

RECEIVED

OCT 29 2012

OFFICE OF THE SENATE COUNCIL

Courses Request Tracking

Course Change Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Attachments:

Browse...

ID	Attachment
Delete:849	CSD 378 DL.pdf
Delete:870	CD 378 syllabus - DL version-REVISED.pdf

First: 1 Last

Select saved project to retrieve...

NOTE: Start form entry by choosing the Current Prefix and Number (*denotes required fields)

Current Prefix and Number:	CD - Communication Disorders CD 378 - ANATOMY AND PHYSIOLOGY OF SPEECH	Proposed Prefix & Number:	CSD 378
What type of change is being proposed?		<input type="checkbox"/> Major Change <input checked="" type="checkbox"/> Major -- Add Distance Learning Minor - change in number within the same hundred series, exception 600-799 is the same "hundred series" Minor - editorial change in course title or description which does not imply change in content or emphasis Minor - a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s) Minor - a cross listing of a course as described above	
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If YES, check the areas that apply:			
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics			
1. General Information			
a.	Submitted by the College of: College of Health Sciences		Today's Date: 10/30/2012
b.	Department/Division: Communication Disorders		
c.*	Is there a change in "ownership" of the course? <input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? Select...		
e.*	* Contact Person Name: Richard Andreatta	Email: randr2@uky.edu	Phone: 859.218.0523
	* Responsible Faculty ID (if different from Contact)	Email:	Phone:
f.*	Requested Effective Date:	<input checked="" type="checkbox"/> Semester Following Approval	OR <input type="checkbox"/> Specific Term ²
2. Designation and Description of Proposed Course.			
a.	Current Distance Learning(DL) Status:	<input type="radio"/> N/A <input type="radio"/> Already approved for DL* <input checked="" type="radio"/> Please Add <input type="radio"/> Please Drop	
*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed changes do not affect DL delivery.			
b.	Full Title:	ANATOMY AND PHYSIOLOGY OF SPEECH	Proposed Title: *
c.	Current Transcript Title (if full title is more than 40 characters):	ANATOMY AND PHYSIOLOGY OF SPEECH	
c.	Proposed Transcript Title (if full title is more than 40 characters):	Same	
d.	Current Cross-listing:	<input type="checkbox"/> N/A	OR <input type="checkbox"/> Currently ³ Cross-listed with (Prefix & Number): none
Proposed -- ADD ³ Cross-listing (Prefix & Number):			

Proposed – REMOVE ^{3,4} Cross-listing (Prefix & Number):		
e. Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern type.		
Current:	Lecture 3	Laboratory ⁵
	Clinical	Coloquium
	Seminar	Studio
	Recitation	Other: _____ Please explain: _____
Proposed: *	Lecture 3	Laboratory ⁵
	Clinical	Coloquium
	Seminar	Studio
	Recitation	Other: _____ Please explain: _____
f.	Current Grading System:	ABC Letter Grade Scale
	Proposed Grading System *	<input type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail
g.	Current number of credit hours:	3
	Proposed number of credit hours:*	3
h.*	Currently, is this course repeatable for additional credit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*	Proposed to be repeatable for additional credit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES: Maximum number of credit hours:	
	If YES: Will this course allow multiple registrations during the same semester?	<input type="radio"/> Yes <input checked="" type="radio"/> No
i.	Current Course Description for Bulletin: A detailed investigation of structures and functions supporting speech production: respiration, phonation, articulation, and resonance. Neural bases of speech and language will also be introduced.	
*	Proposed Course Description for Bulletin: Same	
j.	Current Prerequisites, if any: Prereq: CODI major or permission of instructor.	
*	Proposed Prerequisites, if any: CSD major or permission of instructor.	
k.	Current Supplementary Teaching Component, if any:	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both
	Proposed Supplementary Teaching Component:	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
3.	Currently, is this course taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*	Proposed to be taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES, enter the off campus address:	

4.*	Are significant changes in content/student learning outcomes of the course being proposed?		<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES, explain and offer brief rationale:			
5.	Course Relationship to Program(s).		
a.*	Are there other depts and/or pgms that could be affected by the proposed change?		<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES, identify the depts. and/or pgms:			
b.*	Will modifying this course result in a new requirement ² for ANY program?		<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES ² , list the program(s) here:			
6.	Information to be Placed on Syllabus.		
a.	<input type="checkbox"/>	Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

¹ See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair. If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.*

² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.

