

COMD 3100: Anatomy of the Speech Mechanism

CONTACT INFORMATION:

Please contact the instructors and TA's through the Canvas emailing system.

Instructors: Dee Child M.S. - CCC-SLP, Stacey Sessions M.S. - CCC-SLP

Teaching Assistants: Jami Rayfield, Megan Keate

Direct your questions this way:

Dee Child and Stacey Sessions are the instructors. Questions and comments relating to lectures, quizzes, exams, etc. should be directed to them.

Teaching assistants help the instructors in responding to student questions, giving feedback on examination questions, managing course discussions and review sessions, etc. Most of your questions will go to the instructors rather than directly to the teaching assistants.

WHEN TO TAKE THIS COURSE:

Online and campus-based students: You should meet with your advisor and plan your schedule right away if you have not already done so. Campus students take this class as juniors.

COURSE DESCRIPTION, GOALS, OBJECTIVES AND ASSESSMENT TOOLS:

Course Description

Welcome to one of the first classes in the Department of Communicative Disorders and Deaf Education! This course is intended to give you a functional background in the anatomy of the human communication system, which will allow you to understand the basic process and to be able to communicate more efficiently with other professional specialists as well as the "ordinary" people who are interested in how our anatomy relates to effective communication.

Course Goals

COMD 3100 is designed to:

- Give you the ability to identify the structural components of the various sub-processes of the communicative act; i.e. respiration, phonation, resonance, articulation, deglutition and neuroprocesses.
- Give you the ability to describe the anatomical correlates of the communication system.

Objectives and Assessment Tools

You will be able to identify and/or describe the basic anatomy related to the following areas:

- Lesson 1: Anatomical concepts, terminology and bodily organization
 - Assessment Tools: Lesson 1 Exam, Written Assignment
- Lesson 2: The respiratory system
 - Assessment Tools: Lesson 2 Exam, Written Assignment
- Lesson 3: The phonatory system
 - Assessment Tools: Lesson 3 Exam, Written Assignment
- Lesson 4: The articulation, resonance, and deglutition system
 - Assessment Tools: Lesson 4 Exam, Written Assignment
- Lesson 5: The nervous system
 - Assessment Tools: Lesson 5 Exam, Written Assignment

COURSE RESOURCES:

Course Technology Requirements

Canvas is the where course content, grades, and communication will reside for this course.

- <http://canvas.usu.edu>
 - Your **username** is your **A#**, and your **password** is your global password (the same one you use for Banner or Aggiemail).
- For [Canvas](#), [Passwords](#), or any other computer-related technical support contact the [IT Service Desk](#).
 - 435 797-4357 (797-HELP)
 - 877 878-8325
 - <http://it.usu.edu>
 - servicedesk@usu.edu

Textbook

Textbook (Required): Essentials of Anatomy and Physiology for Communication Disorders (with CD-ROM), 2nd Edition ISBN-10: 1-133-01821-1, ISBN-13: 978-1-133-01821-6

You can order the textbook from the USU Bookstore, the publisher, or from any other source you choose.

USU Bookstore... <http://campusstore.usu.edu/t-textbooks.aspx>

Publisher... <http://www.cengagebrain.com/micro/AGG2013116-9121-166>

You will need the textbook immediately so order it today if you don't already have it. The textbook contains the diagrams of the anatomical structures that will be covered in the lectures. We recommend you use the textbook for studying the diagrams and for a reference to aid in your study of the topics covered in the lectures.

Lectures

Online instructor lectures are posted on Canvas under the "Modules" tab. The lectures are based on information from the textbook and lecture notes which are available to view online or to download. Below is an example of step-by-step instructions on how to access the course lectures and notes:

1. From the course homepage in Canvas click on "Modules".
2. The next page lists all the course material by "Lessons", start by clicking on "Lesson 1".
3. To see the slides and hear the first lecture, click the picture or title of the first video.
4. The pdf version of the slides are given as a resource for students who like to take notes as they listen to the lectures. Use the diagrams and information in the textbook to supplement the class lectures and notes.
5. Study the information from the lectures, notes, and textbook then take the corresponding exam for that lesson. (Check the calendar closely for the exam schedule.)

