Instructor: Jenna Luque, MA, CCC-SLP
Office: USF Sarasota-Manatee, B212
Email: jluque@mail.usf.edu
Online Office Hrs: By appointment via Blackboard
Collaborate in Canvas
- Please e-mail Mrs. Luque to set an appointment.

Class Information:
Asynchronous online class
Access the course via CANVAS:
Go to my.usf.edu
Log in with your Net-ID & password
Click on Canvas at the top of the page

Be sure to check your USF email daily for class announcements and communications.

Need help?
CANVAS support is available through USFSM E-Learning staff from 9 am to 5 pm Monday through Friday.
Please call or email either
Carlos Montoya | cmmontoya@sar.usf.edu | 941-359-4295

The USF Tampa IT Helpdesk provides 24 hour support for CANVAS. Please call 813-974-1222 or email:
help@usf.edu if you need assistance outside of USFSM’s E-Learning hours.
CANVAS tutorials can be found in the Student Quickstart Guide at http://guides.instructure.com/m/8470.

COURSE DESCRIPTION
Introduction to phonetic analysis of normal and disordered speech including extensive training in transcription using the International Phonetic Alphabet
This course provides knowledge and development of skills in:
- principles of phonetics and their application to normal and disordered speech;
- classification of speech sounds according to various systems including, but not limited to, manner and place, distinctive features, and phonological processes; and
- phonetic transcription of persons across the life span for clinical purposes utilizing the international phonetic alphabet.

PREREQUISITES: None

COURSE TOPICS
SPA3112 University of South Florida Sarasota-Manatee
Applied Phonetics in Communication Disorders
This course includes the following:
fundamental principles, concepts and terminology of phonetics,
phonetic analysis of English speech production of normal speech, disordered speech &
dialectical differences, and extensive practice in transcription using the International Phonetic Alphabet with emphasis on transcription in clinical settings.

COURSE OBJECTIVES
This course is designed to provide knowledge of:
the normal physiological mechanisms of speech production,
characteristics of normal, delayed, and disordered English phonology as well as differences in speech production, the International Phonetic Alphabet (IPA), and application of the IPA to clinical cases across the life span.

The course is also designed to develop skill in transcription using the IPA with emphasis on transcription in clinical settings across the life span.
These knowledge and skills are foundations for graduate studies in Speech-Language Pathology or Audiology, or for practical use as a speech-language pathology assistant.

Students preparing for graduate studies in Speech-Language Pathology or Audiology
This course is specifically designed to provide knowledge and skills acquisition (KASA) for students who are preparing to apply for the Certificate of Clinical Competence (CCC) in either Speech-Language Pathology (SLP) or Audiology (AUD) from the American Speech-Language-Hearing Association (ASHA). Specifically, the following KASA standards will be addressed:
(SLP) Standard III B: Basic human communication and processes
(AUD) Standard IV-B6: Phonologic, morphologic, syntactic, and pragmatic aspects of human communication associated with hearing impairment
(AUD) Standard IV-B7: Normal processes of speech and language production and perception over the life span
These standards will be achieved through a combination of lectures in Canvas, assigned readings, and IPA transcription assignments. Your progress toward these objectives will be measured by your performance on assignments, quizzes, and tests.

STUDENT LEARNING OUTCOMES
Upon completion of this course, the student will:
1. Demonstrate knowledge of the basic concepts related to the field of phonetics including the physiological mechanism of speech production
2. Classify vowels and consonants according to their phonetic features
3. Transcribe normal, differences in speech, and disordered English speech using the International Phonetic Alphabet
4. Demonstrate an understanding of English phonology in order to analyze the production of normal, disordered, and differences in speech production
5. Apply knowledge and skills in phonetic transcription to clinical settings and to clinical cases across the life span

REQUIRED TEXT AND MATERIALS

TECHNOLOGY & OTHER REQUIREMENTS
1. Active USF NetID (for help, go to [http://it.usf.edu/services/netid](http://it.usf.edu/services/netid))
2. Assignments & additional materials are posted in CANVAS; access to CANVAS is required.
3. Assignments will be submitted electronically in CANVAS. Students will need a scanner, smartphone app, digital camera (e.g., phone camera), or other electronic device to upload a
In this course, you will be developing the skill in transcribing speech as you hear the sounds, rather than writing words orthographically. Some students may need extra practice to master this skill. The following is a recommended supplemental text for extra practice: Cancio, M.L.M. & Singh, S. (2014). Functional Phonetics Workbook, 2nd ed. San Diego, CA: Plural Publishing.