⁴ Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

⁶ You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷ In order to change a program, a program change form must also be submitted.

[Submit as New Proposal](#)

[Save Current Changes](#)

[Delete Form Data and Attachments](#)



UNIVERSITY OF KENTUCKY

MEMORANDUM

TO: Health Care Colleges Council

FROM: Gilson J. Capilouto, Ph.D.
CHS Interim Associate Dean for Academic Affairs

RE: Request for changes to the Communication Sciences and Disorders Program

DATE: April 17, 2012

I am attaching a proposal for changes to the Communication Sciences and Disorders Program. This program resides in the Department of Rehabilitation Sciences. The proposal was recommended for approval by the Rehabilitation Sciences Department and by the College of Health Sciences Academic Affairs Committee. This proposal has my support.

The purpose of the proposal is to amend CSD 378, Anatomy and Physiology of Speech to include distance delivery and has been prepared and developed according to University Senate Syllabus Guidelines. This change will allow students more flexibility in completing this course.

For more information, please contact the course instructor, Dr. Richie Andreatta at 218-0523 or randr2@uky.edu.

MEMO

To: Janice Kuperstein, Ph.D., Chair
Department of Rehabilitation Science
&
Jodelle Deem, Ph.D., Director
Division of Communication Sciences & Dis.

From: Richard Andreatta, PhD

Re: CSD 378 ~ Request Approval for Distance Learning ~ Change Request

Date: 3/7/12

Please find attached a Course Change Form for CD 378, along with the Distance Learning Form, and Syllabus. I'm requesting approval for distance delivery of CD 378. The syllabus, objectives, assessment of student learning, etc. all remain unchanged. The course syllabus was developed according to the University Senate Syllabus Guidelines and the Distance Learning Considerations. The target date for distance delivery for CD 378 is the Fall semester, 2013. Please do not hesitate to contact me with any questions that you may have.

Thanks,
Richie Andreatta

COURSE CHANGE FORM

h. Currently, is this course repeatable for additional credit?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>Proposed to be repeatable for additional credit?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES: Maximum number of credit hours: _____		
If YES: Will this course allow multiple registrations during the same semester?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
i. Current Course Description for Bulletin:	<u>A detailed investigation of structures and functions supporting speech production: respiration, phonation, articulation, and resonance. Neural bases of speech and language will also be introduced.</u>	
<i>Proposed Course Description for Bulletin:</i>	<u>A detailed investigation of structures and functions supporting speech production: respiration, phonation, articulation, and resonance. Neural bases of speech and language will also be introduced.</u>	
j. Current Prerequisites, if any:	CSD major or permission of instructor.	
<i>Proposed Prerequisites, if any:</i>	CSD major or permission of instructor.	
k. Current Distance Learning(DL) Status:	<input type="checkbox"/> N/A <input type="checkbox"/> Already approved for DL* <input checked="" type="checkbox"/> Please Add ⁶ <input type="checkbox"/> Please Drop	
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box <input type="checkbox"/>) that the proposed changes do not affect DL delivery.		
l. Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
<i>Proposed Supplementary Teaching Component:</i>	<input type="checkbox"/> Community-Based Experience <input type="checkbox"/> Service Learning <input type="checkbox"/> Both	
3. Currently, is this course taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<i>Proposed to be taught off campus?</i>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
4. Are significant changes in content/teaching objectives of the course being proposed?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, explain and offer brief rationale: _____		
5. Course Relationship to Program(s).		
a. Are there other depts and/or pgms that could be affected by the proposed change?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, identify the depts. and/or pgms: _____		
b. Will modifying this course result in a new requirement⁷ for ANY program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES ⁷ , list the program(s) here: _____		
6. Information to be Placed on Syllabus.		
a.	<input type="checkbox"/> Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and <i>you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)</i>

⁶ You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷ In order to change a program, a program change form must also be submitted.

