LONGWOOD UNIVERSITY

Department of Social Work and Communication Sciences and Disorders
Master of Science in Communication Sciences and Disorders Program

Course	PCSD 307: Clinical Phonetics
Instructor	Nichole Bailey, SLP.D, CCC-SLP, ASHA BCS-CL
Office Location	Virtual-Online
Credits	3 hours
Course Duration	January 14 – May 8, 2026
Email and Phone	baileyns@longwood.edu Cell Phone 334-797-9338 *Call/text between 8 a.m. and 6 p.m., M-F, ET*
Office Hours	Monday- Friday 8am-5pm, ET (*note-I do not work on Saturdays or Sundays)

Important Dates

******Our entire course and the university operates on EASTERN TIME

Class Begins: January 14, 2026

Class Ends: May 8, 2026

Last Day to Add/ Drop: January 22, 2026 by 5:00 pm ET

Last day to Withdraw with no academic penalty (all tuition and fees still apply): April 4, 2026 by 5:00 pm ET

Course Information

Course Description:
This is a three-credit hour course. 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. **With this being a three-credit hour course please acknowledge that this will entail 112.5 hours of work of the course of the semester. Break down: 37.5 hours will be of instruction and 75 hours will be used for studying, completion of assignments and projects, and reading outside of class.**

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.

Course Objectives and Learning Activities:
Upon completion of this course students should be able to:

Course Objective	Learning Activities
Understand the terminology associated with voice, place, and manner of production of all English phonemes.	Practices Workbook Exercises Quizzes Exams
Analyze words into their component parts.	Practices Workbook Exercises Quizzes Exams
Combine isolated phonemes into sequences to form words.	Practices Workbook Exercises Quizzes Exams
Listen carefully to speech sounds and establish a strong and immediate association between a sound and its phonetic symbols.	Practices Workbook Exercises Quizzes Exams Bi Bim Bop Transcription Song Transcription
Scan a word phonetically and put the individual phonemes together to create the word.	Practices Workbook Exercises Quizzes Exams Bi Bim Bop Transcription Song Transcription
Use phonetic symbols, and diacritic markings, to record standard, non-standard, and disordered speech sounds accurately.	Practices Workbook Exercises Quizzes Exams Song Transcription
Transcribe a client's production of individually produced words.	Practices Workbook Exercises Quizzes Exams Bi Bim Bop Transcription Song Transcription

Required and Recommended Texts and Modules

Required Text and Related Materials:
- Phonetics Workbook for Students, A: Building a Foundation for Transcription, 1st edition written by **Heidi M. Harbers**
- http://soundsofspeech.uiowa.edu/index.html#english
  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.

- http://www.waisman.wisc.edu/phonology/pepper-install.html

  You will need to download the pepper font from this website in order to view the phoneme transcription in many of the PowerPoint presentations for this course. If you have a newer Mac you may run into difficulty downloading this font.

Recommended Text:
- Shriberg, L., Kent, R., McAllister, T., & Preston, J. (2019). *Clinical phonetics (5th ed.)*. Boston, MA: Allyn & Bacon. Digital Copy of Book or paperback is fine, no CD required..

Course Assignments

Assignment
Introduction Assignments
Exams x 3
Quizzes x 10
Practice x 10
Workbook x 10
Book Transcription-Bee Bim Bop
Final Transcription and write up

Detailed Assignment Descriptions:

Introduction Assignments:
Students will complete the assurance statement, canvas quiz, participation quiz, and introduction discussion board.

Exams:
Students will have three exams. The exams will include short answer, multiple choice, or fill in the blank pertaining to the course content. Additionally, students will transcribe words or phrases using IPA.

Quizzes:

Students will have weekly quizzes for ten weeks. These quizzes will be short and will be varied in format, depending upon the nature of the material. Quizzes might include transcribing, defining terminology, or outlining important points from the text or lectures. Each of the 10 quizzes will be worth 20 points.

Practices:
Students will complete weekly practice assignment located on canvas. There will be 10 total and will be graded based on completion. This will target transcription practice. Each practice activity will be worth 2.5 points. No partial credit will be given for incompletes.

Workbook:
Students will use their workbook and complete the posted activities. There will be 10 workbook assignments each worth five points. Students can submit an image of their completed activities on Canvas.

