

University of Texas at Tyler
Department of Health & Kinesiology
Communication Sciences & Disorders
COMD 2311 Phonetic Description of Speech
Fall 2021

Instructor: Kelsey Dominy MS, CCC-SLP
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Class Meeting Time: Monday and Wednesday 2:30 – 3:55 PM (HPR 251)

I am available 5 days a week via email. I make sure to respond to emails within a short time frame, except when I am in classes, meetings, or traveling to conferences.

This syllabus is intended for use with the online resources that are available on Canvas. I recommend that you download and retain a copy of this syllabus and assignment guidelines in case you need them in the future for graduate school purposes.

Prerequisites: (COMD 1306 taken prior to or concurrently with this course)

Course Description

This course is designed as a practical training on the principles of phonetics and phonetic transcription. Phonetic transcription is a fundamental skill in the field of speech-language pathology and is part of the diagnostic and clinical processes related to articulation and phonological disorders.

Learning Outcomes: Students will...

1. Describe the physiological, acoustic, and phonetic characteristics of speech production.
2. Analyze the phonetic and acoustic properties of English consonants and vowels
3. Explain the classification and various categories of vowels and consonants
4. Demonstrate the perceptual abilities necessary to accurately transcribe spoken English
5. Perform phonetic transcription according to International Phonetic Alphabet (IPA) rules and symbol usage
6. Discuss the practical applications of phonetic theory.
7. Apply phonetic transcription to dialectal variations of Standard American English, non-native speakers, and speech sound disorders.

Text Required: Do not purchase this used, because it is a workbook!

Small, L.H. (2019). *Fundamentals of phonetics: A practical guide for students*, 5th Edition. Pearson.

Additional Reading Assignments

The instructor reserves the right to assign readings as appropriate to topics under discussion

Note: *This course is highly interactive. I expect every student to interact and be fully engaged from the very beginning. Due to the nature of linguistic diversity and different ways of pronunciation, we will come across many differences. In other words, we will DISAGREE! There are rules for these disagreements, however. It is not enough to say "this word should be transcribed this way or that way." It will be great to come up with such a conclusion, but you will need to provide evidence to support your point of view. For example, if you use 5 different phonetics textbooks, you will notice that they disagree on numerous issues. That does not mean that one is right and the other is wrong; it means that the research conditions and principles on which each text was founded were different. So, one way to enjoy the beauty of phonetics is to live the diversity that it offers. This is a good way to disagree! There will be weekly quizzes and other assignments, and you will need to refer to the syllabus on a regular basis. Failure to read this syllabus and refer to it on a REGULAR basis will cause you to be overwhelmed and could very well mean the difference between passing and failing the course. I do my best to provide you with a very organized and comprehensive syllabus that will have answers to most questions about how this class is run. Reading it and thoroughly understanding it will be your first step toward success in this class.*

Teaching Method & Course Organization:

This course will be face-to-face weekly classroom meetings. Our first class will be on Monday 8/23 at 2:30 – 3:55 PM.

UNIVERSITY POLICIES

A. **UT Tyler Honor Code:** 1. Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do. Students Rights and Responsibilities To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

B. **Campus Carry:** 1. We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

C. **UT Tyler a Tobacco-Free University:** 1. All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

D. **Academic Honesty Policy:** Students will adhere to the highest standards of academic honesty. Anyone caught cheating will earn a “0” for that assignment and will be subject to academic and disciplinary action. Plagiarism (the use of written and oral words or ideas of another person, including another student, without the expressed acknowledgment of the speaker’s or writer’s indebtedness to that person) will not be tolerated. This includes the use of papers or other materials previously submitted to instructors in other classes, as well as video and audio recordings. Students caught plagiarizing will fail this class and be subject to academic and disciplinary action.

