**Longwood University Online Institute** <mark>Spring 2026</mark>

**PCSD 313 Anatomy & Physiology of the Speech and Hearing Mechanisms – Syllabus**

**Instructor:**

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**Information @ A Glance:**

1) The time zone for this course is Eastern Standard Time or EST. A time zone converter may be found here: https://www.thetimezoneconverter.com/

2) All work for this course may be submitted early. All work is due by the due date stated in the syllabus, by 11:59 PM EST.

3) Formatting Instructions for All Written Work: Use TNR or Arial fonts, 12 point only, double spaced in Word only. For the models of the ear and larynx, please load your photos into a Word or PPT doc only; I am unable to open other formats.

4) Spelling, Use of Professional Terminology, Mechanics, Grammar, Punctuation: 5 points will be deducted from any assignment that contains 2+ errors in the above. Proof your work carefully. <mark>Work submitted as a PDF file will NOT be accepted and will be given a grade of "0."</mark>

5) All of the information in this syllabus is important. <mark>Pay particular attention to anything highlighted in yellow.</mark>

**Important Dates:**

**Course Start Date:** January 14, 2026, at 8:00 AM EST
**Course End Date:** May 8, 2026, at 11:59 PM EST
**Last Day to Add/Drop:** January 22, 2026, by 5 PM EST
**Last Day to Withdraw with No Academic Penalty** <mark>(all tuition and fee charges will still apply):</mark>
April 4, 2026, by 5 PM EST

**Course Description:** Anatomical structures and neurology of the human communication system and the physiology of interrelated movements. 3 credits. Pre-requisite(s): BIOL 101 or BIOL 114 or permission of instructor.

**Credit Hour Work Requirements:** Students are expected to spend a minimum of 12.5 hours receiving instruction per credit per semester. Thus, students will receive at minimum 37.5 hours of instruction. Additionally, students are expected to spend a minimum of 25 hours outside of class working on study or other course related activities per credit per semester, indicating students will spend 75 hours on out-of-class work. Total instruction and work time should total approximately 112.5 minimum hours.

**Special Note:**  Successful completion of this course or other SLP online courses will not guarantee admission to graduate school.  Your performance in this course 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 on your GPA at that university.

**Required Textbook:**

Seikel, J. A., Drumright, D. G., & Hudock, D. J.  (2019).  *Anatomy and physiology for speech, language, and hearing* (7th ed.).  Plural Publishing. ISBN 9781635506280

**Note:** Supplement readings and other materials may be made available on Canvas.

**Technology Requirements:**

1) All course content is housed in Canvas, a web-based portal that is accessed via Internet.  You will need access to a stable (i.e., reliable), high-speed Internet service in order to access Canvas and participate in the course.

2) Windows Media Player and/or Adobe Flash Player and/or QuickTime Player will be necessary in order to view any video clips.  These are available as free downloads and may be located by completing a Google web search for the player you need for your computer system.

3) You will need Microsoft Office, including PowerPoint and Word.  If you do not have Microsoft Office, you may find it by performing a Google web search and then selecting the suite you need for your computer.

4) You may need Adobe Acrobat Reader to review some files.  You may find this software by performing a Google web search and then selecting the reader you need for your computer.

5) You may need the ability to save documents in Word or PPT formats.  See the assignments for details.

6) You may need the ability to scan or copy and save images.  Some assignments may be easier to complete by hand and then scanned and submitted.

7) Assignments must be submitted as Microsoft Office document – for example, PowerPoint and Word.  Extensions that are excepted are .doc, .docx, .ppt, and .pttx.  Please note that I am unable to open other formats/programs.

8) Google Chrome is the best browser to use for this course.  You will need it to take online assessments.  You can locate a free download for Google Chrome by performing a search for it in Google and then following the directions to download it to your computer.

**ALTERNATIVE MEANS OF ACCESS TO MULTIMEDIA STATEMENT:**  Evidence of alternative means of access is available in some instances such as the website links, recommendations to provide captions for lectures and clearer content.

**Other helpful tips in participating in online learning:**

1) You don't need a great deal of technical expertise to participate in online learning.

2) You will need the ability to use email with attachments, save files using common software such as Microsoft Office, and the ability to use a keyboard.

3) You are strongly encouraged to back up all of your files for this course.   For example, I typically back up all of my files on an external hard drive, a portable USB, and in Dropbox.  Dropbox is a web-based storage system; a free version is available.