Book Transcription-Bee Bim Bop:
Students will listen to the story, Bee Bim Bop, on Canvas and transcribe what is read using broad transcription.

Final Transcription and write up:
Students will transcribe a conversational speech sample using broad transcription.

Grading Scale (grades are earned, not given):

A	94 – 100%	C	73 – 77.9%
A-	90 – 93.9%	C-	70 – 72.9%
B+	88 – 89.9%	D+	68 – 69.9%
B	83 – 87.9%	D	63 – 67.9%
B-	80 – 82.9%	D-	60 – 62.9%
C+	78 – 79.9%	F	0 – 59.9%

Communication Policies

Communication:
Please check your Longwood email and the Announcements on the Course Canvas regularly, this is where I will communicate with you regularly. I will check Canvas and email between 8 am EST and 5 pm EST most weekdays and limit access on weekends and Longwood holidays/vacations. If you post on a Friday after 12pm EST I will respond on the next regular work/school day. I will make every effort to respond to all communications within 48 business hours.

Demeanor for Class Interactions:
- Be courteous and respectful in all interactions

- Be kind and sensitive about others' perspectives that may be different from your own

Course Organization and Student Platforms

Organization:
All the PowerPoints and course assignments will be organized into modules on Canvas. Each module will include the necessary content for that area of study. For example, the modules will include the Powerpoint, required readings, assignments, and any other necessary material. Activities and assignments will be developed around each of these modules of study.

Canvas:
Each student is responsible for verifying his or her access to *Canvas.* Additional information about class assignments, expectations, and announcements may be posted on *Canvas*. It is critical that students check for the relevant announcement when planning for the next scheduled class.
Choice of web browser is critical to successful interaction with Canvas. Some incompatibility issues have been observed when using Internet Explorer, particularly when taking online quizzes. You are encouraged to use Google Chrome when interacting with Canvas.

General Policies and Procedures

Protecting Intellectual Property:
Content and materials for this course are for your learning only and should not be shared with others outside of the class. This includes the materials located within the learning management system, information sent to you through email, and/or content provided to you through webcasting with your professor. You may not share your course connection information (login or password), your content received through Canvas, or any videos sent to you that are specifically for this course. This includes sharing postings or recordings made by the instructor or students without permission of the originator.

When you are attending a course through web-conferencing (for example, Zoom), there should not be other persons interacting with the system or attending the session.

Any violation of this policy can result in disciplinary action. Faculty or students may report those who violate University policies regarding intellectual property to the Office of Student Conduct and Integrity.

Accessibility Resources Office:
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 [Accessibility Resources Office](), Brock Hall, (434)395-2391 prior to those accommodations being implemented. The office will require appropriate documentation of disability. All information is kept confidential.

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.

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.

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

Academic Policies and Procedures

Responsibilities of the Learner:
All learners are expected to abide by the Honor Code, and respect the intellectual property and copyright of others. Learners are expected to complete all assignments, including group projects, in a timely manner. Learners agree to interact with others in the course in a courteous and professional manner, recognizing the value of others' opinions. Learners will recognize that they are part of a larger community of learners and that their diligent and regular participation in this course is to the benefit of all learners.

Skills Required of the Learner:
All learners are expected to have the following technical skills to be successful in this online course:
- Navigating Canvas
- Using Panopto videos
- Using various audio and video resources
- Downloading files
- Uploading documents
- Uploading images
- Completing online assignments, discussion boards, and assessments
- Downloading Pepperfont (if this is not possible the student can hand write the IPA transcription)

Honor Code:
The following Honor Code Statement is required on all written work including tests and written papers and should be signed with the student's first and last name:

<mark>*I have neither given nor received help on this paper (test, etc.) nor am I aware of any infraction of the Honor Code.*</mark>

Students are expected to abide by the Longwood University Honor Code at all times. Suspicion of any in-class or related violation will be investigated and university policy will be followed. Consequences for violation of the Honor Code on any individual assignment may include a grade of "0" on the assignment in question, a grade of "F" in the course, and/or referral to the Longwood University Judicial Board.

