**COMS 1302**

Voice and Diction

Fall 2015

**Instructor:** Melanie A. Mason

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**Office Hours:** TBD by Fall Schedule

Cyber office Hours:

Skype

**Section Information:** COMS 1302.600

**Time and Place of Class Meetings:** Online Course

**Description of Course Content:** GENERAL OBJECTIVE OF THE COURSE: Designed to improve the quality of the individual’s speech. Enunciation, articulation, pronunciation, and the fundamentals of voice production. The phonetic alphabet is used as a visual means of teaching auditory differences.

**Student Learning Outcomes:** SPECIFIC OBJECTIVES OF THE COURSE: Students successfully completing this course will be able to:

* recognize that speech is an overlaid function;
* identify and label the essential parts of the breathing and vocal mechanisms;.
* recognize and begin to develop good diaphragmatic breathing habits;
* define vocal quality and recognize the primary vocal descriptors as breathy, strident, harsh, vocal fry, nasal, denasal, throaty, glottal shock and hoarse;
* list methods for addressing flaws in vocal quality;
* record vocal exercises and respond to instructor feedback to improve vocal projection;
* recognize that the International Phonetic Alphabet (IPA) is a sound symbol system and implement via transcriptions;
* explain the differences among common consonant and vowel sounds as well as associate each sound with the appropriate IPA symbol;
* discuss the relationship between Standard American speech and other dialects spoken in the United States and
* diagnose and address common articulatory errors including omissions, additions, substitutions, reversals, distortions and misplaced accents.

**Required Textbooks and Other Course Materials:** The Articulate Voice (4th edition) Lynn K. Wells

**Descriptions of major assignments and examinations:** GRADING AND REQUIREMENTS

25 Evaluation Form p. 264

25 Recording Assignment

25 Review recording using Evaluation

100 TEST Chapter 1 – 6

25 Prepare a 4 – 5 paragraph newspaper article to class to read aloud

50 IL Assignment

100 Consonant Translation Test

50 Prepare a 2 min piece of Literature to be read aloud in class

100 Vowel Test

200 Self Analysis Report

100 Class Participation

200 Final

1,000 Points Possible

**Attendance:**  Students must attend class if they are to be well prepared for the workplace. Online courses are no different from traditional classroom courses in this regard. Online students are subject to the same attendance policy and procedures as traditional students.

**To document the initial enrollment in an online course, students are required to complete an “Enrollment Activity Assignment”. This assignment MUST be completed by the date designated by the instructor in the course.**

Attendance in online courses is defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum, have weekly assignments to record student participation, which can be documented by any or all of the following methods:

* Completion of tests
* Submission/completion of assignments
* Participation in Discussion Forums

**Other Requirements:** Students are required to have the requisite technology to access and perform in an online environment. Please see syllabus for instructions to discern your computers compatibility with UTA’s Blackboard. For this class, a microphone and webcam are also required.

Professional Courtesy: You are expected to exhibit professional behavior at all times in this class. Professionalism includes, but is not limited to, the following: respecting others’ rights to express their opinions, even if you do not agree with them; maintaining a positive demeanor about your assignments; not being disruptive during class; not working on homework; not writing notes; not reading the paper and no private conversations with classmates during class, including texting.

In-Class Participation: This course requires extensive participation in class. Commitment, concentration, and energy are required in order to achieve the full benefit of the exercises. Please come to class prepared to participate fully.

Practice: This is a course that requires consistent work if you are serious about improving your voice and diction. I suggest you spend a minimum of 30 minutes per day to do the exercises and practice.

Format of Oral Presentations: Each presentation should be practically memorized through extensive practice. You will be expected to have substantial eye contact with the audience.

Textbook Readings: You are responsible for reading designated textbook chapters prior to the class period for which they are listed on the syllabus. You will need the information to participate in class on that day. The textbook is required for this class, and you will need to purchase it no later than the first week of class.

**Grading**: Grades in this class are not competitive. At no time will your performance be compared with your classmates’. Please be advised that completing an assignment does not guarantee any particular grade - an “A” does not represent “average” performance. Grades will represent the following: A = Truly Exceptional, B = Above Average, C = Average grade, D = Below Average, F = Unacceptable. Focus on doing the best job of which you are capable, come to class regularly, practice daily, and complete assignments responsibly and in a timely manner to earn the best possible grade in the course.

**Missed/Late Assignments:**

* Assignments are due at the assigned deadline.  It is late after that. .
* *If* work is accepted late, it will be 10% off for every day it is late.  There are some exceptions for excused absences.
* Your computer crashing, printer not working, etc. will never be accepted as excuses for late work.  It is your responsibility to begin work early enough to accommodate unforeseen circumstances.

If you fade out of the course it is **your responsibility** to drop officially. You will **NOT**

be dropped for non-attendance

**Grade Grievances**: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog. For more information, see [Student Grievance Procedures](http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#19).

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity:** Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Student Support Services**:UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Course Schedule.**

Please refer to Schedule in the menu to the right

Library Home Page <http://www.uta.edu/library>

Subject Guides <http://libguides.uta.edu>

Subject Librarians <http://www.uta.edu/library/help/subject-librarians.php>

Database List <http://www.uta.edu/library/databases/index.php>

Course Reserves <http://pulse.uta.edu/vwebv/enterCourseReserve.do>

Library Catalog <http://discover.uta.edu/>

E-Journals <http://liblink.uta.edu/UTAlink/az>

Library Tutorials <http://www.uta.edu/library/help/tutorials.php>

Connecting from Off- Campus <http://libguides.uta.edu/offcampus>

Ask A Librarian [http://ask.uta.edu](http://ask.uta.edu/)

The following URL houses a page where we have gathered many commonly used resources needed by students in online courses: <http://www.uta.edu/library/services/distance.php>

Finally, the subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit <http://libguides.uta.edu/os> and <http://libguides.uta.edu/pols2311fm> . If you have any questions, please feel free to contact the Coordinator for Information Services, Suzanne Beckett, at [sbeckett@uta.edu](mailto:sbeckett@uta.edu) or at 817.272.0923.