Handouts/Notes

Handouts/Notes of each lecture are located within each lesson module. You may download and print them if you would like or just use them on your computer OR ignore them (not recommended). They are identical to the slides used in the lectures.

COURSE ACTIVITIES:

Readings

The readings for this class will be listed under the "Readings" section which can be accessed through the course lessons. Students will be responsible for reading the information that corresponds specifically to structures and concepts being discussed in the lectures. There is additional information in the textbook that will not be covered or tested in this class.

Due Dates

Assignments may include written papers, exams, etc. Typically, each has an open submission period of approximately one week during which it can be submitted. Each assignment also has a **strict** due date, after which you cannot submit the assignment, or if you are allowed to submit it, there will be a serious deduction of points for late submission. We **strongly suggest** that you complete each assignment toward the **beginning** of the open submission period rather than waiting until the latter part of the period. The last day is for emergencies that may have sprung up during the first part of the exam period - health issues, car breaks down, computer crashes, floods, etc. It is not intended for procrastinators. Don't Procrastinate!!!!

Assignment Conflicts

If you have one or more specific conflicting events or appointments that will interfere with a class assignment due date, such as a medical procedure, religious holiday, etc. the instructor will work with you if you plan ahead. Please complete the assignment before the due date if at all possible, using the open submission period to work around your conflict. That way you will remain on schedule and likely do better in this class. If there are conflicts that make it impossible or impractical to complete the assignment during the open submission period and by the due date, please email the instructor your own short description, the date of the conflict, and a signed letter from the professional who will be directing your conflicting activity, such as physician, religious leader, etc. The instructor will accommodate your request, if it is reasonable. Please limit such requests and **plan ahead** to have them pre-approved. Otherwise, they will not be supported. As you look ahead and foresee multiple conflicts between your life schedule and this class schedule in the upcoming semester, you will do much better in this class if you adjust your schedule and take the class another semester.

Quizzes

Students may participate in one or more practice quizzes through Canvas as part of the course study pattern. The purpose of the quizzes is to help students become familiar with the format and content of the exams. They are worth 0 points. The quizzes will consist of a few multiple-choice, matching, and/or true/false questions based on the readings and presentations.

Written Assignments

Each chapter has an optional written assignment. Specific information about each assignment is located in the module associated with that lesson. Even though these assignments are optional, each is worth 20 points, so students will most likely choose to complete all of them.

Exams

Five scheduled examinations will be given during the semester. **All exams are closed-book and must be proctored.**

Utah State University has established an agreement with Proctorio, an online proctoring agency that allows students to take proctored exams on computers and at locations of their choice, free of charge. You will have the one-time cost of purchasing a computer microphone and webcam if you do not already have them. You can use them for your proctored exams in each of your future online classes. Your Canvas course homepage has specific information for setting up Proctorio on your computer.

To get started you will need:

- Chrome Browser <https://www.google.com/chrome/browser/>
- Chrome Proctorio Extension <http://getproctorio.com/>
- Web Camera
- Microphone

Once the Proctorio Extension is installed, select your exam or quiz to begin testing.

If you need help with Proctorio contact support@proctorio.com or select the “shield” icon in the upper right corner of the browser window to chat with a technician.

If you have additional proctoring questions please contact 435-797-9700 or 800-233-2137.

Each examination will cover material presented since the last examination and possibly a few questions from prior exams. All exams must be taken during the scheduled time periods listed on the Canvas calendar.

All exams are closed book - closed notes - closed phones – closed tablets, closed everything except your excellent brain. DO NOT CHEAT!!!! We are assuming you are a responsible adult learner with high ethical standards. Proctorio will monitor you as you take exams and instructors and TAs will review your performance if Proctorio flags any suspicious behaviors. We trust that you will use honesty and integrity in this class. Each exam in COMD 3100 will have approximately 60 questions. They can be true/false, multiple choice, matching, etc. You will have approximately 70 minutes to complete each exam, unless informed otherwise.

Because we are trying to control unethical distribution of test material, you will not be able to review the entire exam online. After you complete an examination you will be able to request to receive feedback on up to 5 questions you missed.

