

Instructor Information

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. 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	The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.
Required Textbooks	<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> Items that are ABSOLUTELY REQUIRED for the Bio 2101 lab (A&P1): 1) Lab Manual for Human Anatomy & Physiology, a Hands-on Approach* by Greene, Robinson, and Strong. 1st ed. Pearson Publishing, ISBN:978-01-354-79-391. 2) Modified Mastering A&P Access code that goes with the lecture textbook by Amerman. 3) Functioning computer or laptop with a webcam and microphone. 4) Respondus Lockdown Browser correctly installed on computer or laptop. 5) Reliable internet connection A recommended item is the textbook that is required for the lecture course: "Human Anatomy & Physiology", 2nd ed by Erin Amerman, Pearson Publishing. If you are not taking the lecture course, any other A&P book can be used as a reference.
Additional Materials/Resources	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. Required Software (available free of charge) Microsoft Office - This software package contains MSWord which you'll need in this course & other useful programs. Office 365 suite is available to students Free of Charge. The URL for the instruction page and link to download Office 365 is:: https://lamar supportservices.teamdynamix.com/TDClient/320/Portal-LSCPA/KB/ArticleDet?ID=16454 Respondus Lockdown Browser - This is required to be installed on any computer/tablet used to take an exam or quiz. - Link to download Respondus Lockdown Browser: https://www.respondus.com/lockdown/download.php?id=139113547 - The link to download Respondus Lockdown Browser is also next to the "Online LSCPA support" section of the Institution homepage. (Look at the bottom)
Corequisites/Prerequisites	Corequisite(s): BIOL 2301. Prerequisite(s): TSI complete in reading Basic skills and competency in reading, writing, and math.

Learning Outcomes	1. Demonstrate an understanding of anatomical terminology, the role of the cell and cell membrane in maintaining homeostasis, the function of cellular organelles, and the organization and function of the skin. 2. Demonstrates an understanding of the functions and organization of the bones of the axial and appendicular skeleton and associated landmarks and terminology. 3. Demonstrate an understanding of the location of specific muscles of the muscular system as well as the organization and function of skeletal muscle. 4. Demonstrate an understanding of the structures of the various components of the central and peripheral nervous systems, 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 lab topics. For the lab schedule with dates and a list of Mastering Assignments with dates go to the Course Information folder located on the course website. Body Orientation & Terminology Cell, Cellular Organelles Tissues Integumentary system Axial Skeletal system Appendicular Skeletal System Skeletal System – Build a Body & Data collection for Group project Group projects due at the beginning of the lab, Bone Roulette Skeletal Muscles - Face, Neck, Trunk Skeletal Muscles - Arms and Legs Nervous System Special Senses
Major Assignments Schedule	• Exam #1 Availability begins: 12:30am on MONDAY, 2/24 and is due at 11:59pm on THURSDAY 2/27. Mastering AP assignments for Exam #1 are due on 2/27 • Exam #2 Availability begins: 12:30am on MONDAY 3/24 and is due at 11:59pm on THURSDAY 3/27. Mastering AP assignments for Exam #1 are due on 3/27 • Exam #3 Availability begins: 12:30am on MONDAY 4/14 and is due at 11:59pm on THURSDAY 4/17. Mastering AP assignments for Exam #1 are due on 4/17 • Exam #4 Availability begins: 12:30am on MONDAY 5/5 and is due at 11:59pm on THURSDAY 5/8. Mastering AP assignments for Exam #1 are due on 5/8 • Exams #1-#3 will be re-opened for 2 days following the end of their availability period with an incremental "late penalty" applied. Exam #4 will not be re-opened after 11:59pm on 5/8
Final Exam Date	May 5, 2025 - 12:5 AM Through May 8, 2025 - 11:59 PM
Grading Scale	90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F
Determination of Final Grade	Calculating <u>LAB</u> Average: Lab Extra Credit= (RLB/20) + (O & Course Policies quiz/20) + (DB#1 /4) + (DB#2 /4) + Bone Project Mastering A&P: The average of the Lab MAP homework assignments will count for 20% of your final lab average. MAP assignments not completed by the due date will be penalized 20%-30%.

No grades are dropped when calculating averages.

There are NO “re-takes” on any exam or quiz. Exams & quizzes that are not taken well be counted as “0”.

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 lab assignments you should be working on each week. Lab assignments are posted in "Info for Lab 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-#3 will be re-opened for 2 days after their availability period with an incremental "late penalty" assessed. 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 20%-30% late penalty assessed. MAP assignments not completed at all will receive a grade of "0". No grades are dropped.

You can email me anytime with questions.

Attendance Policy

This is an online class, and it is the responsibility of each student to have a RELIABLE computer with webcam, 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 lab schedule lists the lab assignments 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 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](#)
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Phone: (409) 984-6431