4) Participation in online learning requires self-motivation, self-discipline, good problem-solving skills, and the ability to locate a variety of information using the Internet.  While I am available to answer questions via email, I do not hold dedicated office hours nor am I available for tutoring.

**HELPFUL LONGWOOD UNIVERSITY RESOURCES:**

1) The Center for Academic Success provides help with writing skills and offers tutoring.  Visit the Center by clicking on the following link:  http://www.longwood.edu/academicsuccess/

You may also contact the Center for Academic Success at 434.395.2050.  You can also email Mrs. Rebecca Sturgill, Director, Center for Academic Success, at sturgillrk@longwood.edu or Ms. Dianna Baldwin, Writing Center Director, at baldwindl@longwood.edu

2) Greenwood Library:  https://libguides.longwood.edu/home

3) Financial Aid:  http://www.longwood.edu/financialaid/

4) Scholarships and other types of aid:  http://www.longwood.edu/scholarships/

5) Paying Your Bill:  http://www.longwood.edu/financialaid/paying-your-bill/

6) Mental Health Resources, Counseling and Psychological Services (CAPS): http://www.longwood.edu/caps/

7) Accessibility Resources:  http://www.longwood.edu/accessibility/

8) Digital Education Collaborative (DEC):  http://www.longwood.edu/dec/


**Assessments Require the Use of LockDown Browser:**

A quick start guide may be found here: https://web.respondus.com/wp-content/uploads/2019/08/RLDB-QuickStartGuide-Instructure-Student.pdf

LockDown Browser is a locked browser for use with exams and quizzes in Canvas.  It prevents you from printing, copying, going to another URL, or accessing other applications during an assessment. All exams in this course require the use of LockDown Browser.  You must first install LockDown Browser by using the link in Canvas.

Please note that you cannot take an exam using a standard web browser. Detailed instructions for accessing any exam are below. LockDown Browser should only be used for taking exams in Canvas; it should not be used in other areas of Canvas.

**BEGINNING AN EXAM:**

1) Close all programs, unless one is used to connect you to the Internet.

2) Locate the "LockDown Browser" shortcut on the desktop and double-click it.  For Mac users, launch "LockDown Browser" from the Applications folder.

3) If prompted, either close a blocked program (e.g., instant messaging) by choosing **YES**, or close LockDown Browser and close the blocked program before restarting LockDown Browser.

4) Log into Canvas.

5) Navigate to the exam within the course and begin the exam or quiz.

6) Once an exam or quiz has been started with LockDown Browser, you cannot exit until the exam or quiz has been submitted for grading.

7) You are required to use LockDown Browser with a webcam that will record you during an online exam or quiz.  The webcam feature is sometimes referred to as Respondus Monitor.  Your computer must have a functioning webcam and microphone. A broadband connection is also required.

8) The webcam check will confirm that your webcam and microphone are working properly.  The webcam may require you to scan your ID, scan the room in which you are taking an exam or quiz, etc.  You will need to follow the steps of the Startup Sequence.

9) If you encounter a problem, select the **It's Not Working** link for troubleshooting tips and access to 24/7 Live Chat Help.

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

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

2) 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.

3) Standard 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.

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

1. The student will be able to identify and describe the structures and functions of the respiratory, circulatory, nervous, articulatory, laryngeal, swallowing, and hearing systems (Standard III-B, III-C, III-D).  Aligns with Modules I - VII

2. The student will be able to summarize the neurologic structures and pathways associated with speech production (Standard III-B, III-C, III-D). Aligns with Module VI and VII.

3. The student will be able to relate the anatomy and physiology of the structures and systems to the professional responsibilities of the audiologist and/or speech-language pathologist (Standard III-B, III-C, III-D). Aligns with Modules I – VII.

4. The student will be able to describe and summarize the coordination of form and function in the respiratory, articulatory, laryngeal, auditory, and nervous systems for the production of speech (Standard III-B, III-C, III-D). Aligns with Modules I – VII.

5. The student will be able to describe the form and function of the oral, nasal, and pharyngeal mechanisms as they relate to the articulation of speech (Standard III-B, III-C, III-D).  Aligns with Module II – IV.