E. **Student Standards of Academic Conduct** 1. Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

a. “Cheating” includes, but is not limited to:

- i copying from another student’s test paper;
- ii using, during a test, materials not authorized by the person giving the test;
- iii failure to comply with instructions given by the person administering the test;
- iv possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes.” The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- v using, buying, stealing, transporting, or soliciting in whole or part the contents of a test that was not administered, test key, homework solution, or computer program;
- vi collaborating with or seeking aid from another student during a test or other assignment without authority;
- vii discussing the contents of an examination with another student who will take the examination; viii divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination

room or not to be returned or to be kept by the student; ix substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

x paying or offering money or other valuable thing to, or coercing another person to obtain a test that was not administered, test key, homework solution, or computer program

xi falsifying research data, laboratory reports, and/or other academic work offered for credit; xii taking, keeping, misplacing, or damaging the property of the University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and

xii misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

b. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

c. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty. d. All written work that is submitted will be subject to review by plagiarism software.

2. The U-T Tyler Writing Center provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair, or operate on your paper.
Location: BUS 202. Appointments: 903-565-5995.

3. Disability/Accessibility Services:

a. In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application.

b. **The Student Accessibility and Resources (SAR)** office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

4. Grade Replacement/Forgiveness and Census Date Policies:

a. Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

b. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for

only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

c. The Census Date (Sept. 10th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- i Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- ii Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- iii Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- iv Being reinstated or re-enrolled in classes after being dropped for non-payment v Completing the process for tuition exemptions or waivers through Financial Aid

5. State-Mandated Course Drop Policy: a. Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). b. Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

6. Student Absence due to Religious Observance: a. Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

7. Student Absence for University-Sponsored Events and Activities: If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time, the instructor will set a date and time when make-up assignments will be completed.

8. Social Security and FERPA Statement: It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

10. Emergency Exits and Evacuation: a. Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

F. UT Tyler Resources for Students:

1. UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
2. UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
3. The Mathematics Learning Center, RBN 4021 (This is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses).
4. UT Tyler Counseling Center (903.566.7254)

COURSE REQUIREMENTS:

UT Tyler University Email Address/Canvas Account

Students are expected to have and use their UT TYLER email address. The instructor will ONLY use this address. Course information will be posted on Canvas. It is the students’ responsibility to be aware of

information and announcements posted on Canvas. You will also receive course announcements via email. Students who may need technical assistance with Canvas are advised to contact IT. Providing such assistance is not part of the instructor's job.

Your first assignment is as follows:

Please read the syllabus thoroughly prior to the first class and bring any questions you may have to class.

Regular Attendance and Participation are Required and Expected: (100 points)

This course is designed to provide a rich learning experience through in-class and online activities, assignments, quizzes, and exams. Students are required to read the assigned materials before coming to class. Class time will be dedicated to activities designed to deepen understanding of the content and consolidate learning. For this format to be successful, it is imperative that students come to class prepared and ready to participate. **During any given class expect to be called upon by name to answer questions about the material.** Attendance and participation points will be based on the quality of your participation (verbal and written).

Attendance Policy:

Regular attendance in this course is mandatory. I am usually in class 10-15 minutes before class starts. Attendance will be taken 3 minutes before class starts, and the attendance file will be closed during the first 60 seconds of class. I will not interrupt class to open it again if you come in late. *Therefore, if you have an emergency and arrive a minute or two later, it is your responsibility to remind me after class to mark you present.* If you do not inform me at that time, the absence will not be removed. The best way to avoid this issue is to be there on time.

Regular attendance is critical to your success in this course. Missing two classes during the semester (without a WRITTEN proof of an emergency will lead to loss of 5% of the total course grade. Each additional class missed will lead to loss of an additional 5% of the total course grade. In addition, missing classes without an excused absence, will lead to loss of class participation points.

- If you plan to be out for any reason, you do NOT need to notify me ahead of time. All you need is to bring in your written proof of an emergency the next time you come to class.
- A legitimate excuse is one that is due to an emergency (e.g., death in the family, car accident, illness, court appearance). *Students will be responsible for providing written proof of such absence (e.g., obituary, court summons, police report, doctor's letter).* I will not ask you for the proof. However, if you do not present one, your absence will NOT be excused.
- Habitual lateness or leaving before class ends will also result in lowering of the student's final grade. *Missing half of a class twice will be counted as 1 absence.* Arriving late/ leaving earlier is disruptive and shows lack of respect for your fellow classmates. Course content, in the form of group experiences and activities, cannot be made-up or copied from a classmate's notes under any circumstances.

