

# LONGWOOD UNIVERSITY - PCSD 307: Phonetics

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Spring 2023

<b>Instructor:</b> Susan McGlothlin, MS, CCC-SLP	<b>Class begins:</b> January 11, 2023 <b>Classes end:</b> May 5, 2023
<b>E-mail:</b> <a href="mailto:mcglothlinsh@longwood.edu">mcglothlinsh@longwood.edu</a> <b>HOME/OFFICE – 434-239-9775</b> Call anytime between 9 a.m. and 7 p.m. EST	<b>Last day to Add/Drop:</b> January 19. <b>Last day to withdraw:</b> March 29.

## **Course Description:**

This course is designed to acquaint students with the phonetic structure of the English Language, its dialects and derivations, and application of the International Phonetic Alphabet (3 credits).

Successful completion of the Communication Sciences and Disorders program prepares students for graduate education in Speech Language Pathology, Audiology, Deaf Education, Special Education as well as careers in a variety of Human Service fields.

***Prerequisites:*** None

## **Required Resources:**

- Reliable, High Speed Internet
- Microsoft Office (specifically PowerPoint and Word)
- Computer with working speakers
- Recording device (phone, pocket recorder)
- Webcam

## **CANVAS:**

- CANVAS™ will be the venue for this class. All announcements, course documents, assignments, and class discussions will take place on CANVAS - <https://CANVAS.longwood.edu>
  - Privacy Policy: <https://www.canvaslms.com/policies/privacy>
  - Accessibility: <https://www.canvaslms.com/accessibility>
  - Google Chrome is the required browser.

## **LockDown Browser and Respondus Monitor:**

- This course requires the use of LockDown Browser and Respondus Monitor for online assessments. This is an online proctoring and cheating deterrent software. LockDown Browser requires the use of a computer, webcam, and stable internet connection. The webcam can be built into your computer or can be the type that plugs in with a USB

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cable. You DO NOT need to create an account, download software or schedule a proctoring appointment.

- At the beginning of the course you will see information about LockDown Browser and Respondus Monitor – how to download it, tutorials on how to use it.
- LockDown Browser is very simple! All you need to do is log into Canvas using Google Chrome and click on the quiz you need to take. The Respondus Monitor will then take your picture, require you to show a valid ID, and complete a room scan. Respondus Monitor will record you via webcam, as well as record all movement on your screen. LockDown Browser has an integrated algorithm that can detect search-engine use, so do not attempt to cheat or look-up answers. This program will also detect secondary device searches, ie, looking up questions on your cell phone. More information regarding LockDown Browser and Respondus Monitor can be found in your CANVAS course after the “Start Here” Module.
- If a violation of the honor code is suspected, consequences will be determined by the instructor based on the severity of the suspected violation.

### **Texts (Required):**

Shriberg, L., & Kent, R. (2019). *Clinical Phonetics (5th ed.)*. Boston, MA: Allyn & Bacon. |

\*Access Card – (optional). The Access Card provides you with a code to access the digital version (eText) of the text and provides you with many online audio samples of speech. You have the option of purchasing both the book format + the Access Card, or just one or the other. In the past, students have had less problems with the ACCESS Card when it is purchased **directly** through the publisher, **Pearson**.

### **Recommended supplement**

Harbers, Heidi M. – *A Phonetics Workbook for Students – Building a Foundation for Transcription*.

Copyright 2013, Pearson Education, Inc.

\* A CD with audio samples of speech comes with the printed version.

\* e-Text version:

<https://www.vitalsource.com/products/a-phonetics-workbook-for-students-heidi-m-harbers-v9780133561036#scroll-to-top>

### **Helpful websites:**

<http://soundsofspeech.uiowa.edu/resources/english/english.html> - This website depicts each English phoneme visually and orally in isolation as well as in words while also providing the phonetic symbol. This is a wonderful resource for practice in identifying the phonemes of English.

[ipa.typeit.org](http://ipa.typeit.org) – This website has phonetic symbols that you may copy/paste if you want to use them for personal transcription. **HOWEVER, ALL TRANSCRIPTION WILL BE DONE BY HAND IN THIS COURSE SO DO NOT USE THIS WEBSITE FOR ASSIGNMENTS /QUIZZES.**

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[http://wps.ablongman.com/ab\\_shriberg\\_clinical\\_4/222/56835/14549826.cw/index.html](http://wps.ablongman.com/ab_shriberg_clinical_4/222/56835/14549826.cw/index.html) - This is the companion website for the 4<sup>th</sup> edition which provides additional information and practice quizzes related to content in each chapter in this text. Even though some of the chapters don't correspond with those in the 5<sup>th</sup> edition, many do and are an excellent resource for review.