**Information on Accommodations & Accessibility Resources, Sex Crimes/Offenses/Misconduct, Mental Health Resources, and Protecting Intellectual Property may be found at syllabus statements, here: http://www.longwood.edu/academicaffairs/syllabus-statements/**

**Contacting the instructor:**  Email is the best and fastest way to reach me. If you have not heard from me within 1-2 business days, resend the email.  Allow 48 hours for a response if you email over a weekend or holiday. **My email address is: heplertc@longwood.edu**   Please, do not send email via Canvas!

**Canvas and course content:**  All course documents, including PowerPoint (PPT) slides, videos, spelling guides, outlines, etc., are posted on Canvas; verify that you can access this portal.  Review these items online or print them.  Additional information regarding assignments, expectations, updates, and announcements will be posted on Canvas as needed.  Check Canvas several times per week for any updated information.

**Make-up and extra credit:**  None.

**PROTECTION OF STUDENT DATA AND ONLINE PRIVACY:**  Information on protecting student data and online privacy may be found by visiting this link:  http://www.longwood.edu/usersupport/student-resources/student-technology-handbook/

**Grade dispute:  You must earn grades in this course; I do not give them out as gifts!**  If you feel that an assignment has been graded in error, then you must contact me via email within 48 hours of receiving the grade so that I can recalculate it.  Beyond 48 hours, no adjustment in grade will be made.  I only review grades when you feel that I have made a mathematical error.

**Late work:**  Work should be submitted on or before the due date indicated in this syllabus.  You may always submit work early.  All work is due by 11:59 PM EST on the date indicated.

Notify me as soon as possible if you have problems with any assignment (heplertc@longwood.edu). If you are having computer problems and/or become locked out of any assignment, take a screen shot and send it to me. Adaptations to the schedule are at the discretion of the instructor.  Submission of documentation does not guarantee that an adaption will be granted.

Late work is accepted, but incurs the following penalty:  **I will deduct ten percent (10%) of the total point value of the assignment for every day, including weekends and holidays, that the work is not submitted.  No work is accepted if it is three (3) or more days late.  No work is accepted after the last day of class – May 8, 2026, at 8:00 PM EST.  Work submitted after this date will receive a grade of "0."**

**Policy on Artificial Intelligence**

Entering client information into Artificial Intelligence third-party service or site (AI-generated content) is a violation of HIPAA/FERPA. Submitting work that was completed using AI-generated content creates a false representation of the knowledge and skills competencies that are measured for graduation and ASHA certification. When submitting work that receives a grade or assessment of knowledge and skills, you should be doing that work independently.

Using AI-generated content as your own work is plagiarism. Lack of citing the use of AI-generated content would be considered plagiarism as it is not your own unique work. The use of Generative AI tools such as, but not limited to, ChatGPT, is not permitted for use within the Department of Communication Sciences and Disorders **unless this it is explicitly permitted in writing as part of a specific assignment.** The unauthorized use of Generative AI tools is prohibited and will result in an academic integrity violation which may result in dismissal from the CSD program.

You are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the Code of Student Conduct and any additional syllabus language. All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and/or unacknowledged collaboration on any work, or the presentation of someone else's work, is plagiarism.

Content generated by AI-generated content without proper attribution or authorization is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me to discuss it as soon as possible. Any allegation of academic dishonesty may be referred to the Office of Student Conduct.

**Honor code:**  All students are expected to abide by the Honor Code, and to respect the intellectual property and copyright of others.  The following Honor Code Statement must be included on all written work:
*I have neither given nor received help on this test, quiz, etc., nor am I aware of any infraction of the Honor Code.*

Students are expected to abide by the Longwood University Honor Code at all times.  Suspicion of any violation will be investigated, and university policy will be followed.  Consequences for violation of the Honor Code on any individual assignment may include a grade of "0" on the assignment in question, a grade of "F" in the course, and/or referral to the Longwood University Judicial Board.

Longwood's Honor Code: http://www.longwood.edu/studentconduct/12011.htm

The academic pledge:  http://www.longwood.edu/studentconduct/12021.htm

**Plagiarism**:  Plagiarism is taking another's ideas, thoughts, written words, pictures/images, photos, graphs, illustrations, phrases, and any other information and passing it off as if it is your own original work.  **Simply changing a few words is also deemed plagiarism** – you must paraphrase any and all works, plus give credit.  **Any information that you obtain from another source must be accurately documented in text and in a references page using APA format.**  APA is very specific in terms of punctuation, capitalization, etc.  Don't know how to use APA? Check out this link: https://owl.english.purdue.edu/owl/resource/560/01/   Any work that is plagiarized will receive a grade of "0."; the instructor retains the option to take evidence of plagiarism to the LU Judicial Board.  Also, PPTs for this class must not be cited as a reference as the material contained within those slides was obtained elsewhere.  Also, references you cite must be from the original source when possible.

