Longwood University Online Institute
PCSD 313: Anatomy and Physiology of Speech and Hearing Mechanisms:
Fall 2016

Please Note: Successful completion of this course or these online courses will not guarantee admission to graduate school. Your performance in these courses will not affect your undergraduate GPA, unless you are enrolled in a bachelor’s program at Longwood University. If you are transferring this course to another university, you should contact that university to understand the impact of your grade(s) on your GPA at that university.

Instructor: Irene M. Barrow, Ph.D., CCC-SLP
Email: barrowim@longwood.edu
Mailing Address: 105 Key West Lane, Newport, N.C. 28570
URL: Course Schedule: August 22, 2016 to December 02, 2016
Phone: Course Availability: August 17, 2016 to December 16, 2016
Fax: Virtual Office: TBA as needed.

Course Description: This course provides information related to anatomical structures and neurology of the human communication system and the physiology of related movement. Prerequisite: Biology 101 or consent of instructor. 3 credits.

Students who are applying to graduate school in CSD should understand that most graduate programs expect stronger performance in CSD courses, so students should set as their goals achieving at least a “B” in CSDS courses and should consider retaking any CSDS course for which they earn a grade lower than a B-.

Required Materials:

Optional Supplemental Materials:

3D Anatomy for Speech Language Pathology DVD for Longwood University Communication Sciences and Disorders Students for $125 http://www.primalonlinelearning.com/required/
When prompted for a code please enter: LONGWOOD. If you have any questions or require any assistance contact studentadoptions@primalpictures.com or email Lesley Sipple at Lesley@primalpictures.com


This affordable ibook contains some great animations and information that is applicable for this course, articulation disorders and speech science. I highly recommend it if you have an ipad. I have noticed some errors that I can discuss for those of you who opt to purchase it.

Technology Requirements:

- A high speed internet connection will be necessary to view the video clips linked to the presentations. If you are using a dial-up service, you may not be able to access the videos.

- Windows Media Player will be necessary in order to view the video clips. It is available as a free download from www.microsoft.com

- Submit assignments and projects as Microsoft documents (either Word, PowerPoint, Excel, etc as required by the assignment). The accepted formats are: .doc; .docx; .rtf; .pdf; .ppt. The use of the .wps format is not acceptable.

- View presentations with Microsoft PowerPoint.

- E-mail communication will be conducted through the Canvas system. If it becomes necessary to contact me through my Longwood address you must include the course and section number in which you are enrolled in the heading of the email.

- All students are required to maintain high speed internet access. Failure to update passwords or access to the internet are not “technical difficulties” and will not be accepted as extenuating circumstances for assignment submission or for taking quizzes.

- Attempting to submit work very close to the closing time may result in assignments not being uploaded into the Canvas system. Such instances are not considered technical difficulties. It is each student’s individual responsibility to submit work within the stipulated time frame as no late is accepted.

The Instructor will accommodate adjustments to due dates that conflict with a student’s religious observation, if informed in writing by the end of the first week of class.
Course Objectives:

Longwood College of Education and Human Services Conceptual Framework Competencies (CFC)
The following conceptual framework competencies guide the planning and delivery of instruction in this course. Specific course objectives reflect this framework as they focus on the needs of the students for developing skills as professionals who will be knowledgeable, caring, and ethical decision-makers.

1. Plan for Instruction
2. Implementation and Management of Instruction
3. Evaluation and Assessment
4. Knowledge of Subject
5. Behavior Management
6. Communication Skills
7. Professional Responsibilities
8. Technology
9. Diversity

The American Speech-Language-Hearing Association (ASHA) Knowledge and Skills Assessment (KASA) Standards applicable to this course include:

- Standard III-B. Demonstrate knowledge of basic human communication and swallowing processes, including their biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases.

- Standard III-C. Demonstrate knowledge of the nature of speech, language, hearing, and communication disorders and differences and swallowing disorders, including their etiologies, characteristics, anatomical/physical, acoustic, psychological, developmental, and linguistic and cultural correlates.

- Standards III-D. Possess knowledge of the principles and methods of prevention, assessment, and intervention for people with communication and swallowing disorders, including consideration of anatomical/physiological, psychological, developmental, and linguistic and cultural correlates of the disorders.

