

**CMSD 290: Phonetics**  
**California State University, Chico**  
**Fall 2018**

**INSTRUCTOR INFORMATION**

Instructor: Susan Steffani, Ph.D.  
 Class meetings: 10-10:50 or 11-11:50 MWF

Office: AJH 130A  
 Office Hours: M 8:30-9:30 and 12-1; Th 11-12  
 or by appointment

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**COURSE DESCRIPTION**

The study of the International Phonetic Alphabet (IPA), with emphasis on training students to transcribe speech accurately using the IPA. Students will also develop an understanding of phonetic theory and principles

**COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES**

Upon completion of this course, students will demonstrate the ability to:

Course Objective	Implementation	Program SLO	Accreditation Standards		
			CAA	CFCC	CCTC
Use the International Phonetics Alphabet (IPA) to transcribe spoken English quickly and accurately.	Quizzes, Exams, Assignments	1	3.1.2B	IV-B	SLP-1
Classify each consonant by place of production, manner of production, and voicing.	Quizzes, Exams, Assignments	1	3.1.2B	IV-B	SLP-1
Recreate the vowel chart and explain where the vowels are produced.	Quizzes, Exams, Assignments	1	3.1.2B	IV-B	SLP-1
Use IPA to transcribe disordered speech.	Quizzes, Exams, Assignments	1	3.1.4B	IV-B	SLP-4
Identify basic articulation and phonological process errors.	Quizzes, Exams, Assignments	1	3.1.4B	IV-B	SLP-4
Describe the basic anatomy and function of the speech mechanism.	Quizzes, Exams, Assignments	1	3.1.2B	IV-B	SLP-1

Program Student Learning Outcomes

1. Demonstrate the knowledge of basic communication and swallowing processes, including their biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases.
2. Demonstrate knowledge of the nature of speech, language, hearing, and communication disorders and differences and swallowing disorder including their etiologies, characteristics, anatomical/physiological, acoustic, psychological, developmental, and linguistic and cultural correlates.
3. Demonstrate knowledge of the principles and methods of prevention, assessment, and intervention for people with communication and swallowing disorders, including consideration of anatomical/physiological, acoustic, psychological, developmental, and linguistic and cultural correlates.
4. Successful completion of supervised clinical experiences, demonstrating knowledge and skill competencies,
5. Demonstrate knowledge and skill in Professional Practice Competencies which includes accountability, integrity, effective communication, clinical reasoning, evidence-based practice, concern for individuals, cultural competence, professional duties, collaborative practice.

CAA - Council on Academic Accreditation in Audiology and Speech-Language Pathology. <https://caa.asha.org/wp-content/uploads/Accreditation-Standards-for-Graduate-Programs.pdf>

CFCC - Council for Clinical Certification in Audiology and Speech-Language Pathology <https://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/>

CTCC - California Commission on Teaching Credentialing [https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/special-education-standards-2013.pdf?sfvrsn=9c98fd69\\_0](https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/special-education-standards-2013.pdf?sfvrsn=9c98fd69_0)

## **ACADEMIC HONESTY**

Any work submitted that is not the product of the student who has their name on the work (which would include work taken from any other sources and not properly noted or work done by another student) is plagiarized work and will be prosecuted according to University Code. Any sign of cheating in any way on course exams or assignments will be addressed directly. If you do not understand what constitutes academic honesty, review the University Catalog.

Any work submitted that is not the product of the student who has their name on the work (which would include work taken from any other sources and not properly noted or work done by another student) is

## **STUDENTS WITH DISABILITIES**

If you have a documented disability that may require reasonable accommodations, please contact Accessibility Resource Center (ARC) for coordination of your academic accommodations. ARC is located in the Student Services Center 170. The ARC phone number is 898-5959 V/TTY or fax 898-4411. Visit the ARC website at [ARC Website](#)

## **ADD/DROP POLICY:**

Students may add or drop courses without restriction or penalty and without instructor approval during the first two weeks of the semester using the telephone registration system (TRACS) or using the Chico State Connection. During the third and fourth weeks of classes, COP forms are needed to add and drop and will require the approval signature of the instructor. After the end of the fourth week of the semester, all COP forms to add or drop will require a serious and compelling reason and require approval signatures of the instructor, department chair, and dean of the college. Do not assume that you will automatically be dropped for not attending class. It is your responsibility to make a commitment to dropping or staying in class by the end of the second week. It is your responsibility to follow the appropriate drop procedures or you risk getting a failing grade for the class.

