Basic Information

Class time  Monday, Wednesday, & Friday, 10.00-10.50 am (Friday = Lab)
Class location Room 130 (Manuel Pacheco Integrated Learning Center)
Instructor Marja-Liisa Mailend, M.A.
E-mail mailend@email.arizona.edu (preferred method of contact)
Phone (520) 621-1644
Office Room 519 (Speech, Language, and Hearing Sciences building)
Office hours Wednesday 11.00 am – 12.00 pm in room 503 (SLHS), and by appointment

Teaching Assistants (TA) and Preceptors (P) – office is room 503 (SLHS) for all.

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Office hours</th>
</tr>
</thead>
<tbody>
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<td>Ashley Bourgoyne (TA)</td>
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</tbody>
</table>

Course Description

This 3 unit course overviews the scientific study of speech sounds with a focus on transcription of different types of speech, including adult and child speech, and typical and disordered speech. The focus of the class will be primarily on English (including its dialectal variants), but other languages will also be discussed, including a module on Spanish phonetics. Two of the weekly class periods (Monday and Wednesday) will follow a lecture format whereas the third class period (Friday) will follow a lab format, devoted to transcription practice and further illustration of concepts discussed in lecture. Attendance is mandatory for lectures as well as for lab sections.

Course Objectives

At the end of the course it is anticipated that students will be able to:

1. demonstrate an understanding of basic concepts, terminology, and theory in clinical phonetics and the scientific study of speech sounds.
   Method of assessment: examinations, homework assignments, in-class discussions.

2. accurately transcribe speech samples produced by typically developing children and adults as well as children and adults with speech impairments, using the International Phonetic Alphabet.
   Method of assessment: phonetic transcription, homework assignments, in-class transcription practice, examinations.

Course Materials

Required:

Optional (but strongly recommended):
Online Resources
There is a D2L course website at http://d2l.arizona.edu for announcements, course materials (including assignments), supplementary readings, grades, dropbox for electronic submission of assignments, etc.

Course Requirements

1. Homework assignments (10 points total; 1 point for each assignment)
   Homework assignments will be due on Fridays unless otherwise noted. Assignments will involve questions about material covered in class and/or transcription using audio/video samples accessible via D2L. More information about each assignment will be made available in class.

2. Examinations (80 points total; 20 points for each of four exams)
   Three examinations and a final exam will be administered to help you commit course material to memory and synthesize readings with class lectures as well as hone your transcription skills. The examinations will consist of both theoretical and practical application questions (e.g., multiple choice, fill in the blank, short essay, and transcription). The final is cumulative.

3. Attendance (10 points total)
   Attendance is mandatory for both lectures and lab sessions. A random sampling method will be used to assess attendance, based on in-class activities (e.g., transcription) at various, random points throughout the semester. In recognition of the fact that life sometimes interferes with the best intentions, you will be allowed one absence without incurring point deductions. The number of points will be prorated depending on your attendance record and the number of random samplings. Attendance will usually be taken at the beginning of class; there will be no make-up opportunities.

4. Research paper (20 points, optional)
   You may complete a research assignment to replace your lowest exam score (excluding the final). You may synthesize a phonetics-based research article (prior approval of article required) or participate as a research participant in an experiment and write about the experiment. In both cases, a brief paper (1 to 2 pages) will form the basis for evaluation. More detailed information about this assignment will be provided in a separate communication.

Studying
Learning may start in the classroom but it should continue outside the classroom when you become actively engaged with the material. In this course, you will be actively engaged with the material outside class through completion of readings and transcription practice assignments. Plan to work about three to nine hours per week outside of class to engage in activities that will enhance your in-class learning. You are encouraged to meet with fellow classmates outside of class to study lecture notes, discuss readings, and work on assignments. However, all assignments must be the work of an individual.

Written Assignment
All written assignments must follow the guidelines of the publication manual of the American Psychological Association (APA), which may be found at http://www.apa.org/pubs/books/4200066.aspx (see also https://owl.english.purdue.edu/owl/resource/560/01/ for additional resources). If you need extra help communicating your thoughts in the written form (i.e., writing a paper), you may wish to consult the Writing Center on campus. The Writing Center is a free resource for the UA community. At the Writing Center, a trained peer consultant will work individually with you on anything you are writing at any point in the writing process. For more information or to make an appointment, visit their website at http://thinktank.arizona.edu/tutoring/writing, or stop by any of their three locations on campus (see link for locations and hours), or call (520) 626-0530. Please note that the TA and preceptors are not allowed to provide specific feedback on papers prior to the due date.
**Class Policies**

These policies are set to create an environment in and out of the classroom that promotes learning.

1. **Be respectful of other students and the instructor and TAs/preceptors:**
   
a. Please turn off all cell phones and pagers during class. If you must take a call for emergency purposes, please do so by placing your phone's ringer on silent or vibration and leave the room immediately to answer your phone. During exams, phones must be off altogether.
   
b. Please be on time and don't leave early.
   
c. Please do not hold side conversations or engage in other types of disruptive behavior (such as packing your bag before the end of class). If you have questions, ask the instructor, not your neighbor. Repeated disruptive behavior may result in deduction of attendance points, and you may be asked to leave the classroom.
   
d. If you have an illness that may be contagious upon casual contact, please do not come to class or office hours, to minimize the negative effects on others.
   
e. With about 140 students in the class, our time is limited and should be spent most productively. To facilitate this goal, please come prepared with questions when you meet with us.
   
f. Please be aware that you are responsible for any material covered during any absence (e.g., get notes from classmates). The professor and TAs/preceptors do not have time to rehash material that you missed during your absence.

