



College of Health and Human Services

Department of Communication Sciences and Disorders

Course: CSD 352 - *Phonetics*

Course prefix, section number and Title: CSD 352, 1253

Term/Year: Fall/2022

Total Units of Course Credit: 3 credit units

Course pre-requisites: CSD 191 and CSD 251

Mode of Instruction: on-line asynchronous

Instructor: Michelle Thomas, M.S., CCC-SLP

Instructor's Contact Information: 928-523-7439: Michelle.Thomas2@nau.edu

Instructor's Availability/ Office Hours: ARIZONA Time- **Mondays**, 1:30-3:00 pm and **Thursdays**, 4:00-5:00 pm or by appointment. We can meet in-person (Room 309 in Health Professions BLDG 66) or via ZOOM. If you join office hours via ZOOM, please use the following link:

Michelle Lynne Thomas is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://nau.zoom.us/j/2095840342?pwd=Y3pyRXMvcTRQeThQVW9rZINtWGxJUT09>

Meeting ID: 209 584 0342

Password: **Thomas**

MESSAGE instructor using Bb Learn to schedule appointments, ask questions, etc...vs. personal email. Prompt response, typically within 24 hours.

Course Purpose: The purpose of this course is to teach students the fundamental aspects of articulatory phonetics and phonetic transcription to prepare them for continued coursework in the clinical management of individuals with speech sound disorders. Speech Language Pathologists and SLP-Assistants use knowledge of articulatory phonetics and phonetic transcription to document speech patterns of their clients and to help clients achieve accurate production of speech sounds. Students will learn the articulatory classification of English vowels and consonants and will become proficient at transcribing spoken English using the International Phonetic Alphabet (IPA). Additional topics will include dialectal variation and clinical phonetics.

Student Learning Expectations/Outcomes for this Course:

The successful student will:

1. Discriminate all sounds that occur in the English language.
2. Classify all consonants and vowels of English according to their articulatory description.
3. Transcribe all sounds of spoken English in various linguistic contexts using the International Phonetic Alphabet (IPA).
4. Use diacritics to perform narrow transcription of spoken English.
5. Describe the anatomy and physiology of the speech mechanism.
6. Explain how each sound of the English language is produced.
7. Describe the basic characteristics of the English phonological system.
8. Identify stages and characteristics of typical phonological development.
9. Analyze the speech of children with and without speech sound disorder and identify the use of phonological processes.
10. Describe different dialects of English and use IPA to transcribe the speech of individuals with a variety of different dialects.

ASHA Knowledge and Skills Acquisition (KASA) competencies addressed in this course:

Standard III-B (1, 3 & 6): Student will demonstrate knowledge of basic human communication processes, including their biological, acoustic and linguistic and cultural bases.

Standard III-C-1b and 1d: Student will demonstrate knowledge of the characteristics and acoustic correlates of articulation disorders and differences.

Course structure/approach: This online course will include a combination of readings, online lectures, assignments, quizzes, exams, and a final learning transcription portfolio.

Assessments of Course Student Learning Outcomes: There will be **three examinations** given at appropriate intervals during the semester. The third (final) examination is comprehensive. If you have worked through the exercises in your book, and completed all the online quizzes, you will have a good sense of the format for each test. You will have 75 minutes to complete the first two exams and 2 hours for the comprehensive final exam. If you are not satisfied with your first score, or if you have computer difficulties during your test, all students will have two opportunities to take the test. The highest grade of the two attempts will be the one recorded. If you only take the exam once, your grade on that attempt will be the one recorded. Computer difficulties during an exam will not be excused so be sure you have all the appropriate software installed prior to beginning your exams. If you have difficulty with audio or any portion of your online quizzes you will likely have difficulty on the exams. The student technology center (STC) is available to help you with any technical difficulties you experience but be sure to contact them prior to beginning your exam if you had difficulty during an online quiz. Check your calendar for quiz and exam dates. Late submissions may not be accepted and may result in a zero.