Note: The above competencies and standards are coded to the course objectives as CFC or KASA.

Through the successful completion of this course, the student will gain a working knowledge of anatomy and physiology for speech-language-hearing.

1. The student will label major anatomical structures and systems for speech-language-hearing (CFC 4; KASA III-B, III-D)

2. The student will state the physiological functions of these structures and systems. (CFC 4; KASA III-B, III-D)

3. The student will relate the anatomy and physiology of these structures and systems to the professional responsibilities of the audiologist (A) and/or speech-language pathologist (SLP). (CFC 4; KASA III-D)
Course Organization:
The course content will be organized into eight modules:

Module 1: Introduction to Anatomy and Physiology
Module 2: Respiration Anatomy and Physiology
Module 3: Phonation Anatomy and Physiology
Module 4: Articulation and Resonance Anatomy and Physiology
Module 5: Hearing Anatomy and Physiology
Module 6: Nervous System Anatomy and Physiology
Module 7: Embryology (Re: Development of Speech and Hearing Systems)
Module 8: Independent Review of Course and Final Exam

Each module will be available from the beginning of the course. All work for a module must be completed by the due date and time unless otherwise posted. No late work will be accepted. There will be a quiz at the end of each module.

For each of the modules, students will follow a very similar learning and participation plan with similar components: A final exam will culminate the course work. The final exam will be posted as indicated in the following timeline.

Important Dates: Last day to drop without financial penalty: 8-29-2016 by 5:00 pm EST; Last day to withdraw with a “W”: 10-14-2016 by 5:00 pm EST.

All assignments are due by 11:00pm EST on the final date of the module. All instructions and links are available from the first day of class and can be submitted at any time prior to the due date. Course due dates are not adjusted for individual schedules. Late submissions are not accepted. Grading will occur once the due date has elapsed.

<table>
<thead>
<tr>
<th>Module</th>
<th>*Dates</th>
<th>Chapter Readings</th>
<th>Assignments</th>
<th>Quiz posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1 Introduction to the Study of Anatomy and Physiology</td>
<td>August 22, 2016 – September 2, 2016</td>
<td>Reserved Reading on Blackboard. Chapter 1 in your textbook.</td>
<td>Assurance Statement &amp; Introduction Quiz Due: 8-29-2016 Module I Apply It! &amp; Discussion Posting Due: 9-02-2016</td>
<td>Module I Quiz: 8:00am EST 9-01-2016-11:00pm EST 9-02-2016*</td>
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<tr>
<td>Module 2 The Respiratory System</td>
<td>September 3, 2016- September 16, 2016</td>
<td>Chapters 2 &amp; 3.</td>
<td>Discussion Posting &amp; Module II Apply It! Due: 9-16-2016</td>
<td>Module II Quiz: September 15-16, 2016*</td>
</tr>
<tr>
<td>Module 3 The Phonatory System</td>
<td>September 17- October 7, 2016</td>
<td>Chapters 4 &amp; 5.</td>
<td>3D Larynx Model &amp; Group Apply It! Due: 10-07-2016</td>
<td>Module III Quiz: October 06-07, 2016*</td>
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<tr>
<td>Module 4</td>
<td>The Articulation and Resonance Systems</td>
<td>October 08, 2016 - October 21, 2016</td>
<td>Chapters 6 &amp; 7</td>
<td>Module IV Apply It! &amp; Discussion Posting Due: 10-21-2016</td>
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<tr>
<td>Module 5</td>
<td>The Auditory System</td>
<td>October 22, 2016 – November 04, 2016</td>
<td>Chapters 9 &amp; 10</td>
<td>3D Ear Model &amp; Module V Apply It! Due: 11-04-2016</td>
</tr>
<tr>
<td>Module 6</td>
<td>The Neural System</td>
<td>November 05, 2016 – November 18, 2016</td>
<td>Chapters 11 &amp; 12</td>
<td>Module VI Apply It! &amp; Discussion Posting Due: 11-18-2016</td>
</tr>
<tr>
<td>Module 7</td>
<td>Embryology</td>
<td>November 19, 2016-November 29, 2016</td>
<td>Online Only</td>
<td>None</td>
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*All quizzes will be posted from 8:00 am EST on the first day until 11:00 pm EST on the second day. All quizzes must be finished by 11:00 pm EST on the second date. For example, the first quiz will become available at 8:00 am EST September 1, 2016 and will remain available until 11:00 pm EST on September 2, 2016. All quizzes/exams will become unavailable at 11:00 pm EST on the second date and the opportunity to take the quiz will expire. It is each student’s responsibility to make note of timelines and taking quizzes/exams late is not allowed. All quizzes are timed and will automatically discontinue at the end of the allotted time. Also, in order to allow yourself the allotted time, you must enter the quiz with enough time to complete it. For example, if you enter the quiz at 10:30 pm on the second date, you have limited your time to complete it to 30 minutes. Please plan your time accordingly, as the quiz will not be reset due to timeliness. For all quizzes and exams, you may enter the quiz or exam only once. Thus, once it is begun, it must be completed during the same session.

