

COMS 1302 Voice and Diction Fall 2015

Instructor: Melanie A. Mason

Office Number: FAB 151(Shared office with Dr. Dennis Maher)

Office Telephone Number: Department of Communication 817-272-2163

Email Address: mamason@uta.edu

Faculty Profile: <https://www.uta.edu/mentis/public/#profile/profile/view/id/1366/>

Office Hours: TTR 11-12 or by appointment

Skype and Online meetings available

Section Information: COMS 1302.001

Time and Place of Class Meetings: Online Course

Description of Course Content:

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:

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:

Evaluation Forms 10%
Discussion Posts 20%
Recording Assignments 20%
Consonant Test 10%
Vowel Test 10%
Comprehensive Final 10%
Final Project 20%

Attendance: At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I believe that 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:

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 or other video recording device (such as a smart phone) 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 and maintaining a positive demeanor about your assignments;

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.

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. 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

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see "Student Support Services," below.

Expectations for Out-of-Class Study: A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc

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.

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 University Catalog.

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://www.uta.edu/aao/fao/>).

Disability Accommodations: UT 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)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. 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 disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD)**. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671.

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 or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleIX.*

Academic Integrity: Students enrolled all UT Arlington courses 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.

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.

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, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>

The English Writing Center (411LIBR): Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In ***Quick Hits*** sessions during all open hours Mon-Thurs. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information.

Course Schedule

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

Melanie Mason.

COURSE SCHEDULE Fall 2015 COMS 1302		
Week #	Lesson	Topics Covered
1 – 8/27	Chapters 1	Introduction to course Weekly Evaluations and Assignments
2 - 8/30 – 9/05	Chapter 2	Vocal Mechanisms Weekly Evaluations and Assignments
3 - 9/06 – 9/12	Chapter 3	History of the English Language Weekly Evaluations and Assignments
4 - 9/13 – 9/19	Chapter 4	Pitch Weekly Evaluations and Assignments
5 - 9/20 - 9/26	Chapter 5	Volume Weekly Evaluations and Assignments
6 - 9/27 - 10/03	Chapter 6	Rate and Duration Weekly Evaluations and Assignments
7 - 10/04- 10/10	Chapter 10	Consonants Weekly Evaluations and Assignments
8 - 10/11 – 10/17	Chapter 10	Consonants Weekly Evaluations and Assignments Test #1
9 - 10/18 – 10/24	Chapter 9	Vowels Weekly Evaluations and Assignments
10- 10/25 -10/31	Thanksgiving Short Week	Weekly Evaluations and Assignments
11- 11/01 – 11/07	Chapter 9	Vowels Weekly Evaluations and Assignments Test #2
12 - 11/08 – 11/14	Chapter 7	Weekly Evaluations

		and Assignments
13 - 11/15 – 11/21	Chapter 8	Weekly Evaluations and Assignments
14 – 11/22 – 11/28	Project Work	
15 – 11/29 – 12/05	Project Work	Final Project Due
16 – 12/06 – 12/12		Final Comprehensive Exam

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

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>

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

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>

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> .