

**CSDS 307: Phonetics**  
**Spring 2010 January 11 – April 29**

Instructor: Mrs. Shiree Harbick, M.S.	Contact Information will be made available once you gain access to the course.
Office Hours: I will respond to e-mail within 24 hours M – F, within 48 hours on weekends. There may be times that I am unavailable during the semester but I will post these announcements with as much advance notice as possible. <b>Be sure</b> to begin the subject line of all e-mail with <b>CSDS 307</b> .	

**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.

**Required Resources**

Minimum Computer and Software Requirements for Longwood Online courses can be found at [www.longwood.edu/online](http://www.longwood.edu/online) . Please be sure that your computer meets these requirements. Use Internet Explorer to access *Blackboard*.

**Accessing the course through a high-speed Internet connection (DSL or cable) is advised.** If you don't have high-speed access from your home computer, you may want to view the PowerPoint presentations from your work location or another location with high-speed access, as some of the presentations contain video clips and all of them contain audio clips. You will also have the opportunity to take part in Live Classroom Review Sessions that require a high connection speed. In order to take part in these sessions and to be able to listen and talk with others in the session you will need some type of headset that combines a microphone with headphones.

**Most of the course assignments are to be completed using handwritten transcription; thus a scanner or access to a fax machine is required for submitting assignments.**

In order to participate in Live Classroom Review Sessions (optional but useful) and to make postings on the course Voice Board you will need a **headset-type microphone**.

**Online Course Policies:** Longwood online policies can be found at <http://www.longwood.edu/online>. On the left side of that screen are links to “Student Responsibilities” and “Student Support”. Be sure to review ALL the student responsibilities before beginning this course.

The **Technical Support** link ([http://www.longwood.edu/online/Tech\\_support.htm](http://www.longwood.edu/online/Tech_support.htm)) will provide you information about how to resolve technical issues if they should arise. There is also a toll free number: 877-267-7883. You can access assistance from 8 - 5 EST Monday - Friday. There are two RTAs (Resident Technical Assistants) assigned to off campus students for after hours. Follow this link to get their current contact information: <http://www.longwood.edu/helpdesk/rta/team.htm>.

**Students must maintain current system software and virus definition updates.** The Help Desk can assist in this matter. [Free anti-virus software](#) is available for downloading. **If your anti-virus software is not up-to-date, YOU MUST download the free anti-virus software!**

### Text

Shriberg, L., & Kent, R. (2003). *Clinical phonetics (3<sup>rd</sup> ed.)*. Boston, MA: Allyn & Bacon.

CD-ROM to accompany Shriberg and Kent's *Clinical Phonetics (optional)*

**Course Objectives:** Upon completion of this course students should be able to:

1. Understand the terminology associated with voice, place, and manner of production of all English phonemes.
2. Analyze words into their component parts
3. Combine isolated phonemes into sequences to form words.
4. Listen carefully to speech sounds and establish a strong and immediate association between a sound and its phonetic symbols.
5. Scan a word phonetically and put the individual phonemes together to create the word.
6. Use phonetic symbols, and diacritic markings, to record standard, non-standard, and disordered speech sounds accurately.
7. Transcribe a client's production of individually produced words.

### Course Requirements:

1. **Exams/Quizzes** – Because it is so crucial to success with phonetics that each student keeps up with the pace of class, there will be periodic unit quizzes. These quizzes will be varied in format, depending upon the nature of the material being covered. Quizzes might include transcribing recorded speech samples, definition of terminology, or outlining important points from the text or presentations.  
**Each student is to complete these quizzes independently.** Students are **not** allowed to work together on these quizzes. Specific instructions on how to complete quizzes will be posted on Blackboard. Each student will

sign the honor pledge that these quizzes have been completed independently. All quizzes will be taken through Blackboard and the Assignment Feature. Handwritten portions of quizzes may be submitted as a scanned document or faxed to the instructor.

2. **Scheduling/grading-** At the completion of each of the six units, a quiz will be administered. Quizzes are typically made available several days before they are due. At the end of the semester the lowest of the first 5 unit quiz grades will be dropped and the remaining 4 grades will be averaged along with the Quiz 6/Final Exam grade to determine the final course grade.
  
3. **Submitting Quizzes -** All unit quizzes will be taken through Blackboard but most of the quizzes include a written transcription section that will be made available through the Assignment Feature on Blackboard. Detailed instructions on how to take each section of the quiz will be posted well in advance of each quiz. You may choose to submit the written portion of the quiz to me in one of the following ways:
  1. Complete the quiz by hand and fax it to me by the due date (540-438-9067); or
  2. Complete the quiz by hand, scan it and turn the scanned image in to me through the Assignment Feature on Blackboard.

I will grade the written portions by hand and will return them to you as scanned pdf files through the Assignment Feature. It is crucial that you review your mistakes on each quiz and learn to correct your errors as each unit in phonetics builds on the previous unit.