### **Course Objectives:**

Through the successful completion of this course, the student will gain an understanding of normal language development from infancy through adulthood.

<b>Objective</b>	<b>Learning Activities</b>
Understand the terminology associated with voice, place, and manner of production of all English consonant phonemes, and the dimensions of all vowels.	Quiz Practice Activities Learning Activities
Analyze words into their segmental parts.	Quiz Practice Activities Learning Activities
Combine isolated phonemes into sequences to form words.	Quiz Practice Activities Learning Activities
Listen carefully to speech sounds and establish a strong and immediate association between a sound and its phonetic symbols.	Practice Activities Learning Activities Quiz Speech Sample
Scan a word phonetically and put the individual phonemes together to create the word.	Practice Activities Learning Activities Quiz
Use phonetic symbols, and diacritic markings, to record standard, non-standard, and disordered speech sounds accurately.	Quiz Learning Activities Speech Sample
Transcribe a client's production of individually produced words.	Quiz Learning Activities Speech Sample
Produce speech sounds and their phonetic variations	Practice Activities Learning Activities

### **Student Resource Links:**

- Speech-Language Pathology Prerequisites Online: <http://www.longwood.edu/continuingeducation/for-credit-courses/speech-language-pathology-prerequisites-online/>
- Center for Academic Success: <http://www.longwood.edu/academicsuccess>
- Writing Center: <http://www.longwood.edu/academicsuccess/writing-center/>
- Disability Resources: <http://www.longwood.edu/disability>
- Digital Education Collaborative (DEC): <http://www.longwood.edu/dec>

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- User Support Services: <http://www.longwood.edu/usersupport>
- Graduate and Distance Education Student Support:  
<http://www.longwood.edu/usersupport/student-resources/graduate-and-distance-education-student-support/>
- Distance/Online Requirements: This link includes both technical skills, hardware/software requirements, and information regarding web browsers.  
<http://www.longwood.edu/dec/distanceonline-education/requirements/>
- Greenwood Library: <http://libguides.longwood.edu/home>
- Financial Aid: <http://www.longwood.edu/financialaid/>
- Advising: e-mail [salleysw@longwood.edu](mailto:salleysw@longwood.edu) or [slponline@longwood.edu](mailto:slponline@longwood.edu)
- Student Technology Handbook: <http://www.longwood.edu/usersupport/student-resources/student-technology-handbook/>
- Syllabus Statement (Aug 2020) - Facemask; Protecting Intellectual Property, Accommodations/Disability Resources; Mental Health Resources; Reporting Crimes and Sexual Misconduct  
<http://www.longwood.edu/academicaffairs/syllabus-statements/>
- 2020-2021 Faculty Policies and Procedures Manual  
<http://solomon.longwood.edu/media/academic-affairs/solomon/FPPM.pdf>
- COVID-19 Information Hub (August 2020)  
<http://solomon.longwood.edu/academicaffairs/covid-19-information-hub/>

### **University and Class Policies:**

- **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. The link for the honor code can be found at:  
<http://www.longwood.edu/studentconduct/honor-code/>
  - Please be advised that future speech-language pathologists and audiologists are bound by the American Speech-Language-Hearing Association (ASHA) Code of Ethics (ASHA is the national accreditation agency). This code of ethics applies to any persons applying for membership to ASHA and should be adhered to by students aspiring to be speech-language pathologists and/or audiologists. The Code of Ethics can be found at: <https://www.asha.org/Code-of-Ethics/>
- **Accommodations and Disability Resources:**
  - If you have a disability and require accommodations, please meet with your instructor early in the semester to discuss your learning needs. If you wish to request reasonable accommodations (note taking support, extended time for tests, etc.), you must register with the [Office of Disability Resources](#), Brock Hall, (434) 395-2391 prior to those accommodations being implemented. The office will require appropriate documentation of disability. All information is kept confidential.