Assignments

Students will complete a written assignment for each lesson. Each assignment will relate to the specific lesson within the module and will be worth 20 points. Directions and the due dates will be included as well. The assignment can be submitted anytime before the due date. Any assignment submitted shortly after after the due date will automatically lose 10 points. Assignments submitted later or not at all will receive 0 points.

Discussions

Under the "Discussions" tab (click "Discussions" in left-hand column on the Canvas homepage) students can dialogue with other students about course topics, suggestions for studying, or anything else pertaining to class EXCEPT for specific information relating to exams. Remember that all other students and instructors in this class can read your comments! We will not allow vulgarity or demeaning comments about other students or the instructors. If you notice such comments please notify an instructor immediately. The instructors will monitor this section occasionally but will not be a part of student dialogue. Questions to the instructors should be sent directly through the Canvas email Inbox.

Exam Preparation Discussion threads will be opened a week or so prior to each exam. Students can post specific questions pertaining to the material in that lesson. The questions will be answered below each question by an instructor or teaching assistant within a short period of time. Often, the answers will be short videos. Click on Discussions and then on Exam Preparation Discussions for more information and an example. Students will not be graded or receive extra points for course discussions.

COURSE GRADING:

Student grades for this course will be based off course components which include exams, a written assignment, and additional assignments (i.e. academic integrity quiz, introduction, course evaluation) scores. **There will be no extra credit assignments offered.**

Component Points

- 5 Exams 100 points each
- 5 Written Assignments 20 points each
- Other 6 points for academic integrity quizzes

TOTAL POINTS 606

Accumulated points from examinations and written assignments will be added and grades given based upon the following format:

GRADE PERCENTAGE RANGE

- A 100% - 93%
- A- < 93% - 90%
- B+ < 90% - 87%
- B < 87% - 83%
- B- < 83% - 80%
- C+ < 80% - 77%
- C < 77% - 73%
- C- < 73% - 70%
- D < 70% - 60%
- F < 60 %

COURSE POLICIES:

Withdrawal Policy and "I" Grade Policy

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes:

- Incapacitating illness which prevents a student from attending classes for a minimum period of two weeks,

- A death in the immediate family,
- Financial responsibilities requiring a student to alter a work schedule to secure employment,
- Change in work schedule as required by an employer,
- Other emergencies deemed appropriate by the instructor.
(<http://www.usu.edu/policies/pdf/Incomplete-Grade.pdf>)

Communication

All communication will be disseminated from Canvas. We will use Announcements in Canvas to communicate high priority and timely information. You must set your notification preferences in Canvas to receive Announcements and Conversation Messages to ASAP by and email, cell phone for text messages, or other social networking services of your choice.

- [How to set up notification preferences in Canvas](#)
- [How to use the Inbox for Conversations in Canvas](#)

Instructor Feedback/Communication

We will provide timely responses and feedback through comments and personal conversations on Canvas.

Student Feedback/Communication

We welcome all feedback and questions on the course. Our preferred method of communication with individual students is via Canvas Inbox/Conversations. We will respond to email **within two week days** (Monday – Friday). If you experience a legitimate emergency (according to our standards) that will prevent you from completing required coursework on time, we expect you to communicate with us at the earliest reasonable opportunity. Canvas will track communication between students and teachers providing date and time stamps. Please state the nature of the emergency, and when you expect to complete the coursework.

Course Etiquette

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, or demeaning. The instructor has primary responsibility for and control over classroom behavior and maintenance of academic integrity.

Instructor Responsibilities

- Treat all students with courtesy and respect.
- Be open to constructive input from students in the course.

- Ensure that opportunities to participate are shared equally by all students in the class.

Student Responsibilities

- Be an active learner-listen to course lectures and participate in weekly quizzes, discussions, assignments, and exams.
- Be respectful of the instructors and other students.
- When communicating within this course, use courteous, respectful language and keep comments and questions relevant to the topic.

Syllabus Changes

This syllabus is subject to change. Instructors will notify the class regarding all changes (i.e. due dates, expectations, etc.). In the event of any discrepancy between this syllabus and content found in Canvas, the information in **CANVAS WILL TAKE PRECEDENCE**.