2. Laptops can be very helpful for taking notes, but can also be distracting and disruptive for other students. Therefore, students who wish to use their laptop during class will be seated together in a separate laptop section of the classroom.

3. Assignments turned in late will have points deducted for tardiness. Ten percent of the total points (i.e. one letter grade) will be taken off for each day (including weekends) that the assignment is late. Assignment due dates are listed on the schedule; any changes will be made clear when detailed assignment instructions are handed to you or posted on D2L. **No exceptions.**

4. Examinations will not be rescheduled for any individual, to ensure fairness and eliminate subjectivity in judging the validity of reasons for absences. If you must miss an exam for any reason, you are strongly encouraged to use the optional research paper opportunity to compensate for the zero score resulting from a missed exam. **No exceptions.**

5. All holidays or special events recognized by organized religions will be honored for those students who show affiliation with that particular religion. If the class schedule conflicts with a religious observance, a student must make a written request for a reasonable accommodation by the end of the second week of the course (January, 23rd).

6. Absences pre-approved by the UA Dean of Students (or Dean’s designee) will be honored.

7. Students are not allowed to leave an exam before they have completed it. Students who arrive late for an exam will not be allowed to take the exam if a student has already finished and left the room.

8. In the event that you wish to question the grading of any test or assignment, the request must be made in writing within one week of the date that the test or paper was returned to the class (whether you attended that class or not). The instructor will re-evaluate and re-grade the entire test or assignment, which may result in a higher or lower final grade. After a test or paper has been re-graded, the final grade is non-negotiable.

9. Academic dishonesty will not be tolerated and will result in sanctions. All students are expected to know and abide by the Code of Academic Integrity (see full policy document at
Academic dishonesty includes, but is not limited to cheating, fabrication, facilitating academic dishonesty, plagiarism as set out and defined in the Code of Conduct, failure to observe rules of academic integrity established by the faculty member for a particular course, and attempting to commit any act prohibited by the Code. Plagiarism includes the use (exact use or revised) of any materials or ideas that are not your own. Plagiarism may be avoided by properly citing the source of any such material or ideas that are not your own (see http://deanofstudents.arizona.edu/academicintegrityforstudents for further information and helpful tips). It is also not allowed to turn in work that you have previously turned in for this class or other classes. The instructor has the right to use web-based anti-plagiarism search tools. Sanctions may range from failing the assignment, through failing the class with a permanent notation on your transcript, to expulsion from the University. A violation of the Code will result in a report of the incident being sent to the Dean of Students and a copy of that report being filed in the student’s departmental records.

10. All students are expected to know and abide by the university’s policy against threatening behavior by students (see http://policy.web.arizona.edu/threatening-behavior-students for details).

11. Readings may not always be discussed in class. However, you are responsible for knowing information contained in the readings and class lectures. Both sources of information may be tested on an exam.

12. Some material presented in this class to illustrate important concepts may be considered offensive by some. Please contact me if you have any concerns.

13. Any student who does not understand or accept the contents and terms of this syllabus must notify the instructor in writing within 2 class periods of receiving the syllabus (i.e., by January 16).

**Students with Disabilities**
It is the University’s goal that learning experiences be as accessible as possible. If you anticipate barriers related to the format or requirements of this course, please meet with me as soon as possible so that we can discuss ways to ensure your full participation in the course. If you determine that disability-related accommodations are necessary, please register with the Disability Resource Center (621-3268; http://drc.arizona.edu) and notify me of your eligibility for reasonable accommodations as soon as possible. We can then plan how best to coordinate your accommodations; accommodations must be planned for well in advance. You must be registered with the DRC and talk to me within the first three weeks of the semester to make arrangements. We are unable to provide extended time on tests within the department. If you and the DRC determine that this is an appropriate accommodation, you must arrange to take tests at the DRC testing center. These arrangements will need to be made in the first three weeks of class.

**Final Exam**
The Final Exam will be held on the 8th of May from 10:30 AM to 12:30 PM in room 130 (Manual Pacheco Integrated Learning Center).

**Grading**
In this course, quality of achievement will be evaluated through your earned points on the examinations and assignments. The relationship between total points received and quality of achievement is as follows:

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Quality of Achievement</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>Outstanding</td>
<td>A 100%-90%</td>
</tr>
<tr>
<td>Grade</td>
<td>Percentage</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
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<td>-------------</td>
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<tr>
<td>A</td>
<td>89%-100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>89%-80%</td>
<td>Very Good</td>
</tr>
<tr>
<td>C</td>
<td>79%-70%</td>
<td>Good</td>
</tr>
<tr>
<td>D</td>
<td>69%-60%</td>
<td>Minimal</td>
</tr>
<tr>
<td>E</td>
<td>59%-0</td>
<td>Inadequate</td>
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There will be no rounding or curving on individual assignments or overall class grades. If your level of achievement during this course is falling short of your goal, you are strongly encouraged to consult with the instructor, TA, and/or preceptors during office hours or by appointment to improve your quality of learning the course materials.
Learning Outcomes
ASHA Standards met by SPH 367

ASHA Standards – SLHS

<table>
<thead>
<tr>
<th>Learner Outcomes</th>
<th>Assessment Method</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>A1</th>
<th>A2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of basic concepts, terminology, and theory in the clinical phonetics</td>
<td>examinations, in-class discussions</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Transcribe speech samples</td>
<td>phonetic transcription weekly practice assignments, in-class transcription practice, examinations</td>
<td></td>
<td></td>
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<td>X</td>
<td></td>
<td>X</td>
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**Correlates**

- Anatomical/physiological: X
- Acoustic: X
- Psychological: X
- Developmental: X
- Linguistic: X
- Cultural: X