## **CONFIDENTIALITY AND MANDATORY REPORTING**

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual misconduct with the University. Students may speak to someone confidentially by contacting the Counseling and Wellness Center (898-6345) or Safe Place (898-3030). Information on campus reporting obligations and other Title IX related resources are available here: [www.csuchico.edu/title-ix](http://www.csuchico.edu/title-ix)

## **ATTENDANCE:**

Regular attendance is mandatory. Attendance will be taken daily. If you have a borderline grade, you will receive the higher grade if you missed 2 or less classes.

## **MAKE-UP POLICY:**

It is imperative that you take examinations when scheduled. Make-up examinations will only be administered under extraordinary circumstances when there is a documented reason of a serious and compelling nature. A make-up examination may not be the same as the original examination but will be

based on the same body of material and information. There will be no make-up for weekly quizzes or speed and accuracy drills.

All assignments must be turned in by their assigned due date. One point will be deducted for each day the assignment is late (including weekends). You are encouraged to discuss any missed assignments with the instructor. Assignments will not be accepted 3 days after their due date without discussion with the professor.

## COURSE MATERIAL

Packet: Available at the bookstore

## GRADING

Grading will be on a point scale. You will be graded on exams, quizzes, and assignments. Grades will be assigned by percentages:

94-100%	A		78-79%	C+
90-93%	A-		74-77%	C
88-89%	B+		70-73%	C-
84-87%	B		60-69%	D
80-83%	B-		Below 60%	F

## COURSE REQUIREMENTS/EVALUATION

1. **TESTS** (60 points each): There will be one midterm and one final exam consisting of transcription, definitions, and identification of place, manner, and voice.
2. **QUIZZES** (10 points each): There will be a weekly quiz every Monday starting September 3 for a total of 14. Because Sept. 3 and November 12 are holidays, we will have the quizzes on Wednesday, September 5 and November 14. The first quiz will be vocabulary. All quizzes thereafter will be primarily transcription but can contain any information we have learned in class. Each word will be worth 1 point; you must transcribe the entire word correctly to get the point. I will count your 13 best scores toward your grade. You cannot make up quizzes. However, there will be a few opportunities during the semester to “pop” quizzes that can be used as one of your 13 scores.
3. **ASSIGNMENTS** (90 points total): There are 7 assignments. The assignments are available in the packet. Due dates will be assigned in class.
4. **WORKBOOK** (30 points): I have developed a workbook to help you practice using phonetic transcription. You will be assigned pages to be done by a certain date. I will check to see if have completed the assignments as assigned. If you have, you will receive 5 points each check. If you have not, you will receive 0 points.
5. **SPEED/ACCURACY CHECKS** (40 points possible). The goal of this class is to become a quick and accurate transcriber. In order to assess your progress towards this goal, starting on September 12, you will be administered a 1-minute timed speed/accuracy check every Wednesday. You will receive points based on the highest number of words you transcribe (this generally occurs during the last few weeks of the semester) as follows:

26+ words	40 points (100%)
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22-25 words	36 points ( 90%)
18-21 words	32 points ( 80%)
14-18 words	28 points ( 70%)
13 or ↓ words	24 points ( 60%)

6. **RETHINK** (60 points): On the day that I return the midterm, you will be given time to rethink the answers that were wrong. You will be able to consult your notes, text, me, or classmates. You will then return the test to me and I will check your new answers. For each answer you previously had wrong, you can earn 1/2 the credit for that question. Therefore, if a question was worth 4 points and you got it completely wrong during the first try you could receive up to 2 points.

## **COURSE OUTLINE**

The course outline depends on how you are all doing learning the phonetic alphabet. This course has a limited amount of content. The purpose of the class is for you develop transcription skills in order to transcribe your client's speech. This requires **PRACTICE, PRACTICE, PRACTICE**. We will practice in class; however, it is up to you to do as much practice outside of class as possible. In the past, students have chosen to use phonetics to make their grocery lists, to write letters, etc. I cannot require this, but I do recommend that you try to do these types of activities. There may be some days that I will tell certain students that they do not need to attend class based on their performance. Here are the basic topics we will cover this quarter:

- International Phonetic Alphabet.
- Voicing.
- Speech Process.
- Manner of Production.
- Place of Production.
- Vowels and Consonants.
- Stress.
- Narrow Transcription.
- Suprasegmentals.
- Disordered Speech.
- Dialects.

## **IMPORTANT DATES:**

### **NO CLASS:**

September 3 – Labor Day

November 12 – Veteran's Day

November 19-23 - Thanksgiving

**MIDTERM** – tentatively scheduled for Friday, October 19

**FINAL** for MWF 10:00 class – Wednesday, December 19; 10-11:50

**FINAL** for MWF 11:00 class – Monday, December 17; 12:00-1:50

**QUIZZES** – Every Monday starting September 3. When there is a Monday holiday (Sept. 3, November 12), the quiz will be on Wednesday of that week.

**SPEED & ACCURACY** - Every Wednesday starting September 12.