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- <http://www.longwood.edu/academicaffairs/syllabus-statements/> (link to actual statement)
- **Mental Health Resources:**
  - Stress and anxiety are very typical reactions to college life and many students have experienced significant benefits from participating in counseling. Longwood's [Counseling and Psychological Services \(CAPS\)](#), located in the Health and Fitness Center, is available to all students at no cost. Appointments can be scheduled by phone (434) 395- 2409, during the hours of 8:15 a.m. -5:00 p.m. Monday-Friday. **Resident Education Coordinators (RECs)** and **Resident Advisors (RAs)** are additional resources to students. For emergency situations, please call (911) or contact the [Longwood University Police Department](#) at (434) 395-2091.
  - <http://www.longwood.edu/academicaffairs/syllabus-statements/> (link to actual statement)
- **Reporting of Crimes and Sexual Misconduct:**
  - In accord with its history and mission, Longwood University believes that each individual should be treated with respect and dignity and that any form of crime or violence is incompatible with Longwood's commitment to the dignity and worth of the individual. Longwood University is committed to providing a healthy living, learning and working environment which promotes personal integrity, civility and mutual respect. If you have been the victim of a crime or sexual misconduct we encourage you to report this. If you disclose this to a faculty member or employee (with the exception of our Limited Reporting and Confidential Reporting Resources; for example, the [Counseling and Psychological Services \(CAPS\)](#) staff, they are required by law to notify the appropriate University officials. The faculty member or employee cannot maintain complete confidentiality and is required to report the information that has been shared. Please know that all reported information is treated with discretion and respect and kept as private as possible. For more information about your options at Longwood: <http://www.longwood.edu/titleix>
  - <http://www.longwood.edu/academicaffairs/syllabus-statements/> (link to actual statement)
- **Respect for Religious Diversity:**
  - The Instructor will accommodate adjustments to due dates that conflict with a student's religious observation, if informed in writing by the end of the first week of class.
- **Adding/Dropping a Course:**
  - Students may make schedule adjustments (adds and/or drops) for face-to-face, off-campus, online, and hybrid courses:
    - until 5:00 p.m. on the sixth day of classes for fall and spring full term courses.
    - until 5:00 p.m. on the third business day after the officially stipulated begin date in an abbreviated term, intersession or summer courses of at least three weeks.
    - until 5:00 p.m. of the officially stipulated begin date for any courses which are less than three weeks in duration. If the first meeting time of such a course is

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after 3 p.m., then a student has until noon of the business day following the officially stipulated begin date to add/drop the course.

- **Withdrawing from a Course:**

- Students may withdraw from individual classes with a grade of "W" (not computed in the GPA) until 5:00 p.m. on the 35th day of regularly scheduled classes. After that date, withdrawals from individual classes are not permitted except for medical or other non-academic emergencies. A student who withdraws, for medical reasons, from a class after the 35th day of regularly scheduled classes must, by noon of the last class day, have a letter sent to the Dean of the student's college by the student's personal physician, detailing the nature of the illness and recommending withdrawal for medical reasons. In extenuating circumstances not related to academic performance, the Dean may grant a withdrawal from an individual course if a written request from the student is received by noon of the last class day. If the Dean approves the request, the Dean will send a copy of the request or letter to the Office of the Registrar and all affected grades for that semester will be noted as "W" on the student's transcript. The Dean will notify the student's faculty members of any grade changes.

- **Correspondence:**

- **Messaging/E-mail:** Almost all correspondence from the instructor to the student will be sent through Canvas messaging and/or the Discussion Board within Canvas, and she expects students to send messages to the instructor via these methods, too. The instructor will try to respond to these messages and questions within 48 hours on weekdays (Monday-Friday).

However, occasionally the instructor sends an email to the entire class or individual student; therefore, you should make sure your Longwood University e-mail address is working, and you are able to access it regularly. If you have your email forwarded to another account, make sure you monitor it regularly. Not having a valid Longwood University e-mail account will not excuse missed information.

- **Discussion Board:** Please post any questions in the Questions-Comments-Answers discussion board forum on CANVAS. The instructor will respond within 48 hours on weekdays (Monday-Friday).
  - You are encouraged to follow the rules of "netiquette" (<http://www.compton.edu/academics/distance-ed/Documents/Info/Netiquette.pdf>) when interacting on the discussion boards or in other communications with classmates and/or the instructor.
- **Assignments:** The instructor will make every effort to provide feedback on assignments within a one-week time frame.

- **Policy on Late Assignments:**

- Almost all assignments are worth 5 points which you receive by turning in a completed assignment. There may be a 20% penalty (-1 point) for each day it is late up to 5 days. Assignment may not be accepted after 5 days.