Important: *If you are absent for any reason, please do not ask me what you missed. You will need to find out from one of your classmates.*

No Texting or Internet Browsing while class is in session:

- In my classes I am very protective of class time. Every minute is precious. The only reason you are in this course is to LEARN, and the only reason I am here is to teach you and to make every class of the course worth your money, commuting, time, and effort. For this reason, engaging in texting, Internet browsing or chatting is a very serious violation of class rules. I want you to succeed and will do everything I can to enable you to succeed, but you MUST do your part and follow class rules:
- Laptops are allowed ONLY for note taking.

- Please silence your phones. If there is a situation where you must text, it is perfectly okay to step out of the room quietly and send your message or make your call.

Class Cancellation

In the event of class cancellation (due to inclement weather or an emergency), please refer to the UT TYLER website for announcements. In the event of an emergency campus closure, a video recording of the lecture will be available online or class will take place online. Any assignments due during that week will NOT be affected by the campus cancellation, as all assignments are submitted online.

Cancellations will be determined by the UT TYLER policy, and I will make no special announcements. It is your responsibility to check the UT TYLER website for weather-related announcements.

Course Assignments:

Very important

- *You should download all course materials and save them to your computer. This way, if any technical disruptions occur you will have uninterrupted access to the material. You may also need the syllabus in the future.*
- *You are required to keep word copies of each written assignment you submit until the very end of the course.*
- *All assignments MUST be submitted in Word format and ONLY in the designated folders on Canvas.*
- *All assignments submitted for this course MUST be ORIGINAL and must be ONLY written for this course and ONLY for this semester. Any assignments submitted in previous courses or previous semesters will receive zero credits.*

Completing Assignments PRIOR to class

Students are expected to read the assigned chapter and complete any assigned homework etc. before coming to class. You are also required to view any recorded lectures or videos before coming to class. The class will focus on (a) expanding your understanding of the content, answering your questions about the material; and explaining complex concepts. You are responsible for the information in the textbook, any videotaped lectures, articles, material discussed in class, videos, cases, etc. All of these are content for exams. The Instructor reserves the right to assign additional reading materials during any point in the semester.

Submitting Assignments:

Absolutely NO emailed assignments. Assignments must be submitted online by the due dates, and in their designated folders.

To submit assignments, please go to the Course Assignment folder on Canvas (course menu). In this folder you will find links for submitting each assignment. You will also find guidelines and grading rubrics pertaining to each assignment. All written assignments must be submitted as WORD Docs and as ATTACHMENTS. Please do NOT copy and paste: this will change your format and may make your entire assignment unreadable.

Before uploading the assignment, please verify that you are submitting the right file. Any wrong assignments, or assignments not submitted in the designated folder, will receive a zero grade.

- All written assignments must follow APA Style: i.e., they must be in Word Document form, in double-space, and in Times New Roman font # 12. To learn how to use APA style documentation, please go to Purdue OWL: <https://owl.english.purdue.edu/owl/section/2/10/>.
- **Late Assignment and Rewrite Policy:** This course involves a series of assignments that need be submitted on time in order to get maximum credit. *If a student does not submit an assignment by the deadline, s/he will have 6 days to submit it; however, 20% will be taken off due to missing the deadline.* Assignments that are more than 6 days overdue will NOT be accepted for credit. The same policy goes for submitting the wrong assignment. If the submitted assignment does not meet the criteria, the student will be given the option to re-write it, but 20% will be taken off. The rewrite must be

submitted within 6 days. Note: in this course (and other courses I teach) there is no work for extra credit.

- *Important: **Please do not ask me to edit your work or “look it over” prior to submitting it.** You are welcome to seek editing support help from the Writing Center. You are welcome to ask me any specific questions about the assignment, but **I do not edit written assignments.***

Course Assignments:

This course involves a lot of interaction. **Be prepared to be called on and to come up to the whiteboard to complete transcription tasks.** All assigned readings, chapter exercises, and transcription exercises are to be completed prior to class. You will be at an extreme disadvantage if you do not complete practice exercises outside of class. All assignments (including handwritten ones) are submitted online. **No assignments are accepted via email under any circumstances.**

Students are responsible for keeping electronic copies of all assignments submitted throughout the course. Software copies are required for anything typed in word. Because transcription assignments are usually handwritten, each member of the team will need to keep a hard copy of the submitted assignment.