**Religious observations:** The instructor will accommodate adjustments to the schedule due to dates that conflict with a student's religious observations, **if informed in writing by the end of the first week of class.** Also, keep in mind that all course content, including assignments, will be open and available for you to complete at your own pace from the first day of class. Assignments do have specific due dates, but work can be turned in early.

**Format of This Course:** All course content and assignments that are due for a grade, including assessments, are open and available to you from the first day of class. The class is intentionally designed this way so that **you can work ahead if you need to** in order to accommodate for any plans you may have – the birth/adoption of a child, a wedding, vacation, family reunion, etc. This course is self-paced and you are free to work as slowly or as quickly as you wish. Plan your time accordingly. Modules should be completed in order.

**Course Modules:** There are seven modules for this course. Modules VI and VII only are grouped together. Each module has a start and end date, but keep in mind that **ALL** modules are open from the first day of class. Assignment due dates are listed in each module. You can complete any or all assignments early, but once the due date passes (see below), then the opportunity to submit an assignment will close.

**Assignments will not be reopened unless extraordinary circumstances prevail – for example, a computer glitch where you send me a screen shot of the problem via email, a hospitalization, etc. Failure to plan your time so that you have sufficient time to finish is not a valid reason to miss a due date.** The advantage of working online is the flexibility of your study time. You should plan to spend at least 10-15 hours per week, if not more, on studying and completing all assignments.

**Do not underestimate the amount of time it may take to complete the work for this course.**

**Due Dates for Work: All assignments are due by 11:59 PM EST on the date noted on the course calendar.** Work may be submitted early. Once you have submitted an assignment, I will grade it; you cannot resubmit work in hopes of getting a better grade once you have turned it in. I reserve the right to make alterations to the course schedule as needed to accommodate the class.

**Work that Must Be Completed but is Not Graded:**

1) A signed **Assurance Statement** must be submitted via Canvas during the first week of class.

2) A **Course Overview Quiz** contains questions about information in this syllabus, course policies, and course navigation.

3) You are required to **Introduce Yourself** via a Discussion Board post.

**Work that Must Be Completed for a Grade:**

**1) Discussion Assignments:** 120 points (4 @ 30 points each)

There are four discussion assignments throughout the semester. You are required to **make one initial post** on the topic on the appropriate discussion board. Responding to other posts is optional, but strongly encouraged. Posts should be written in complete sentences, with ideas and information appropriately sequenced. Use professional terminology and a formal style of writing. Posts should

be free from grammatical, spelling, and punctuation errors.  <mark>All posts must be made on the appropriate discussion board; do not submit any post as a Word or PDF document.  Posts submitted as a document will receive a grade of "0."</mark>

**2) Consider This! Assignments:**                    250 points (5 @ 50 points each)

These assignments are designed to help you understand the material through practical application.  You may use any resource needed (i.e., your textbook, Google, A&P websites, etc.) to help you locate answers.  Responses should be written as complete sentences, using professional terminology.  Answers should be carefully proofed for misspelled words, and punctuation, grammar, and mechanical issues.  Formatting instructions must be followed:  TNR or Arial font only, 12 point only, double spaced, in Word only.  <mark>Documents submitted as PDF files will be given an automatic grade of "0."</mark>

**3) Anatomical Models:**                    200 points (2 @ 100 points each)

You will create two, three-dimensional ("3D") models – one of the larynx and one of the ear.  You can construct your model out of any material you wish.  In the past, students have used empty toilet paper rolls, cardboard, construction paper, pipe cleaners, clay, etc.  I encourage you to look around your home or office to find materials.  The models must resemble an actual larynx and ear.  Both models must be neat in appearance.  Structures should be clearly labeled.  Instructions on what must be labeled are provided in Module V for both models.

**4) Exams:**                    **430 points total**
    Exam 1:                    50 points
    Exam 2:                    50 points
    Exam 3:                    90 points
    Exam 4:                    90 points
    Final Exam (Cumulative):                    150 points

There are a total of 5 exams.   Exams are not cumulative per se, but keep in mind that some information – like anatomical terms of direction and planes of direction – are typically used throughout an anatomy course.  Exams are multiple choice, matching, and true/false.

