

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 endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).
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 2102 lab (A&P2): 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
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://lamarsupportservices.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 2302. Prerequisite(s): BIOL 2301 and BIOL 2101
Learning Outcomes	1. Demonstrate an understanding of the general function of the endocrine system including, mechanisms of hormone action, regulation of hormone release, hormone actions, and endocrine glands, and endocrine disorders and treatments. 2. Demonstrate an understanding of blood composition, blood functions, blood disorders, heart anatomy and function. 3. Demonstrates an understanding of the location of the major arteries and veins of the vascular system as well as the function of the circulatory system.

4. Demonstrate an understanding of the anatomy and functions of the structures of the GI system, the structure and GI functions of the liver, gall bladder, and pancreas, and the various metabolic and nutritional processes involved in digestion.
5. Demonstrate an understanding of the anatomy and functions of the structures of the respiratory, lymphatic, & renal systems.
6. Demonstrate an understanding of the location and function(s) of the structures of the male and female reproductive structures.
7. Demonstrate an understanding of reading material including relevant terminology.
8. Demonstrate an ability to work effectively with fellow students to complete group assignments and/or 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.**

Lab #1 Endocrine System
Lab #2 Heart Structure and Function

Labs #3 Arteries & Veins
Labs #4 Arteries & Veins
Labs #5 Blood

Lab #6 Digestive System
Lab #7 Respiratory System
Lab #8 Urinary System

Lab #9 Male Reproductive Systems
Lab #10 Female Reproductive system and Human Development

Major Assignments Schedule

All exams are given online. Computers used to take exams MUST have Respondus Lockdown Browser (RLB) 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 Monday 2/10 and is due at 11:59pm on Thursday 2/13. Mastering AP assignments for Exam #1 are due on 2/13.

Exam #2 Availability begins: 12:30am on Monday 3/17 and is due at 11:59pm on Thursday 3/20. Mastering AP assignments for Exam #1 are due on 3/20.

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 available for 2 days after their due date but an incremental "late penalty" will be applied. Exam #4 will not be available after the due date, 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

Each of the 4 lab exams will count for 20% of the final lab average. Any exam not taken will receive a grade of "0". No grades are dropped when calculating course average.
The average of Mastering A&P (MAP) assignments will count for 20% of your final lab average. Assignments complete after the due date will have a late penalty assessed. Assignments not completed will receive a grade of "0". No assignments can be completed after the end of the availability for the final lab exam.

Calculating your LAB Average:

Lab Extra Credit = (RLB quiz/20) + (Orien. & Course Policies quiz/20) + (DB1 /4) + (DB2 /4) + Blood Project

Lab Average = (Lab Ex1 + Lab Ex2 + Lab Ex3 + Lab Ex4 + MAP average + Lab Extra Credit) / 5

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 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, webcam, 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 completed will receive a grade of 0. No grades are dropped. Exam #4 will not be re-opened.

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.

You can email me at any time with questions.

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 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 Email: zanisj@lamarpa.edu Phone: (409) 984-6431