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- For Quizzes, Midterm, and Finals, a 10% penalty (-2.5 points per day) may be incurred each day up to 5 days it is late; no quiz-midterm-final will be accepted after these five days..
- I allow a grace period for extenuating circumstances (ie., life events, mistake, illness, etc.). If you have an extenuating circumstance, you **MUST** message me in Canvas explaining the issue. I will get back with you as to how we will handle this.
- **Assurance Statement:**
  - All students are required to review the Honor Code, Code of Ethics, and On-line policies, signing an assurance statement attesting to this fact and assuring they are keeping their virus software up-to-date. This assurance statement will be posted in the course documents section in CANVAS. Please submit this statement the first week of class via CANVAS.
- **Make a Commitment to DO YOUR BEST!**

Application to a master's level program in CSDS is highly competitive, requiring a **minimum** cumulative undergraduate grade point average of 3.0. Though the minimum GPA required for application is reported to be 3.0, in actuality, successful applicants will average a GPA of 3.4 and beyond. **Successful completion of SLP Online courses will not alter a previously established undergraduate GPA.**

## Course Requirements:

### **Introduction Activities (2 @ 5pts = 10 pts)**

Assurance Statement (5 pts)

Participation Quiz (5 pts)

LockDown Browser Practice Quiz (0 pts)

### **Learning Activities – (28 at 5 pts each) (140 pts)**

**Midterm** – Midterm is everything covered in the first half of the class (100 pts)

**Final Exam** – The final exam is cumulative and includes Skills and Transcription. (200 points)

**Quizzes** – Because it is so crucial for success with phonetics for each student to keep up with the pace of class, there will be many quizzes. These quizzes will be varied in format, depending upon the nature of the material being covered. Quizzes might include transcribing live or taped recorded speech samples, definition of terminology, or outlining important points from the text or lectures. **There will be 11 quizzes, each being worth 25 points, but only 10 will count. Students will drop the lowest quiz grade. (250 points total)**

## Assignment Summary:

## **Grading Scale**

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Grading Summary	Points	
<b>Introduction Activities (5)</b>	<b>10 pts</b>	
<b>Learning Activities - LA (28 )</b>	<b>140 pts</b>	
<b>Quizzes (10)</b>	<b>250 pts</b>	
<b>Midterm (1)</b>	<b>100 pts</b>	
<b>Final Exam (Skills 175 – Transcription 25)</b>	<b>200 pts</b>	
<b>OVERALL</b>	<b>700 pts</b>	

### Grading Scale:

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

- Grades are assigned based on how the student’s overall performance aligns with the established rubrics. Therefore, it is imperative that students review the grading rubrics before submitting assignments.
- Individual requests for extra credit will not be honored. Any extra credit opportunities offered at the discretion of the instructor will only be offered to the entire class as optional credit opportunities.
- The grading scale below reflects the grade that will be earned based on the percentage of total points earned.

Percentage      Points			Percentage      Points		
A	94-100%	658-700	C	73-77.9%	511-545
A-	90-93.9%	630-657	C-	70-72.9%	490-510
B+	88-89.9%	616-629	D+	68-69.9%	476-489
B	83-87.9%	581-615	D	63-67.9%	441-475
B-	80-82.9%	560-580	D-	60-62.9%	420-440
C+	78-79.9%	546-559	F	0-59.9%	0-419



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## Tentative Course Schedule:

Please be advised this **course schedule may change at the discretion of the instructor**, but students will be notified of all adjustments.