There is also a required **learning portfolio, as well as the quizzes** throughout the course. All tests and quizzes are open book, however, you should prepare for them as if they were not, because the time limit will make it difficult to look up answers. The information in this class is a foundation for many other courses you will be taking and for the speech profession in general. The purpose of the examinations in this class is to test your knowledge of the material. Concepts presented in the chapters and lectures must be committed to memory for successful performance on the exams.

LEARNING PORTFOLIO ASSIGNMENTS: To refine your transcription skills, you must practice transcribing. On each module overview page under "assignments" you will find directions for your learning portfolio. Your learning portfolio consists of multiple assignments usually found in the back portion of each chapter in your textbook. Complete information about each of the assignments is found on the module overview page under "Assignments". You will work on these assignments as you are working through each module. These assignments are due

throughout the semester (see calendar for due dates). After completing and receiving feedback on each module's learning portfolio assignments, you will edit them and save each assignment on your own computer. Toward the end of the term, your collection of revised learning portfolio assignments will be due in their entirety toward the end of the semester (see calendar for exact due date). Your final learning portfolio submission should reflect your knowledge of phonetics at the end of the term. This will mean you must go back and edit previously submitted assignments prior to including them in your Final Learning Portfolio. If you have questions about your assignments, you may discuss them in the appropriate area of the discussion board with your classmates, or message your instructor for additional help.

The collection of assignments that make up the final Learning Portfolio will be submitted as one .pdf document toward the end of the term (see calendar for due date). Your learning portfolio must be submitted online through the Learning Portfolio area of the course. Please double check that your portfolio is dark and legible after scanning to ensure you receive credit for your hard work. To understand how your portfolios will be graded click on the [Grading Rubric](#) under the Learning Portfolio section in this class. There you may also download the word document containing the complete list of what is required for your learning portfolio. This is a summary of each of the assignments included on the module overview pages (the first page in each module).

In addition to the graded learning portfolio assignments, I also recommend students first completing the Review Exercises at the back of each chapter. The answers to the Review Exercises are in the back of the textbook. Thus, completing these before you work on each of your learning portfolio assignments is greatly beneficial. **You do not need to turn in the Review Exercises.** Information about the assigned Review Exercises is also found on each module's overview page under the heading "Assignments".

Grading System:

Quizzes

100 points

Total combined 100 points.
You will have unlimited attempts to complete the quizzes as they are available

		from the first day of class, but you must complete them by the due dates. 60 minutes for each attempt. Your highest score will be recorded.
Examination I	100 points	75 minutes to complete the exam; two attempts will be allowed; your highest score will be recorded. Covers modules 1-3.
Examination II	100 points	75 minutes to complete the exam; two attempts will be allowed; your highest score will be recorded. Covers modules 4 and 5.
Final Examination III	100 points	Two hours to complete the exam; two attempts will be allowed; your highest score will be recorded. Modules 6, 7, and comprehensive (includes material from modules 1-7)
Assignments	100 points	You will have assignments due with most modules. These assignments are worth 10-20 points and will be turned in again later as part of the Learning Portfolio.
Learning Portfolio	100 points	Upload this to the Learning Portfolio assignment area by the date listed on the calendar.

Grades will be assigned as follows:

90 - 100% = A

80 - 89% = B

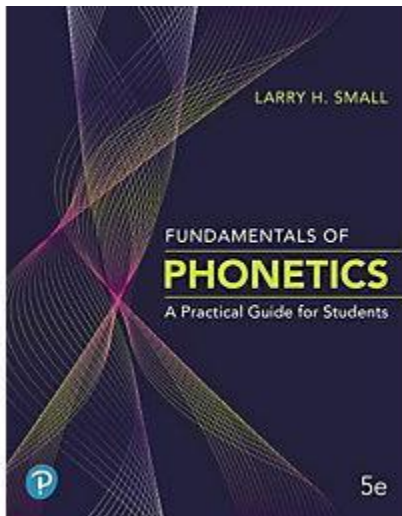
70 - 79% = C

60 - 69% = D

Below 60% = F

Readings and Materials: Students will read lectures and assigned textbook materials, review web pages, complete transcription exercises from the e-Text audio files, utilize discussion tool to learn from classmates, complete assignments, and demonstrate learning via tests, quizzes and through the completion of a learning portfolio.