**Final Exam: Thursday, December 1, 2016- Friday, December 2, 2016:** The final exam will be available for 39 hours. It will become available at 8:00 am EST on December 1, 2016 EST and will remain available until 11:00 pm EST on December 2, 2016 EST. All exams must be finished by 11:00 pm EST on December 2, 2016 EST. Please plan your time accordingly.

**Course Policies:**

**Policy on Response to Learner Communication or Assignment.** Interaction between learners and the instructor is an important component to the success of online learning. Learners can expect timely responses from the instructor (generally within one to two business days). Communications which are sent after noon on Friday or on weekends/holidays will be addressed on the next business day. Every effort will be made to review and grade written assignments within 10 business days. When possible, the instructor will notify learners in advance of days when not available.
Interaction with Instructor. The instructor also is available by email in the Canvas course and through the Question and Answer section in the Discussion area. The Question and Answer section in the discussion area is a great place to ask content and assignment questions as all students will see the questions and answers posted. This section should never be used to ask questions pertaining to individual grades or circumstances.

Assignment Due Dates- All assignments are due as posted in the timeline. Be sure to participate in the discussion boards early and frequently for best responses and participation.

Responsibilities of the Learner- all learners are expected to abide by the Honor Code, and respect the intellectual property and copyright of others. Learners are expected to complete all assignments within the module timeline, including group projects. Assignments turned in after the completion of a module will not be considered for grading. Learners agree to interact with others in the course in a courteous and professional manner, recognizing the value of others opinions. Learners will recognize that they are part of a larger community of learners and that their diligent and regular participation in this course is to the benefit of all learners. Failure to treat others with respect and courtesy will result in removal from a group assignment and a grade of “0” for the assignment.

It is an individual responsibility to preview work in the grade book to be sure that what was intended for submission was actually submitted and it is in an appropriate format. The assignment links will accept new uploads until the due date and time expires. Thus, if you preview your submission and discover that the wrong file was uploaded, you can resubmit the correct assignment without having to contact me. Blackboard always shows me the most recent submission first. Once the due date/time has expired, only what is submitted will be graded. There will not be another opportunity to submit the work. You are responsible for ensuring that you have submitted what you want graded and it is in one of the accepted formats. Remember, no late work is accepted for grading. You are responsible for checking your work in the grade book after you submit it. I will not check it for you and will only grade what has been submitted.

Policy on Plagiarism. The content (including the organization and the specific wording) of articles whether online, in textbooks, or in journals is the intellectual property of the author. As such, students in this course are expected to demonstrate respect for intellectual property by carefully following acceptable practices for giving authors credit for their work. Students will be expected to follow APA guidelines for citation and referencing for all written work (including discussion forums, reports, and presentations) which reports, describes, or explains the work of others. Visit the following site to gain a better appreciation of how to quote, paraphrase, cite, and reference: http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml#wwwplagiarism

The following sites contain information on how to use the APA citation style:

https://owl.english.purdue.edu/owl/resource/560/01/
http://www.apastyle.org/
https://www.library.cornell.edu/resrch/citmanage/apa
These are not the only sites available. Each student may locate other sites providing information on the APA citation format. The APA citation format is the expected referencing style for both Speech-Language Pathology and Audiology. It is **required** for this course.

