and is due at 11:59pm on Tuesday 4/8.  
Mastering AP assignments for Exam #3 are due at 11:59pm on 4/8

Exam #4 Availability begins: 12:30am on Saturday 4/26 and is due at 11:59pm on Tuesday 4/29.  
Mastering AP assignments for Exam #4 are due at 11:59pm on 4/29

Exam #5 (Final) Availability begins: 12:30am on Saturday 5/10 and is due at 11:59pm on Tuesday 5/13.  
Mastering AP assignments for Exam #5 are due by 11:59pm on 5/13

Exams #1-#4 will be reopened for 2 days after their due date but an incremental time penalty will be assessed. Exam #5 (the final) will not be reopened after its due date.

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| <b>Final Exam Date</b>              | May 10, 2025 - 12:5 AM Through May 13, 2025 - 11:59 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Grading Scale</b>                | 90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Determination of Final Grade</b> | <p>Your grade for this class will be calculated using your 5 exam grades and your average of the online MAP assignments. Each exam grade will count for 16.6% of the course average while the MAP average will count for 17%. Exams that are not taken will receive a grade of "0". There are no re-takes on exams. No grades are dropped when calculating course averages.</p> <p>MAP assignments completed after the due date will be assessed a late penalty of 20%-30%. MAP assignments not started will be given a "0".</p> <p>Calculating your Lecture Average:</p> <p>Extra Credit = (RLB/20) + (Orientation &amp; Course Policies Quiz/20) + (DB1/4) + (DB2/4) + Group Project</p> <p>Lecture Average = (((Ex1 + Ex2 + Ex3 + Ex4 + Final + Extra Credit) /5)*0.83) + (MAP average x 0.17)</p> |

## Course Policies

### Instructor Policies

For the full list of Course policies and procedures, read the Orientation and Course Policies documents posted in the Course Information folder on the course website.

The course schedule and list of homework assignments are posted in the Course Information folder on the course website. The schedule gives the chapters you should be working on each week. Chapter notes, review questions, and links to lecture videos posted in "Info for Exam X" folders on the course website.

All exams will be given online and will require the installation of Respondus Lockdown Browser (RLB) and possibly Respondus Monitor. It is NOT possible to take exams on a cell phone. It is the responsibility of the student to have a functioning computer and internet in order to take exams during the scheduled period of availability for each exam. Computers in LSCPA computer labs and Student Success Center are available for use for exams.

The criteria that must be followed when taking exams and the details of Academic Dishonesty are given on the Orientation & Course Policies document posted in the Course Information folder on the course website.

Exams #1-#4 will be re-opened for 2 days after their availability period with an incremental time penalty assessed. The final exam (exam #5) must be taken by the end of the regular availability period. Exams not taken will receive a grade of 0. No grades are dropped.

A Mastering A&P access code is required to access the online MAP homework assignments. MAP assignments completed after their due date will have a late penalty assessed. MAP assignments not completed at all will receive a grade of "0". No grades are dropped.

### Attendance Policy

This is an online class, and it is the responsibility of each student to have a RELIABLE computer, proper software installed, Internet access, AND have an adequate knowledge of operating a computer, accessing websites, attaching/downloading files to emails, etc. If you encounter a problem with your computer, you will need to contact LSCPA IT support. If you have problems with Blackboard, you will need to contact the BB Tech support which is available 24x7. I am not a "computer tech" person. There are also computers in the Student Success Center and Computer labs at LSCPA are available for use. Please note that some course material may not be accessible using a cell phone and/or tablet device. Exams cannot be taken on Cell phones.

In this online class there are no scheduled class "meeting times" and it is your responsibility to manage your schedule to complete course requirements by their scheduled due dates. The schedule lists the chapters you should be working on each week.

You can email me at any time with questions. If you wish to have a virtual office visit, please email me a specific day/time and I will email you a zoom link.

The schedules for assignments and exams are posted in several places on the course website and it is the responsibility of the student to be aware of the schedule. Special reminders will not be sent out.

**Due dates for exams and MAP assignments are posted on the lecture schedule in the Course Information folder.**

### Additional Information

**If you need to contact me please use the regular LSCPA email link. Just start typing my name in the "to box" and my address will show up. Please do NOT click on a link from within the course to contact me.**

If you are having trouble finding things on the course website, getting Respondus lockdown browser to work, submitting assignments, etc, I've found that it is **very** helpful to have a zoom meeting where you can share your screen. If you wish to set up a zoom meeting, email me a SPECIFIC DAY AND TIME and if I'm available, I will email you a zoom link. I can

often set up a zoom meeting "immediately". I'm available for zoom meetings evenings and weekends as well as during the day.

Announcements will be made via LSCPA course announcements. The announcements will be posted within the courses and also sent to your LSCPA email. It is essential that you check your LSCPA email EVERYDAY.

I will not discuss grades over the phone. If you have a question about your grade, you may email me from your LSCPA email account or come by my office.

### **Institutional Policies**

#### **MyLSCPA**

Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through [MyLSCPA](#).

#### **Academic Honesty**

Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.

#### **ADA Considerations**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the [Disability Services Coordinator](#), Room 117, in the Student Success Center. The phone number is (409) 984-6241.

#### **COVID 19 Information**

The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.

#### **Facility Policies**

No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.

#### **HB 2504**

This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.

#### **Mandatory Reporting of Child Abuse and Neglect**

As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see [LSCPA's Policy and Procedure Manual](#).

#### **Title IX and Sexual Misconduct**

LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit [LSCPA's Title IX website](#).

#### **Clery Act Crime Reporting**

For more information about the Clery Act and crime reporting, see the [Annual Security & Fire Safety Report](#) and the [Campus Security website](#).

#### **Grievance / Complaint / Concern**

If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.

#### **Department Information**

General Education and Developmental Studies

Chair: [Dr. Steven Zani](#)

Email: [zanisj@lamarpa.edu](mailto:zanisj@lamarpa.edu)

Phone: (409) 984-6431