Grading:
- Grades are earned: Students earn their grades through organization, diligence, planning, and execution. Students assume individual responsibility for the quality, presentation, and timeliness of their own work.
- Students' grades reflect how their overall performance aligns with the established rubrics. Therefore, it is imperative students review the grading rubrics before submitting assignments.
- This instructor makes every effort to evaluate students' work equitably and fairly. Grades are not negotiable.
- The actual points earned will be used to determine the letter grade equivalency. Point values are rounded neither up nor down to assign a grade equivalent.
- 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.
- Students who are applying to graduate school in CSD should understand that most graduate programs expect strong performance in all CSD coursework. Therefore, students should work to achieve at least a grade of "B" in CSD courses. Students should consider retaking any CSD course for which they earn a grade lower than a B-.

Late Assignments:
- Students are expected to submit assignments **by midnight, EASTERN TIME, on the required date**. Work may be submitted late but will be charged a **10% penalty** of total possible points for each class period occurring after due date until date of actual submission, **up to a total of 30%** of possible points. <u>Work will **NOT** be accepted more than one week late.</u> If you experience technical difficulties while trying to submit an assignment by the deadline, call/text my cell phone (334-797-9338) and text/leave a voice mail message or e-mail me stating the time and the nature of the technical problem. Only then will an assignment be considered for late acceptance without a penalty.
- Quizzes and Exams may not be submitted late except in extreme circumstances and documentation will need to be provided to your instructor.

Changes To Syllabus:
The instructor reserves the right to make changes to the syllabus as needed and will provide verbal and/or written communication about changes to the syllabus/schedule, should they occur.

<u>Student Services and Resources</u>

Technology:

- **Student Technology Handbook**: http://www.longwood.edu/usersupport/student-resources/student-technology-handbook/
- **Digital Education Collaborative (DEC)**: The DEC supports students with learning technologies including Canvas, Panopto, WebEx, etc. Contact the DEC: dec@longwood.edu or call 434-395-4332. Visit their website http://www.longwood.edu/dec/
- **IT Help Desk**:The IT Help Desk support students with technical issues such as network connectivity, printer issues, or username/password issues. Contact IT Help Desk: helpdesk@longwood.edu or call 434-395-4357. Visit their website http://www.longwood.edu/usersupport/
- **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/

Services:

- **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
- **Graduate and Distance Education Student Support**: http://www.longwood.edu/usersupport/student-resources/graduate-and-distance-education-student-support/
- **Greenwood Library**: http://libguides.longwood.edu/home
- **APA citation**: Make sure you are using the 7th EDITION! https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Class Schedule
This schedule is tentative and may be revised during the semester if necessary.

Date	Topic	Module	Due
Jan. 14 – Jan. 18	Introductions	Start Here Meet and Greet	Introduction Discussion Board Canvas Quiz Participation Quiz Assurance Statement
Jan. 19 – Jan. 25	Phonology+ Phonemes and Morphemes	Module 1	Practice 1 Quiz 1
Jan. 26 – Feb. 1	Anatomy	Module 2	Practice 2 Quiz 2
Feb. 2 – Feb. 8	Introduction to Vowels and Front Vowels	Module 3	Practice 3 Workbook Exercise 1 Quiz 3
Feb. 9 – Feb. 15	Back Vowels	Module 4	Practice 4 Workbook Exercise 2 Quiz 4
Feb. 16 – Feb. 22	Central Vowels	Module 5	Practice 5 Workbook Exercise 3 Quiz 5
Feb. 23 – Mar. 1	Diphthongs	Module 6	Practice 6 Workbook Exercise 4 Workbook Exercise 5 Quiz 6
Mar. 2 – Mar. 8	Transcprition	Module 7	Exam 1
Mar. 9 – Mar. 22	Consonants	Module 8	Practice 7 Practice 8 Workbook Exercise 6 Workbook Exercise 7 Quiz 7 Bi Bim Bop Transcription
Mar. 23 – Apr. 5	Consonants	Module 9	Practice 9 Workbook Exercise 8 Quiz 8 Exam 2
Apr. 6 – Apr. 13	Narrow Transcription	Module 10	Practice 10 Workbook Exercise 9 Quiz 9
Apr. 14 – Apr. 26	Suprasegmentals	Module 11	Workbook Exercise 10 Quiz 10
Apr. 27- May 8	Song Transcription Final	Project Module Module 12	Song Transcription Final Exam

- Due dates: All assignments are due at the end <mark>(Sunday by 11:59 p.m. ET)</mark> of each week
- You can move at your own pace- this is just a guideline and final due dates, you can complete things earlier but not later than the due date