1. Transcription Projects (Individual Assignment)

A short video will be assigned for transcription. Students will watch the assigned video, transcribe it, and submit one written assignment in the designated folder online. Details will be provided in class.

2. Quizzes:

There will be a total of 12 brief quizzes, one at the beginning of each class. The first quiz will be during the second class. These quizzes will be given during the first 10 minutes of face-to-face classes. If you arrive 5 minutes late, you are welcome to take the quiz, BUT the time will NOT be extended for you. You need to make sure to organize your schedule so that you arrive on time.

If a quiz includes live transcription and you miss that quiz, you will not be able to make it up. The quizzes will cover information presented during lectures, and information in the text, handouts, class discussions, and transcription practice (written & live). The format of the quizzes will consist of multiple-choice, true/false, fill-in-the-blank, and matching type questions as well as transcription tasks. Completion of reading assignments, chapter exercises, and transcription exercises, regular attendance and class participation are integral to the successful completion of this course requirement.

The Final Exam will take the format of the quizzes and will cover the topics that are not assessed by quizzes. **Final Exam (CUMULATIVE)**, and in 2 parts)

Part 1: Transcription:

Part 2: Objective

Assignment Scholarly Review (100 points)

Each student will select a scholarly article to read and summarize. Guidelines and a grading rubric will be made available online. The article must be related to the content of the course. It can focus either on the phonetic and acoustics of normal speech production or disordered speech.

Weekly Homework:

After the first week of classes, there will be homework assignments that will be posted and submitted online. Details will be provided in class.

Grading: *This course is based on 1000 points. This is to ensure that you get every fraction of a point that you deserve, and that if you make a few mistakes in exams or assignments, your grade will not suffer as much. For example, if you miss 10 questions*

in one exam, you will still have the chance to score within the “A” range. Meanwhile, if you earn one thousandth of a point, it will be added to your grade.

Grade Distribution and Grading Key

<i>Final Grade Itemization</i>		<i>Grading Scale</i>	
Quizzes	360	A	100-90.00%
Final	200	B	89.99-80.00%
Weekly Homework	180	C	79.99-70.00%
Homework	100	D	69.99-60.00%
Live Video Transcription	60	F	<60%
Participation	100		
Total	1000		

Class and Assignment Schedule (Tentative)

All Assignments are due by 3:00 pm Every Wednesday

Some weeks may not have homework

Week	Topic & Assigned Reading	Quiz Dates	Assignments
Week 1 8/23	Syllabus Chapter 1		Read Syllabus and come to class with questions
Week 2 8/30 9/01	Chapter 2	Quiz # 1	Due by 3:00 pm Wednesday -Homework
Week 3 9/06 9/08	Labor Day/No Class 9/06 Chapter 3	Quiz # 2	Due by 3:00 pm Wednesday Homework
Week 4 9/13 9/15	Chapter 4	Quiz # 3	Due by 3:00 pm Wednesday -Homework
Week 5 9/20 9/22	Chapter 4	Quiz # 4	Due by 3:00 pm Wednesday Homework
Week 6 9/27 9/29	Chapter 4	Quiz # 5	Due by 3:00 pm Wednesday Homework
Week 7 10/04 10/06	Chapter 5	Quiz # 6	Due by 3:00 pm Wednesday Homework
Week 8 10/11 10/13	Chapter 5	Quiz # 7	Due by 3:00 pm Wednesday -Homework
Week 9 10/18 10/20	Chapter 5	Quiz # 8	Due by 3:00 pm Wednesday Homework
Week 10	Chapter 5	Quiz # 9	Video transcription due 3:00 pm

10/25 10/27			Wednesday.
Week 11 11/01 11/03	Chapter 6	Quiz # 10	Due by 3:00 pm Wednesday -Homework
Week 12 11/08 11/10	Chapter 7	Quiz # 11	Article Review Assignment Due by 3:00 pm Wednesday
Week 13 11/15 11/17	Chapters 8 & 9	Quiz # 12	Due by 3:00 pm Wednesday -Homework
Week 15 11/22 11/24	Live Transcription Practice Thanksgiving Break/No class 11/24		
Week 16 11/29 12/01	Review Live Transcription Exam		
12/06	FINAL Exam Cumulative (Objective)		TBD