Course Fees

There are no course fees associated with this course.

Late Work

Late work due to procrastination will not be accepted. Late work due to legitimate emergency may be accepted. Please contact an instructor in case of a conflicting emergency situation. The due date and time associated with each written assignment and exam are stated clearly in Canvas.

UNIVERSITY POLICIES & PROCEDURES

Academic Freedom and Professional Responsibilities

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility. [Faculty Code Policy #403](#) further defines academic freedom and professional responsibilities.

Academic Integrity – "The Honor System"

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

[The Honor Pledge](#): To enhance the learning environment at Utah State University and to

develop student academic integrity, each student agrees to the following Honor Pledge: *"I pledge, on my honor, to conduct myself with the foremost level of academic integrity."* A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and
- Is a welcomed and valued member of Utah State University.

Academic Dishonesty

The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined the University's Student Code. Acts of academic dishonesty include but are not limited to:

- Cheating: using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:
 - Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done "individually;"
 - Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;
 - Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
 - Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
 - Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.
- Falsification: altering or fabricating any information or citation in an academic exercise or activity.
- Plagiarism: representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

Sexual Harassment

Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative Action/Equal Employment Opportunity Office located in Old Main, Room 161, or call the AA/EEO Office at (435) 797-1266.

Withdrawal Policy and "I" Grade Policy

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.

Students with Disabilities

Students with ADA-documented physical, sensory, emotional or medical impairments may be eligible for reasonable accommodations. Veterans may also be eligible for services. All accommodations are coordinated through the Disability Resource Center (DRC). Please contact the DRC prior to or as early in the semester as possible. Alternate formats for course content are available with advanced notice.

Contacting the Disability Resource Center (DRC):

- On Campus: Room 101 of the University Inn
- Phone: 435-797-2444
- Website: <http://www.usu.edu/drc/>

Disability related resources for current students:

- [DRC Student Handbook](#)
- [Deaf and Hard of Hearing Student Handbook](#)
- [Disability Related Scholarships](#)
- [Campus Resources](#)
- [Documentation Guidelines](#)
- [Online Resources for Students with Disabilities](#)

Diversity Statement

Regardless of intent, careless or ill-informed remarks can be offensive and hurtful to others and detract from the learning climate. If you feel uncomfortable in a classroom due to

offensive language or actions by an instructor or student(s) regarding ethnicity, gender, or sexual orientation, contact:

- Student Services: <http://www.usu.edu/studentservices/>, 435.797.1712, studentservices@usu.edu, TSC 220
- Student Advocates: <http://www.usu.edu/ususa/legal/>, 435.797.2912, TSC 340,
- Access and Diversity: <http://www.usu.edu/accesscenter/>, 435.797.1728, <mailto:access@usu.edu>; TSC 315
- Multicultural Programs: <http://www.usu.edu/accesscenter/multiculture/>, 435-797-1728, TSC 315
- LGBTQA Programs: <http://www.usu.edu/accesscenter/lgbtqa/>, 435-797-GAYS, TSC 314
- Provost's Office Diversity Resources: <http://www.usu.edu/provost/faculty/diversity/>, (435) 797-8176

You can learn about your student rights by visiting:

The Code of Policies and Procedures for Students at Utah State University: <http://www.usu.edu/studentservices/studentcode/>

Grievance Process

Students who feel they have been unfairly treated may file a grievance through the channels and procedures described in the Student Code: [Article VII. Grievances](#).

Full details for USU Academic Policies and Procedures can be found at:

- [Student Conduct](#)
- [Student Code](#)
- [Academic Integrity](#)
- [USU Selected Academic Policies and Procedures](#)
- [USU Academic Policies and Procedures](#)
- [Academic Freedom and Professional Responsibility Policy](#)

Emergency Procedures

If you are on campus taking this class, this information applies to you. In the case of a drill or real emergency, classes will be notified to evacuate the building by the sound of the fire/emergency alarm system or by a building representative. In the event of a disaster that may interfere with either notification, evacuate as the situation dictates (i.e., in an earthquake when shaking ceases or immediately when a fire is discovered). Turn off computers and take any personal items with you. Elevators should not be used; instead, use the closest stairs.