E-Text: *Fundamentals of Phonetics: A Practical Guide for Students*, Fifth Edition by Small, Larry H., published by Pearson Publishing (2020).



REQUIRED

IMPORTANT FOR ASSIGNMENTS:

You will print out assignment pages from your e-Text, complete them in legible dark pencil, and then scan them to be submitted in Bb Learn as a .pdf, or simply take a picture with your phone of the completed assignment and upload as a .jpg to the Bb learn assignment submission area.

This course involves learning to write phonemes by hand. There are several ways to do this electronically. 1) One is to complete your transcriptions the traditional way using paper and pencil and then **scanning** and uploading the assignments. Many students have printers that also scan documents, a separate scanner, or use one at an office supply store such as Staples or Kinkos. The latter will charge you for scanning. You may find that your local library will allow you to scan documents for free. There are also many scanning apps on your phones. Take advantage of these, making this process as simple as possible. I am also now accepting .jpgs, so you can simply take a photo of your hand-written assignments and submit that way. 2) Some students prefer to hand-write their assignments on their computer electronically (still by hand). There are a couple of ways to do this. If you own an iPad there are several apps you can download that will allow you to handwrite your assignments and convert them to .pdfs. This option is becoming more and more popular with students who already possess a tablet or iPad. Another option is to purchase a tablet mouse to use with a traditional computer. Any tablet mouse will suffice, but one we have found easy to use is by Wacom. You can purchase a tablet mouse from an electronics store like Best Buy or Circuit City. They are also available from electronic stores online. The tablet mouse is not supported by ITS and you will not use it in other courses so you may decide this is not the best option for you. It is not required. You are welcome to complete your assignments the traditional way by hand, and scan and upload them to the assignment area of the course in a portable document format (.pdf). In this case, access to a scanner is required. It is the students' responsibility to ensure their assignments are uploaded in the assignment area electronically in .pdf format or .jpg by the due date, regardless of the method used to do so. Late assignments, quizzes, and exams may not be accepted.

Class Outline or Tentative Schedule:

See calendar in Bb Learn for all due dates and at the very bottom of the syllabus!

Module 1: Phonetics - A Sound Science

- Lecture 1: Human Communication
- Lecture 2: Definitions in Phonetics
- Lecture 3: The Importance of Phonetics

Mod 1 Assignments: online quiz

Module 2: The Phonetic Representation of English

- Lecture 1: Syllables and Syllable Dynamics
- Lecture 2: Phonemes, Morphemes, and Minimal Pairs

- Lecture 3: The International Phonetic Alphabet
 - Lecture 4: Distinctive Features
 - Name Transcription Example and recorded lectures
- Mod 2 Assignments: Review exercises, learning portfolio assignment, online quiz

Module 3: Anatomy of the Speech Mechanism

- Lecture 1: A Brief Overview
 - A&P .ppt
- Mod 3 Assignments: Review exercises, learning portfolio assignment

EXAMINATION I (Modules 1-3; see calendar/syllabus for due date)

Module 4: Vowel Transcription

- Lecture 1: Vowels
 - Lecture 2: Describing Vowels
 - Recorded Lectures
- Mod 4 Assignments: Review exercises, learning portfolio assignment, online quiz

Module 5: Consonant Transcription

- Lecture 1: Consonants
 - Lecture 2: Place, Manner, and Voicing
 - Recorded Lectures
- Mod 5 Assignments: Review exercises, learning portfolio assignment, online quiz

EXAMINATION II (Modules 4 and 5; See calendar for due date and below)

Module 6: Connected Speech

- Lecture 1: Transcribing Connected Speech
 - Recorded Lectures
 - Connected speech .ppt
- Mod 6 Assignments: Review exercises, learning portfolio assignment

Module 7: Clinical Phonetics

- Lecture 1: Clinical Phonetics
- Recorded Lectures

Mod 7 Assignments: Review exercises, learning portfolio assignment

FINAL LEARNING PORTFOLIO DUE (See calendar for due date and below)

COMPREHENSIVE FINAL EXAMINATION (Modules 1-7; See calendar for due date and below)

Class Policies:

STATEMENT ON PLAGIARISM AND CHEATING: Students are expected to work independently on all tests and quizzes in this class. Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Cheating on any exam will result in an "F" or zero points awarded for that exam. The NAU policy on academic dishonesty found in the [student handbook](#) applies to this class.