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. All fields are required!

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The department proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at <http://www.uky.edu/USC/New/forms.htm>).

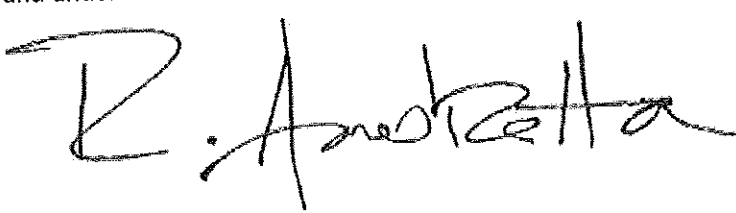
Course Number and Prefix: CSD 378	Date: 3/7/12
Instructor Name: Richard Andreatta	Instructor Email: randr2@uky.edu
Check the method below that best reflects how the majority of course of the course content will be delivered.	
Internet/Web-based <input checked="" type="checkbox"/>	Interactive Video <input type="checkbox"/> Hybrid <input type="checkbox"/>

Curriculum and Instruction	
1.	<p>How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?</p> <p>Students and faculty will have real-time chats at scheduled intervals throughout the semester. These will be conducted via Blackboard. Students will be encouraged to visit the course site at least once per day to receive updates and messages from the instructor. The use of email and text messaging to communicate as needed with the instructor will be encouraged. The instructor will post virtual office hours and be available electronically during the times posted.</p>
2.	<p>How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.</p> <p>Content for the courses is not being altered relative to required textbooks and readings, course objectives and learning outcomes. The instructor will use all available technological tools to insure that the absence of 'real-time' lecture delivery is not an obstacle, seeking guidance and technical assistance via the Distance Learning Office and UK IT as needed.</p>
3.	<p>How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.</p> <p>Blackboard will be used for exchange of assignments and is password protected. All UK policies regarding academic integrity remain in place and are spelled out in the syllabus. Examinations will be delivered via BB as well and students will be asked to sign an honor statement prior to taking the exam that includes the declaration that they have completed the assignments/examinations according to the directions of the instructor (e.g. with materials from the course but without assistance from another person or classmate). Discussions, forums and collaborative wiki's will operate through Bb requiring secure log-in via LinkBlue</p>
4.	<p>Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?</p>

Abbreviations: TASC = Teaching and Academic Support Center DL = distance learning DLP = Distance Learning Programs

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

10.	<p>Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any. <input type="checkbox"/> The technological requirements for the course. <input type="checkbox"/> Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300). <input type="checkbox"/> Procedure for resolving technical complaints. <input type="checkbox"/> Preferred method for reaching instructor, e.g. email, phone, text message. <input type="checkbox"/> Maximum timeframe for responding to student communications. <input type="checkbox"/> Language pertaining academic accommodations: <ul style="list-style-type: none"> o "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu." <input type="checkbox"/> Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS) <ul style="list-style-type: none"> o Carla Cantagallo, DL Librarian o Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6) o Email: dllservice@email.uky.edu o DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16
11.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <div style="text-align: center; margin: 20px 0;">  </div> <p>Instructor Name: Richard Andreatta Instructor Signature:</p>

Abbreviations: TASC = Teaching and Academic Support Center DL = distance learning DLP = Distance Learning Programs

BLACKBOARD (Bb)

- Open your preferred web browser and go to the following URL: <http://elearning.uky.edu/>. This web page contains all the necessary links and information that you will need to correctly log on and navigate around our course Bb website.
- Alternatively, you may access Bb via your student LinkBlue account and portal.
 - The Bb site will contain lecture outlines and graphics for you to download, along with accessibility to your current grades and links to associated websites in anatomy.
 - Please be sure to check the announcements section of the Bb site frequently. I will post reading assignments and other class-related assignments in this area of the website.
 - Generally speaking, the downloads on our Bb site will be organized into folders by topic, with a typical folder holding an MS Word file with the lecture outline and a PDF file with graphics. Other files such as web links, audio, video, etc...may appear as needed.