**TOTAL POINTS FOR ALL GRADED ASSIGNMENTS:**        **1000 POINTS**

**Grading Scale:**

| 940-1000 | A | 700-729 | C- |
|----------|-----|---------|-----|
| 900-939 | A- | 680-699 | D+ |
| 880-899 | B+ | 630-679 | D |
| 830-879 | B | 600-629 | D- |
| 800-829 | B- | 0-599 | F |
| 780-799 | C+ | | |
| 730-779 | C | | |

<mark>The course schedule for modules & their assignments is on the next page.</mark>

| Dates | Reading | Items Due |
|---|---|---|
| **Module I: Course Overview and Basic Elements of Anatomy** | | |
| **Weeks 1 & 2**<br>August 25-<br>September 9 | Chapter 1 | **Due Tuesday, January 20th**<br>☐ Assurance Statement<br>☐ Course Overview Quiz<br>☐ Introduce Yourself – Discussion Board<br>**Due Tuesday, January 27th**<br>☐ Module I Consider This! #1<br>☐ Module I Discussion Board Post #1<br>☐ Module I Exam #1 |
| **Module II: Respiration** | | |
| **Weeks 3 & 4**<br>September 10 -<br>September 23 | Chapter 2<br>Chapter 3 | **Due Tuesday, February 10th**<br>☐ Module II Discussion Board Posts #2 and #3<br>☐ Module II Consider This! #2 |
| **Module III: Phonation** | | |
| **Weeks 5 & 6**<br>September 24 –<br>October 21 | Chapter 4<br>Chapter 5 | **Due Tuesday, February 24th**<br>☐ Laryngeal Model<br>**Due Tuesday, March 3rd**<br>☐ Module III Consider This! # 3 and #4<br>☐ Module III Exam #2 |
| **Module IV: Articulation and Resonation** | | |
| **Weeks 7 & 8**<br>October 22 -<br>November 4 | Chapter 6<br>Chapter 7<br>Chapter 8 | **Due Tuesday, March 24th**<br>☐ Module IV Discussion Board Post #4<br>☐ Module IV Exam #3 |
| **Module V:  Hearing** | | |
| **Weeks 9 & 10**<br>November 5 –<br>November 18 | Chapter 9<br>Chapter 10 | **Due Tuesday, March 31st**<br>☐ Ear Model<br>**Due Tuesday, April 7th**<br>☐ Module V Exam #4 |
| **Module VI & VII: Neuroanatomy & Neurophysiology, Embryology** | | |
| **Weeks 11 & 12**<br>November 19 -<br>December 9 | Chapter 11<br>Chapter 12<br><br>Embryology provided in Module | **Due Tuesday, April 21st**<br>☐ Module V & VII Consider This! #5<br>**Due Tuesday, May 5th**<br>☐ Final Exam |
| | | |

==**All assignments must be turned in by 11:59 PM EST on the due dates noted above.  Please note that the system will lock at this time and you will be unable to turn in an assignment.**==

A time zone converter may be found here:  https://www.thetimezoneconverter.com/

**SOURCE REFERENCES AND PERMISSIONS FOR USE OF INSTRUCTIONAL MATERIALS:**

Brain Facts.  (2022).  *Brain facts*.  *https://www.brainfacts.org/3d-brain#intro=true*

Kenhub. (2022).  *The human anatomy.*  *https://www.kenhub.com/en/library/education/the-human-anatomy*

Seikel, J. A., Drumright, D. G., & Hudock, D. J.  (2019).  *Anatomy and physiology for speech, language, and hearing* (6th ed.).  Plural Publishing.

Sketchfab.  (2022).  *Human anatomy.*
*https://sketchfab.com/search?q=human+anatomy&type=collections*

Teach Me Anatomy.  (2022).  *Human anatomy*.  https://teachmeanatomy.info/the-basics/

The Neurology Lounge.  (2022).  *Human neurology*.
https://theneurologylounge.com/2016/01/10/outstanding-neurology-video-channels-and-sites/

University of Washington.  (2022).  *Neuroscience for kids*.
http://faculty.washington.edu/chudler/introb.html#bb

All course content may be used by students enrolled in this course for academic purposes only.