MAKEUP QUIZZES AND TESTS: Late submissions of the learning portfolio will be highly penalized at 10 points per day, each day they are submitted late. Missing a test or an online quiz without contacting the instructors will result in a zero for that test/quiz. If you have circumstances that prevent you from being able to complete a test on the days it is available, you will need to discuss this with the instructors in advance and depending on your situation, you **may** be permitted to make up the exam with only one attempt. *Quizzes* are unlimited attempts and your highest score is the one recorded. You have two opportunities to take each *Exam* and your **highest** grade of the two attempts will be the score recorded for your exam. There are lots of audio files in this class. To ensure your computer functions properly to hear these files (you have all the appropriate software installed) contact the STC prior to taking your exams. We will not re-set your exams for any reason, computer difficulties included.

ASSIGNMENTS: * Most students receive full credit for submitting assignments, having the opportunity to take instructor feedback and revise them for their final learning portfolios. **However, Assignments submitted**

with 50% or more of the items incorrect, completion of the wrong assignment, or submitting an incomplete assignment, will receive a score of 0. You are expected to contact your instructor and/or classmates if you are having trouble with the concepts for transcription. Do your best work and preparation *before* submitting an assignment for feedback. * Thank you!!

A **STUDY GROUP** tool is available to students near the bottom of the main menu in Bb Learn. It is named “**STUDY GROUP collaborate.**” Feel free to meet with one another to study.

It is a tool available for students to set up study group sessions with one another at any agreed upon time. Peer to peer teaching is very helpful, so it is encouraged that students take initiative and have study sessions. Also, it is a tool where a student can schedule a meeting with the instructor to receive additional support. Check announcements regularly for new recordings and/or live study group dates. Study group (blackboard collaborate) is always available and any student can moderate, share on a whiteboard, share documents, and most importantly talk to one another through a microphone on your home computer, or even use a webcam. **You just jump into the unlocked course room and join the session to meet with one another.** It is always open. Please use google chrome browser, firefox, or safari to access. A headset microphone is highly recommended. There is a pencil tool where students and instructors can write on a whiteboard, a wacom tablet mouse with pencil will make it easier for you to write phonetic symbols, however you can simply use your regular mouse. Computers with touch screens work well. Students need to have respectful interactions with one another using the study group tool. If students have trouble using this tool, please contact the STC.

***IMPORTANT**

Clinical Experience Statement

Undergraduate students may need clinical experience to either prepare for admission to a graduate program (25 hours of observation) or to become eligible for an SLPA license (100 hours of clinical interaction with clients). These are two separate requirements with each serving a different purpose. The 25 hours of observation required for graduate school do not count toward the 100 hours of clinical interaction required for an SLPA license in Arizona. Some states require

both observation and supervised clinical interaction for SLPA applicants. Contact your state licensing body to verify requirements in your state. The prerequisites for clinical experience vary by clinical site. However, the standard expectation for undergraduate students in the NAU CSD department is that they will have the following in place before they participate in any clinical activities: IVP fingerprint clearance card (for students in Arizona); immunization records; proof of HIPAA training (<https://in.nau.edu/its/hipaa/>); and student liability insurance. **For students seeking 100 hours of clinical interaction to obtain an SLPA license, contact Dr. Jeff Meeks at Jeffrey.meeks@nau.edu at least a full semester before the date you plan to begin your practicum for specific instructions.**

University Policies:

COVID-19 REQUIREMENTS AND INFORMATION

Additional information about the University's response to COVID-19 is available from the **Jacks are Back!** web page located at <https://nau.edu/jacks-are-back>.