TECHNOLOGY REQUIREMENTS
1. Computer hardware and software with a reliable daily internet connection: hig

CANVAS Use
The class syllabus is posted in Canvas, an online course management system. In this class Canvas will be used for lectures, assignments, tests and quizzes.
Information on how to use Canvas is available at: http://www.usfsm.edu/infocommons/students.php

FIRST WEEK’S ATTENDANCE
Week 1 Module 1 Discussion board: Due Thursday by 9 a.m. EST of the first week of class
Students are required to submit an entry to the Discussion Board by 9 a.m. on Thursday of the first week of class. This is the indication that you are attending the course and will be marked “present” for first-week attendance. Students who do not complete this assignment (or do not e-mail the instructor with acknowledgement of the first week’s class attendance) by Thursday at 9 a.m. will be marked “absent” for the first week’s attendance. Being “absent” can result in the student being dropped from the class (see university policy).

GRADING, EVALUATION AND ATTENDANCE POLICIES
1. Lectures: The course will provide recorded lectures accessed via the Panopto link in each weekly Module in CANVAS. Modules will open on Monday of each week at midnight.
2. Readings & Videos: Required readings are assigned from the course textbook and other documents that are uploaded to CANVAS. Readings, Panopto lectures, videos, and other materials correspond to the topics presented in lectures.
3. Assignments (10 points each)
Within Modules in Canvas, students will find assignments weekly. Complete the assignment by following the directions and submit by the due date as instructed in the Module.
Assignments that cannot be easily read by the instructor will be returned to the student and the student will have 1 day to resubmit the work ensuring that the handwriting and quality of the image is clear & easily visible. Work not resubmitted within 1 day will be considered late.
Due date for all Assignments: Sunday at 11:59 pm EST unless otherwise indicated.
4. Transcription Assignments (10 points each)
Within Modules in Canvas, students will find assignments weekly (excluding weeks 2 and 3). Complete the assignment by following the directions and submit by the due date as instructed in the Module. Transcriptions assignments must be typed using an IPA font, one can be found here: http://ipa.typeit.org/full/ or here: http://www.unc.edu/~jlsmith/ipa-fonts.html. Hand-
written assignments will receive a 0.

Due date for all Assignments: Sunday at 11:59 pm EST unless otherwise indicated.

5. Quizzes (10 points each)

Quizzes are scheduled each week throughout the semester to provide students with feedback regarding mastery of course material and to serve as an additional learning tool. Quizzes are open book. You are encouraged to gather and use resources to complete the quiz; however, you may not complete the quiz with assistance from, or collaboration with other persons as this is considered cheating. The quizzes will focus on knowledge gained from that week’s lecture, lecture slides, readings, application of the knowledge, and transcription.

6. Exams (120 points each)

This course has one exam (near midterm) and one final exam. Exams assess what you have learned throughout the semester. Exams are cumulative, meaning that, each exam will assess knowledge gained from all of the previous modules. The midterm will be available for one week; the final will only be available until Friday at midnight of Final's Week to ensure grades will be submitted on time. Each exam will have 2 parts: content and transcription. You will have 90 minutes to complete the first exam and 2 hours to complete the final exam. Exams are closed book; you may not use any resources.

GRADING

The sum of all of the points earned during this class will determine your final grade for the course. The maximum number of points possible are 740 points.

<table>
<thead>
<tr>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>Quizzes</td>
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<tr>
<td>Exams</td>
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<tr>
<td>Transcriptions</td>
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<tr>
<td>Assignments</td>
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<tr>
<td>Total</td>
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Total points earned during the semester correspond to the percentage and letter grade as listed in this table.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100%</td>
<td>C+</td>
<td>78-79%</td>
</tr>
<tr>
<td>A</td>
<td>93-97%</td>
<td>C</td>
<td>73-77%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>B+</td>
<td>88-89%</td>
<td>D+</td>
<td>68-69%</td>
</tr>
<tr>
<td>B</td>
<td>83-87%</td>
<td>D</td>
<td>63-67%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
<td>D-</td>
<td>60-62%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F</td>
<td>below 60%</td>
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</tbody>
</table>
A course grade of incomplete will only be approved if, for documented reasons beyond the student’s control (e.g., extended hospitalization), required “assignments” have not been completed by the end of the term and the student was in good standing prior to the situation.

