Instructor: Jenna Luque, MA, CCC-SLP
Email: jennaluque@usf.edu
Online Office Hrs: By appointment via Blackboard
Collaborate in Canvas, Skype, or Phone
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 and Announcements Page 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:
Anthony Spall | aspall@sar.usf.edu | 941-359-4202

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
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 file of their completed assignments to CANVAS. Files must be in a format that is able to be opened by the instructor (e.g., pdf, .doc, .docx, jpeg).

Computer hardware and software with a reliable daily internet connection; high speed connection (DSL/cable or better) is required.

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.

**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](http://www.usfsm.edu/infocommons/students.php)

**FIRST WEEK’S ATTENDANCE**
Introduction Module, Week 1 Attendance Discussion Board: Due Saturday by noon, EST of the first week of class. Students are required to submit an entry to the Discussion Board by noon on Saturday 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 by Saturday at noon. 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). If this assignment is completed by midnight on Thursday of the first week of class, the student will receive 1 point extra credit.
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 by 2pm.

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. These assignments will come from the textbook and accompanying cd. Complete the assignment by following the directions and submit by the due date as instructed in the Module (Sunday at 11:59pm). 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. Quizzes (10-20 points each)
   Quizzes are scheduled 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.

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

5. Transcription Quizzes (10-30 points each)
   Within each module, students will find a transcription quiz weekly. These quizzes will focus on transcribing words or phrases that contain the Transcription Topic from that week and all preceding weeks. All transcription quizzes must be typed unless otherwise indicated.

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

6. Final Exam (120 points)
   This course has one exam (near midterm) and one final exam. Exams assess what you have learned throughout the semester. The exam will only be available until Saturday at midnight of Final's Week to ensure grades will be submitted on time. The exam will have 2 parts: content and transcription. You will have 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 will be between 460 and 800 points.

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>F</td>
<td>below 60%</td>
<td></td>
<td></td>
</tr>
</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 or quizzes for each day it is late,** they may be submitted up to 3 days after the due date/time. Assignments submitted 3 days or greater
after the due date will receive a grade of “0”. Tests must be completed during the available time
period; there is no opportunity for late tests. 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 work 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, however, there may be extra credit points on certain assignments, quizzes, or tests.
USFSM AND USF SYSTEM POLICIES

A. 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 Catalog, the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

B. 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 Catalog, USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

C. Contingency Plans: 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, online conferencing/collaboration tools, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Canvas for each of their classes for course specific communication, as well as the USFSM website, their student email account, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information.

D. 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, 941-359-4714, disabilityservices@sar.usf.edu, http://usfsm.edu/disability-services/

E. 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.

F. Religious Observances: USFSM 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. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. Protection of Students Against Discrimination and Harassment:
   1. Sexual Misconduct/Sexual Harassment Reporting: USFSM is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF System Policy 0-004).
   2. Other Types of Discrimination and Harassment: USFSM also is committed to providing an environment free from discrimination and harassment based on race, color, marital status, sex, religion, national origin, disability, age, genetic information, sexual orientation, gender identity and
expression, or veteran status (USF System Policy 0-007).

The Counseling and Wellness Center is a confidential resource where you can talk about incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.

Please be aware that in compliance with Title IX and under the USF System Policy, educators must report incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. If a student discloses any of these situations in class, in papers, or to a faculty member personally, he or she is required to report it to OSSR or DIEO for investigation. Students who are victims or who have knowledge of such discrimination or harassment are encouraged to report it to either OSSR or DIEO. The Deputy Coordinator for USFSM is Allison Dinsmore, Coordinator of Disability Services & Student Advocacy, #941-359-4714 or adinsmore1@sar.usf.edu.

Campus Resources:
Counseling Center and Wellness Center 941-487-4254
Victim Advocate (24/7) 941-504-8599

List of off-campus resources:
HOPE Family Services: 941-755-6805
Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
First Call for Help - Manatee: 941-708-6488
  Sarasota & North Port 941-366-5025
Manatee Glens: 941-782-4800; 24-hr Hotline 941-708-6059

H. 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. The web portal is accessed at http://my.usf.edu.

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 (jennaluque@usf.edu) to contact me and place the course number (SPA3112) 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.
# Tentative Class Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topic</th>
<th>Transcription Topic</th>
<th>Textbook Readings</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/24/15-8/30/15</td>
<td>IPA, Sound vs. Spelling, Stress</td>
<td>Underlying Skills</td>
<td>Pgs. 1-12, 24-26</td>
<td>Assignment 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 1</td>
</tr>
<tr>
<td>8/31/15-9/6/15</td>
<td>Morphemes, Phonemes, Allophones, Syllables</td>
<td>Consonants that match spelling;</td>
<td>Pgs. 12-24, 29-30</td>
<td>Assignment 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Quiz 1</td>
</tr>
<tr>
<td>9/7/15-9/13/15</td>
<td>Anatomy and Physiology</td>
<td>Ch. 3</td>
<td></td>
<td>Assignment 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Quiz 2</td>
</tr>
<tr>
<td>9/14/15-9/20/15</td>
<td>Vowels - Overview</td>
<td>Pgs. 53-57</td>
<td></td>
<td>Assignment 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 4</td>
</tr>
<tr>
<td>9/21/15-9/27/15</td>
<td>Vowels - Transcription</td>
<td>Pgs. 58-96</td>
<td></td>
<td>Assignment 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 6</td>
</tr>
<tr>
<td>10/5/15-10/11/15</td>
<td>Consonants - Transcription</td>
<td>Pgs. 115-151</td>
<td></td>
<td>Assignment 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Quiz 3</td>
</tr>
<tr>
<td>10/12/15-10/18/15</td>
<td>Acoustics - Overview</td>
<td>Pgs. 173-177</td>
<td></td>
<td>Assignment 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 8</td>
</tr>
<tr>
<td>10/19/15-10/25/15</td>
<td>Acoustics - Vowels</td>
<td>Pgs. 177-183</td>
<td></td>
<td>Assignment 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 9</td>
</tr>
<tr>
<td>10/26/15-11/1/15</td>
<td>Acoustics - Consonants <strong>10/31 final day to withdraw with W</strong></td>
<td>Pgs. 184-197</td>
<td></td>
<td>Assignment 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Quiz 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 11</td>
</tr>
<tr>
<td>11/9/15-11/15/15</td>
<td>Connected Speech</td>
<td>Diacritics</td>
<td>Ch. 7</td>
<td>Assignment 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Quiz 5</td>
</tr>
<tr>
<td>11/16/15-11/22/15</td>
<td>Clinical Phonetics</td>
<td>Connected Speech</td>
<td>Ch. 8</td>
<td>Assignment 13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 13</td>
</tr>
<tr>
<td>11/23/15-11/29/15</td>
<td>Thanksgiving - No Class</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/30/15-12/6/15</td>
<td>Dialectal Variation</td>
<td>Disordered/Dialect Speech</td>
<td>Ch. 9</td>
<td>Assignment 14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T Quiz 14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Quiz 6</td>
</tr>
<tr>
<td>12/7/15-12/12/15</td>
<td>Final Exam <strong>Due Saturday at 11:59pm</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPA3112
Applied Phonetics in Communication Disorders

University of South Florida Sarasota-Manatee

9