SYLLABUS POLICY STATEMENTS

ACADEMIC INTEGRITY

NAU expects every student to firmly adhere to a strong ethical code of academic integrity in all their scholarly pursuits. The primary attributes of academic integrity are honesty, trustworthiness, fairness, and responsibility. As a student, you are expected to submit original work while giving proper credit to other people's ideas or contributions. Acting with academic integrity means completing your assignments independently while truthfully acknowledging all sources of information, or collaboration with others when appropriate. When you submit your work, you are implicitly declaring that the work is your own. Academic integrity is expected not only during formal coursework, but in all your relationships or interactions that are connected to the educational enterprise. All forms of academic deceit such as plagiarism, cheating, collusion, falsification or fabrication of results or records, permitting your work to be submitted by another, or inappropriately recycling your own work from one class to another, constitute academic misconduct that may result in serious disciplinary consequences. All students and faculty members are responsible for reporting suspected instances of academic misconduct. All students are encouraged to complete NAU's online academic integrity workshop available in the E-Learning Center and should review the full *Academic Integrity* policy available at <https://policy.nau.edu/policy/policy.aspx?num=100601>.

COPYRIGHT INFRINGEMENT

All lectures and course materials, including but not limited to exams, quizzes, study outlines, and similar materials are protected by copyright. These materials may not be shared, uploaded, distributed, reproduced, or publicly

displayed without the express written permission of NAU. Sharing materials on websites such as Course Hero, Chegg, or related websites is considered copyright infringement subject to United States Copyright Law and a violation of NAU Student Code of Conduct. For additional information on ABOR policies relating to course materials, please refer to ABOR Policy 6-908 A(2)(5).

COURSE TIME COMMITMENT

Pursuant to Arizona Board of Regents guidance (ABOR Policy 2-224, *Academic Credit*), each unit of credit requires a minimum of 45 hours of work by students, including but not limited to, class time, preparation, homework, and studying. For example, for a 3-credit course a student should expect to work at least 8.5 hours each week in a 16-week session and a minimum of 33 hours per week for a 3-credit course in a 4-week session.

DISRUPTIVE BEHAVIOR

Membership in NAU's academic community entails a special obligation to maintain class environments that are conducive to learning, whether instruction is taking place in the classroom, a laboratory or clinical setting, during course-related fieldwork, or online. Students have the obligation to engage in the educational process in a manner that does not interfere with normal class activities or violate the rights of others. Instructors have the authority and responsibility to address disruptive behavior that interferes with student learning, which can include the involuntary withdrawal of a student from a course with a grade of "W". For additional information, see NAU's *Disruptive Behavior in an Instructional Setting* policy at <https://nau.edu/university-policy-library/disruptive-behavior>.

NONDISCRIMINATION AND ANTI-HARASSMENT

NAU prohibits discrimination and harassment based on sex, gender, gender identity, race, color, age, national origin, religion, sexual orientation, disability, veteran status and genetic information. Certain consensual amorous or sexual relationships between faculty and students are also prohibited as set forth in the *Consensual Romantic and Sexual Relationships* policy. The Equity and Access Office (EAO) responds to complaints regarding discrimination and harassment that fall under NAU's *Nondiscrimination and Anti-Harassment* policy. EAO also assists with religious accommodations. For additional information about nondiscrimination or anti-harassment or to file a complaint, contact EAO located in Old Main (building 10), Room 113, PO Box 4083, Flagstaff, AZ 86011, or by phone at 928-523-3312 (TTY: 928-523-1006), fax at 928-523-9977, email at equityandaccess@nau.edu, or visit the EAO website at <https://nau.edu/equity-and-access>.

TITLE IX

Title IX of the Education Amendments of 1972, as amended, protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. In accordance with Title IX, Northern Arizona University prohibits discrimination based on sex or gender in all its programs or activities. Sex discrimination includes sexual harassment, sexual assault, relationship violence, and stalking. NAU does not discriminate on the basis of sex in the education programs or activities that it operates, including in admission and employment. NAU is committed to providing an environment free from discrimination based on sex or gender and provides a number of supportive measures that assist students, faculty, and staff.