Referencing course **PowerPoints** is not appropriate as they are equivalent to in-class lectures. Thus, using them as a reference is like saying, “because you said this in class…” It is expected that reference material come from academic sources other than the required text book or the provided course materials. Be careful of the sites used to obtain information. Such sites as Wikipedia, YouTube, WebMD and many others are not academic sources and are not acceptable in this course. Some examples of acceptable sites include: ASHA, NIH, Official trusted organizations like the American Heart Association, published journal articles and text books.

**Policy on Late Work.** Learners are expected to submit assignments by the designated date. Submit assignments through the Canvas site. If the links are not functioning within Canvas and it is **prior to the assignment deadline**, email the assignment to the instructor within the Canvas system. Work may **not be turned in late**. It is important that you notify the instructor as soon as possible if you are experiencing any problems with an assignment.

**Extra credit** – There will be no opportunity for individual extra credit work in this course.

**Honor Code:** Learners enrolled in this course are expected to abide by the Longwood University Honor Code when completing assignments and interacting with learners. This code is an affirmation of personal integrity and an acceptance of personal responsibility. For more information about Longwood’s Honor Code visit: [http://www.longwood.edu/judicial/the%20philosophy%20of%20The%20Honor%20Code.htm](http://www.longwood.edu/judicial/the%20philosophy%20of%20The%20Honor%20Code.htm)

Learners will be expected to read and sign an Assurance Statement of the academic pledge at the beginning of the course. It is understood that this code applies to all works submitted as part of this course. The Assurance Statement document can be found in the Introduction section of the course. Suspicion of any honor-related violation will be investigated and university policy will be followed.

**Disability Statement:** The instructor is willing to meet reasonable accommodations for any learners with a documented disability. The learner should submit supporting material to the Longwood University Academic Support Center which will then inform the instructor of the necessary accommodations. Submit the necessary documentation by the end of the first scheduled day of the online class. Requests to alter the course in any way on an individual basis will not be honored unless the proper procedure has been followed and official documentation has been received. Accommodations, if appropriate, are not retroactive.

**Students who are successful in this course:**
- Devote a block of time each day to course work. expect to spend 6-8 hours per week (including class time) on this course
- Enter Canvas frequently to read announcements or to work on content
- Create a personal plan for how/when to complete content and assignments.
- Complete all assigned readings
- Make use of the additional activities that supplement the textbook as study aides.
• Complete assignments according to directions and submit by the due dates
• Interact frequently with other members of the learning community (other students and instructor).
• E-mail the instructor with problems and concerns sooner rather than later.

Course Requirements:

1. **Canvas** - Each student is responsible for verifying his or her access to Canvas, CDIS 313. Announcements will be posted as needed. All documents and discussions are available from the beginning of the course. **Use Google Chrome to access Canvas. Do not use Internet Explorer to access the Canvas system.** Contact the Longwood University Help Desk if you have any questions regarding browsers or accessing Canvas.

2. **Introduction** – All students will complete and submit the Assurance Statement and the Introductory Quiz prior to gaining access to the rest of the course modules. The Introductory Quiz contains questions pertaining the syllabus, course policies and course navigation. It must be completed repeatedly until a score of 100% is achieved. Once the quiz has met the 100% requirement and the Assurance Statement has been successfully submitted, all of the course modules will automatically become available. Failure to complete these two items will result in the inability to access any further module in the course.

3. **Discussion Boards** – Students are expected to participate in all discussion forums. Each student will read all peer posts and will select at least one post for reply. Revisit the discussions often throughout the module. This is where a significant amount of learning takes place! Discussion contributions will be evaluated for quality and quantity of responses. The scoring rubric is posted in the syllabus section of Canvas. Be sure to review it prior to completing Discussion Board assignments.

4. **Apply It!** – There is an Apply It! assignment for each module. These assignments are designed to help you understand the material through practical application.