<b>Modules</b>	<b>Assignments – Due Dates</b>
<p><b>Module 1 - Start Here! - (January 11-13)</b>  <b>LockDown Browser + Respondus Monitor</b>  <b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Participation Quiz</li> <li>• You Already Know Phonetics! (Lock-Down Browser &amp; Respondus Practice)</li> <li>• Assurance Statement</li> <li>• LA1 – Class Introductions</li> <li>• LA2 – Voice Recording</li> </ul>	<ol style="list-style-type: none"> <li>1. Participation Quiz – <b>1/11</b></li> <li>2. You Already Know Phonetics! – <b>1/11</b></li> <li>3. Assurance Statement - <b>1/13</b></li> <li>4. LA1 – Introduction – <b>1/13</b></li> <li>5. LA2 – Voice Recording – <b>1/13</b></li> </ol>
<p><b>Module 2 (January 13 - 23)</b>  <b>Chapters 1 and 2 – Shriberg &amp; Kent (S&amp;K)</b></p> <ul style="list-style-type: none"> <li>• <b>Topics</b>                      Introduction to Phonetics                      Phonology and Phonetics                      Linguistic Phonetics</li> </ul>	<ol style="list-style-type: none"> <li>1. LA3 – <b>1/16</b></li> <li>2. LA4 – <b>1/18</b></li> <li>3. <b>Quiz 1 – 1/20</b></li> <li>4. <b>Quiz 2 – 1/23</b></li> </ol>
<p><b>Module 3 (January 23-30) Chapter 3 - Systems</b></p> <ul style="list-style-type: none"> <li>• <b>Topics</b>                      Systems of Speech Production</li> </ul>	<ol style="list-style-type: none"> <li>1. LA5 - <b>1/25</b></li> <li>2. LA6 - <b>1/27</b></li> <li>3. <b>Quiz 3 – 1/30</b></li> </ol>
<p><b>Module 4 (Jan 30 – Feb 8)</b>  <b>Chapter 5 - Consonants – S&amp;K</b>                      *(We are learning the consonant symbols BEFORE the vowels).</p> <ul style="list-style-type: none"> <li>• <b>Topics:</b>                      Consonants</li> </ul>	<ol style="list-style-type: none"> <li>1. LA7 - <b>2/1</b></li> <li>2. LA8 - <b>2/3</b></li> <li>4. <b>Quiz 4 – 2/6</b></li> <li>5. <b>Quiz 5 – 2/8</b></li> </ol>

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<p><b>Module 5</b> (February 8-17) <b>Chapter 4 – Vowels – S&amp;K</b></p> <ul style="list-style-type: none"><li>• <b>Topics:</b> Vowels Diphthongs r-colored vowels and vowel ‘r’</li></ul>	<ol style="list-style-type: none"><li>1. LA9 - <b>2/10</b></li><li>2. LA10 - <b>2/13</b></li><li>3. Vowel Practice: <b>MUST-DO -2/15</b></li><li>4. <b>Quiz 6: 2/17</b></li></ol>
<p><b>Module 6</b> (February 17- March 7) <b>Chapters 4, 5, 9, 10 – S&amp;K</b></p> <ul style="list-style-type: none"><li>• Topics<ul style="list-style-type: none"><li>○ Vowels &amp; Consonants review</li></ul></li></ul>	<ol style="list-style-type: none"><li>1. LA11 – <b>2/20</b></li><li>2. LA12 – <b>2/22</b></li><li>3. LA13 – <b>2/24</b></li><li>4. LA14 – <b>2/27</b></li><li>5. LA15 – <b>3/1</b></li><li>6. LA16 – <b>3/3</b></li><li>7. <b>Quiz 7 – 3/7</b></li></ol>
<p><b>Midterm</b> <b>Comprehensive through Module 6</b> <b>Chapters 1-6, 9, 10 – S&amp;K - review</b></p>	<p><b>March 10, 2023</b></p>
<p><b>Module 7</b> (March 10 - 30 ) <b>Chapters 8, 9, 10 – S&amp;K</b></p> <p><b>Phonemic Errors</b></p>	<ol style="list-style-type: none"><li>1. LA17– <b>3/13</b></li><li>2. LA18 – <b>3/15</b></li><li>3. LA19 – <b>3/17</b></li><li>4. LA20 – <b>3/20</b></li><li>5. LA21 – <b>3/22</b></li><li>6. <b>Quiz 8 – 3/27</b></li><li>7. <b>Quiz 9 – 3/30</b></li></ol>
<p><b>Module 8</b> (March 30 – April 20) <b>Chapters 6, 7, 8, 9, 10 - S&amp;K</b></p>	<ol style="list-style-type: none"><li>1. LA22 – <b>4/3</b></li><li>2. LA23– <b>4/5</b></li><li>3. LA24 – <b>4/7</b></li><li>4. LA25 – <b>4/10</b></li><li>5. LA26 – <b>4/12</b></li><li>6. LA27 – <b>4/14</b></li></ol>

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<b>Diacritics</b>	<b>7. Quiz 10 – 4/18</b> <b>8. Quiz 11 – 4/20</b>
<b>Module 9</b> (April 20 -24) <b>Chapter 11 – S&amp;K</b>  Topics : Dialect Variations	1. LA28 – 4/24
<b>Exam Week – (May 1-5)</b>  <b>FINAL (skills )</b> <b>FINAL TRANSCRIPTION</b>	<b>Skills – May 1</b> <b>Transcription – May 3</b>