One may direct inquiries concerning the application of Title IX to either or both the Title IX Coordinator or the U.S. Department of Education, Assistant Secretary, Office of Civil Rights. You may contact the Title IX Coordinator in the Office for the Resolution of Sexual Misconduct by phone at 928-523-5434, by fax at 928-523-0640, or by email at titleix@nau.edu. In furtherance of its Title IX obligations, NAU promptly will investigate or equitably resolve all reports of sex or gender-based discrimination, harassment, or sexual misconduct and will eliminate any hostile environment as defined by law. The Office for the Resolution of Sexual Misconduct (ORSM): Title IX Institutional Compliance, Prevention & Response addresses matters that fall under the university's Sexual Misconduct policy. Additional important information and related resources, including how to request immediate help or confidential support following an act of sexual violence, is available at <https://in.nau.edu/title-ix>.

ACCESSIBILITY

Professional disability specialists are available at Disability Resources to facilitate a range of academic support services and accommodations for students with disabilities. If you have a documented disability, you can request assistance by contacting Disability Resources at 928-523-8773 (voice), 928-523-8747 (fax), or dr@nau.edu (e-mail). Once eligibility has been determined, students register with Disability Resources every semester to activate their approved accommodations. Although a student may request an accommodation at any time, it is best to initiate the application process at least four weeks before a student wishes to receive an accommodation. Students may begin the accommodation process by submitting a self-identification form online at <https://nau.edu/disability-resources/student-eligibility-process> or by contacting Disability Resources. The Director of Disability Resources, Jamie Axelrod, serves as NAU's Americans with Disabilities Act Coordinator and Section 504 Compliance Officer. He can be reached at jamie.axelrod@nau.edu.

RESPONSIBLE CONDUCT OF RESEARCH

Students who engage in research at NAU must receive appropriate Responsible Conduct of Research (RCR) training. This instruction is designed to help ensure proper awareness and application of well-established professional norms and ethical principles related to the performance of all scientific research activities. More information regarding RCR training is available at <https://nau.edu/research/compliance/research-integrity>.

MISCONDUCT IN RESEARCH

As noted, NAU expects every student to firmly adhere to a strong code of academic integrity in all their scholarly pursuits. This includes avoiding fabrication, falsification, or plagiarism when conducting research or reporting research results. Engaging in research misconduct may result in serious disciplinary consequences. Students must also report any suspected or actual instances of research misconduct of which they become aware. Allegations of research misconduct should be reported to your instructor or the University's Research Integrity Officer, Dr. David Faguy, who can be reached at david.faguy@nau.edu or 928-523-6117. More information about misconduct in research is available at <https://nau.edu/university-policy-library/misconduct-in-research>.

SENSITIVE COURSE MATERIALS

University education aims to expand student understanding and awareness. Thus, it necessarily involves engagement with a wide range of information, ideas, and creative representations. In their college studies, students can expect to encounter and to critically appraise materials that may differ from and perhaps challenge familiar understandings, ideas, and beliefs. Students are encouraged to discuss these matters with faculty.

Last revised August 4, 2022

DUE DATES are listed on your Bb Learn calendar and here (all items are due at 11:59 pm unless otherwise stated):

Module 1 Quiz due 9/7

Module 2 assignment due 9/16

Module 2 Quiz 9/17

Module 3 assignment due 9/30

EXAM 1 opens at 8:30 am 10/1 and due 11:59 pm 10/5

Module 4 assignment due 10/21

Module 4 Quiz due 10/22

Module 5 assignment due 11/4

Module 5 Quiz due 11/5

EXAM II opens at 8:30 am 11/12 and due 11:59 pm 11/16

Module 6 assignment due 11/21

FINAL LEARNING PORTFOLIO Due 12/2

Module 7 assignment due 12/9

EXAM III (Comprehensive Final) opens at 8:30 am 12/9 and due 11:59 pm 12/15