5. **Models** – Each students is required to create two 3D models, one of the larynx and one of the ear. The directions for each model are included in Canvas. **Models will be submitted through pictures along with required written information in one document (Word or PPT) only.**

6. **Quizzes** – The instructor will post a series of timed online quizzes to assess the student’s progress toward learning the material. Quizzes are posted as indicated by the schedule. All quizzes will disappear at the conclusion of the quiz period. Once the quiz has disappeared the opportunity to complete it has ended. **If difficulty should arise during a quiz, a screen shot of the difficulty must accompany your immediate email to the instructor for consideration to have the quiz reset. Failure to comply with this procedure will result in the quiz not being reset.**

7. Students will be expected to follow APA guidelines for citation and referencing for all written work (including discussion forums, reports, and presentations) which reports, describes, or explains the work of others. Visit the following site to gain a better
appreciation of how to quote, paraphrase, cite, and reference:
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml#wwwplagiarism

The following sites contain information on how to use the APA citation style:
https://owl.english.purdue.edu/owl/resource/560/01/
http://www.apastyle.org/
https://www.library.cornell.edu/resrch/citmanage/apa

These are not the only sites available. Each student may locate other sites providing information on the APA citation format. The APA citation format is the expected referencing style for both Speech-Language Pathology and Audiology. It is required for this course.

8. **Final Exam:** The comprehensive final exam will require the student to demonstrate an ability to apply the learning related to anatomy and physiology of human communication. Additional information about the exam will be provided.

**Grading Policies:**

1) Grades are earned, not gifts. The instructor does not *give* grades; rather the student *earns* the grade through organization, diligence, planning, and execution. Students are expected to assume individual responsibility for the quality, presentation, and timeliness of their own work.

2) Grades are assigned based on how the student’s overall performance aligns with the established rubrics. Therefore, it is imperative that students review the grading rubrics before submitting assignments.

3) This instructor makes every effort to evaluate students’ work equitably and fairly. Grades are not negotiable. The instructor is willing to review and recalculate grades when a computational error is suspected. A student may request a review of *computation* only. **Requests to otherwise alter a grade will not be honored.**

4) The actual points earned will be used to determine the letter grade equivalency. Point values are not rounded up nor down to assign a grade equivalent. Therefore, if you earn 899 points, your grade will be a B+. If you currently hold a bachelaureate degree, Longwood’s registrar considers you a graduate student (even though you are taking this undergraduate level course). As a graduate student, you are not permitted to earn a grade of “D”. Therefore, a score of 699 or fewer points will earn a grade of “F”.

5) Individual requests for extra credit will not be honored. Any extra credit opportunities offered at the discretion of the instructor will only be offered to the entire class as optional credit opportunities.
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Possible Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>400 points (6 @ 60 points each, 1 @ 25 points, 1 @ 15 points)</td>
</tr>
<tr>
<td>Discussion Postings/Responses</td>
<td>120 points (4 @ 30 points each)</td>
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<tr>
<td>Apply It Assignments</td>
<td>170 points (2 @ 25 points each, 4 @ 30 points each)</td>
</tr>
<tr>
<td>Models</td>
<td>175 points (Larynx Model 100 points and Ear Model 75 points)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>135 points</td>
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<tr>
<td>Total Points</td>
<td>1000 points</td>
</tr>
</tbody>
</table>

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>940 – 1000 points</td>
</tr>
<tr>
<td>A-</td>
<td>900 – 939 points</td>
</tr>
<tr>
<td>B+</td>
<td>875 – 899 points</td>
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<tr>
<td>B</td>
<td>840 – 874 points</td>
</tr>
<tr>
<td>B-</td>
<td>800 – 839 points</td>
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<tr>
<td>C+</td>
<td>775 – 799 points</td>
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<tr>
<td>C</td>
<td>740 – 774 points</td>
</tr>
<tr>
<td>C-</td>
<td>700 – 739 points</td>
</tr>
<tr>
<td>D+</td>
<td>675 – 699 points</td>
</tr>
<tr>
<td>D</td>
<td>640 – 674 points</td>
</tr>
<tr>
<td>D-</td>
<td>600 – 639 points</td>
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</table>
Note: If you already have a bachelor’s degree, you are considered a graduate student. Longwood University does not allow a grade of D for graduate students; therefore, if you earn less than a C-, the grade will be F.

**Additional References:**