4. **Labs** – A lab assignment is provided to use with some of the units. These labs are an opportunity to apply course skills to a “real world” situation. They are also an opportunity to review for the unit quiz. Labs will be posted under Course Assignments at the beginning of each unit. The answer key will be posted as well and students should check their own work against the key. Labs are optional but highly recommended and do NOT need to be turned in.
  
5. **Live Review Sessions** – Towards the end of each unit I hold a real-time review session that will take place in the Live Classroom feature of Blackboard. In order to participate you will need to set your computer up ahead of time. Instructions will be provided prior to our first session. It is

also advisable to have a microphone/headset to use to interact with the class for these sessions. I'm sensitive to the fact that students in different time zones have trouble participating at the selected times; therefore attendance at these sessions is **optional**. I will archive the session and any student can go back and listen/look in on a recording of the entire session so that you will not miss any material if you cannot attend in real-time.

- 6. Contacting your instructor** – Please use the discussion board to post questions about course content. I will set-up a forum for each unit of the course in which to post your questions. I will answer discussion board questions daily. It may become necessary for some students to speak with me in order to understand some of the material. Please set up phone calls with me via e-mail. I am usually available most evenings but am working during the day (like most of you). I welcome the chance to talk with you to help you get a firm grasp of phonetics.

### **Disability Statement**

The instructor is willing to meet reasonable accommodations for any student's documented disability. The student should submit supporting material to the instructor during the first week of class, including the accommodations needed, as outlined by the Learning Center at Longwood University.

### **Honor Code**

Students are expected to abide by the Longwood Honor Code, and all assignments and examinations must be pledged in order for a grade to be earned. The instructor will investigate any suspicion of an Honor Code infraction.

The **Assurance Statement**, available on Blackboard as the first item under Assignments, **MUST** be downloaded and submitted back to me with your name typed (in lieu of a signature) through the Assignment Feature prior to Quiz #1.

### **Class Schedule**

This schedule may be revised if necessary

<b>Date</b>	<b>Topic</b>	<b>Readings/Lab/Quiz</b>
WELCOME!	Please look at your first three welcome assignments in the Assignment area of	Welcome Assignment #1 & 2

January 11	Blackboard	<b>Due 1/13 10 PM ET</b> Welcome Assignment #3 <b>Due 1/13 10 PM ET</b>
Unit 1 Jan. 11 –Feb. 1	Basic concepts	Chapters 1-3 <b>Live Review Session 1/28</b> <b>9 PM ET</b> <b>Quiz 1 Due 2/1 by 10PM ET</b>
Unit 2 Feb. 2 – Feb. 22	Vowels & Diphthongs	Chapter 4 <b>Live Review Session 2/18</b> <b>9 PM ET</b> <b>Quiz 2 Due 2/22 by 10PM</b> <b>ET</b>
Unit 3 Feb. 23 – March 8	Consonants	Chapter 5 <b>Live Review Session 3/4</b> <b>9 PM ET</b> <b>Quiz 3 Due 3/8 by 10PM</b>
Unit 4 March 9 – Mar. 29	Diacritics #1	Chapter 6 <b>Live Review Session 3/25</b> <b>9 PM ET</b> <b>Quiz 4 Due 3/29 by 10 PM</b> <b>ET</b>
Unit 5 Mar. 30 – April 12	Diacritics #2	Chapter 6 <b>Live Review Session 4/8</b> <b>9 PM ET</b> <b>Quiz 5 Due 4/12 by 10 PM</b> <b>ET</b>
Unit 6 April 13 – April 28	Dialects & Comprehensive Final Review	Appendix F <b>Live Review Session 4/22</b>

	<p>*Please note that the final quiz is MANDATORY and may not be dropped.</p>	<p><b>9 PM ET</b> <b>Quiz 6/Final Exam Due 4/28 by 10 PM ET</b></p>
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**Grading Scale:** A percentage for each quiz will be calculated. At the end of the semester the lowest of the first 5 unit quiz grades will be dropped. A mean percentage will be calculated of the remaining four grades plus the mandatory Quiz 6/Final Exam to determine the final percentage grade.

Grading scale is as follows: 98-100 A+; 93-97 A; 90-92 A-; 88-89 B+; 83-87 B; 80-82 B-; 78-79 C+; 73-77 C; 70-72 C-; 60-69 D; below 60 F.

**Note: If you already have a bachelor's degree, you are considered a graduate student. Longwood University does not allow grades of D for graduate students; therefore, if you earn less than C-, the grade will be F.**

**Additional Resources:**

Edwards, H.T. (1997). *Applied phonetics: The sounds of American English* (2<sup>nd</sup> ed.). San Diego, CA: Singular.

Small, L.H. (1999). *Fundamentals of phonetics: A practical guide for students*. Boston, MA: Allyn & Bacon.

CD-ROM to accompany Shriberg and Kent's *Clinical Phonetics* (These materials along with readings from chapters 7-9 will enable students to improve phonetic transcription skills.)