COURSE POLICIES & EXPECTATIONS

Assignments Policy & Class Expectations
Students are responsible for completing all of the tests, quizzes, and weekly class assignments, and are accountable for learning course content. It is expected that students will take their studies seriously, and demonstrate professional and ethical integrity including timely completion and submission of assignments. All assignments, quizzes, and tests must be completed by the due date and time listed in CANVAS. All due dates are firm deadlines and not negotiable. **A 10% grade reduction will be imposed for late assignments each day it is late,** they may be submitted up to 1 week after the due date/time. Assignments submitted one week or greater after the due date will receive a grade of “0”. Tests and quizzes must be completed during the available time period; there is no opportunity for late tests or quizzes. An exception may be considered (with evidence of written documentation (e.g., hospital discharge note, physician note, death certificate) in cases of a serious, unforeseen emergency or grave situation (e.g., accident, severe illness, hospitalization, death, etc.) which affects your ability to complete classwork before the due date. Should you experience an emergency or grave situation, you must notify the instructor via e-mail before the assignment due date. Technology failure or travel is never considered an emergency or serious situation. It is recommended that you allow sufficient time to complete to complete course work in advance of the deadline; this will also allow time to resolve any technology failure that may occur. Resources for assistance with technology difficulty include USF Tampa IT Helpdesk or USFSM E-Learning staff (see page 1). No extra credit work is available in this course.

USF Sarasota-Manatee Policies and Procedures

Academic Dishonesty
The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the USFSM Undergraduate Catalog or USFSM Graduate Catalog and the USF Student Code of Conduct.

Undergraduate: http://www.sarasota.usf.edu/Academics/Catalogs/
Graduate: http://www.sarasota.usf.edu/Academics/Catalogs/
USF Student Code of Conduct: http://www.sa.usf.edu/srr/page.asp?id=88

Academic Disruption
The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the USFSM Undergraduate Catalog or USFSM Graduate Catalog and the USF Student Code of Conduct.

Undergraduate: http://www.sarasota.usf.edu/Academics/Catalogs/
Graduate: http://www.sarasota.usf.edu/Academics/Catalogs/
USF Student Code of Conduct: http://www.sa.usf.edu/srr/page.asp?id=88

Contingency Plans
SPA3112 University of South Florida Sarasota-Manatee
Applied Phonetics in Communication Disorders
In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency.

**Disabilities Accommodation**

Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation.

Contact Information:
Disability Coordinator: 359-4714; email: disabilityservices@sar.usf.edu
and website: [http://www.usfsm.edu/students/disability/](http://www.usfsm.edu/students/disability/)

**Fire Alarm Instructions**

At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See [Emergency Evacuation Procedures](#).

**Religious Observances**

The University recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes.


**Emergency Preparedness**


**Web Portal Information**

Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address. Therefore it is the student’s responsibility to check their USF email regularly.

**Instructor Copyright**

Students may not sell notes or other course materials.

**CORRESPONDENCE AND COMMUNICATION WITH INSTRUCTOR & COURSE ANNOUNCEMENTS**

Please use the message function in CANVAS or my e-mail address (jluque@mail.usf.edu) to contact me and place the course number (SPA3111) in the subject line. This will be much appreciated and ensure that your e-mail will not be lost among others; I am teaching multiple classes. I check e-mail daily, and will post an announcement if there is an exception. If I do not respond to your e-mail within 48 hours, assume...
that I did not receive it and please resend the e-mail. While I attempt to respond to e-mails as quickly as possible, other professional duties may not allow me to respond to you immediately.
*Please remember to check you USF e-mail regularly for class announcements and other communication.
# Class Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Lectures Topics</th>
<th>Textbook Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Syllabus, Intro to Phonetics and Phonology</td>
<td>Ch 1.: pgs. 1-10, 13-end</td>
</tr>
<tr>
<td>2</td>
<td>Phonemes and Allophones, Types of Transcription</td>
<td>Ch. 1: pgs. 10-13, Ch. 3</td>
</tr>
<tr>
<td>3</td>
<td>Anatomy and Physiology</td>
<td>Ch. 2</td>
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<tr>
<td>4</td>
<td>Vowels</td>
<td>Ch. 4</td>
</tr>
<tr>
<td>5</td>
<td>Vowels 2</td>
<td>Ch. 5</td>
</tr>
<tr>
<td>6</td>
<td>Consonants</td>
<td></td>
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<tr>
<td>7</td>
<td>Consonants 2</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Midterm</strong></td>
<td></td>
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<tr>
<td>9</td>
<td>Co-articulation, Assimilation</td>
<td>Ch. 7: pgs. 200-206</td>
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<tr>
<td>10</td>
<td>Supra-segmentals, Diacritics</td>
<td>Ch. 7: 206 - end</td>
</tr>
<tr>
<td>11</td>
<td>Phonological Development</td>
<td>Ch. 8</td>
</tr>
<tr>
<td>12</td>
<td>Phonological Development 2</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Clinical Application</td>
<td>Ch. 9</td>
</tr>
<tr>
<td>14</td>
<td>Dialect</td>
<td>Ch. 6: pgs. 149 - 173</td>
</tr>
<tr>
<td>15</td>
<td>English as a Second Language</td>
<td>Ch. 6: pgs. 173 - 191</td>
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</tbody>
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**Final Exam**