TECHNICAL REQUIREMENTS FOR DISTANCE DELIVERY

- General information on technical requirements and recommendations for a successful distance learning experience can be found at <http://www.uky.edu/DistanceLearning/online/technical.php>
- Check your computer's software and hardware compatibility with Blackboard here: [Bb9 Hardware and Software Requirements](#)
- For this course you will need the following hardware and software:
 - Software:
 - Internet Browser: Firefox 3.5 (Cookies must be enabled; Pop-Blocker must be disabled) or other Blackboard compatible browser.
 - PDF reader such as Adobe Acrobat Reader
 - Selected apps:
 - Java
 - Flash
 - Check your computer for app and plug-ins installed by going to [Browser Eye Chart](#)
 - Video-camera, such as an "eyeball" camera or computer's built-in camera
 - Headset/microphone
 - High speed internet connection (e.g., DSL, cable or other). You can check the speed of your connection here: [Speed Test](#)

REQUIRED TEXTBOOKS & RECOMMENDED SUPPLIES

1. Hixon, Weismer, Hoit (2008). *Pre-Clinical Speech Science*, San Diego: Plural Publishing Co.
2. Thieme Series in Anatomy (2010). *Head and Neck Anatomy for Dental Medicine*. Thieme Medical Publishers
3. Computer (PC or MAC) reliable internet connectivity and E-mail access.
 - a. **A word about e-mail:** I know that many of you use social media to communicate with your friends....but, please check your traditional UK e-mail account for e-mails regarding the class. Unless you personally change the settings on Blackboard for e-mail forwarding, Bb will default to your UK e-mail address and this is the only address that I have available to me.

GRADING & ASSESSMENT PROCEDURES

Exams

- A total of **THREE 100 point** exams will be administered. All exams will typically include the following types of questions; *multiple choice, fill-ins, matching, brief essays, true-false, labeling figures, some simple figure or flowchart drawing, etc.* Exam questions will be derived from my

Exam 1 (100 pts)	TBA
Exam 2 (100 pts)	TBA
Exam 3 (100 pts)	TBA
Exam dates are subject to change by choice of the instructor	

- No extra-credit assignments are provided, even if your final course score is 1 point away from a breakpoint on the grading scale. (I recognize that it is difficult to be 1 point shy of the next highest grade, but please do not ask for any final grade adjustments. In all fairness to everyone enrolled, what I do for one person, I must do for all.)
- Policy on On-line Behavior & Decorum:
 - It is hoped that your interactions in any on-line discussion forums will create a community that supports you in your learning. Learning communities are characterized by respect for diverse points of view and the unique contributions of community members. Please convey your respect to your classmates and their learning efforts in all your communications. Refer to the “How to give appreciative feedback” guidelines on the Bb site.
 - On-line communications should be limited to content that relates to the course. Use of obscenity, personal attacks and other uncivil behavior will not be tolerated. Posts that the instructor considers inappropriate will be removed and the instructor will contact you to discuss your behavior and determine whether you will be allowed to continue in the course.
- Please refer to your current student bulletin and the current semester’s UK Schedule of Classes for details about drop/add dates, course withdrawal procedures, and any other general UK academic course policies.

ILLNESS AND ABSENCE POLICY FOR EXAMS

- At the discretion of the instructor, make up exams will be given in cases of documented illnesses and/or emergencies (i.e., family death, UK-sponsored trips). For illnesses, documentation must be in the form of an excuse slip or written note from the UK Health Center or from your personal physician. For personal or family-related emergencies, an appropriate verification of the absence will be required, such as a note from your parents.
- In case you are ill or have an emergency, please let me know your status within 24 hours after the missed exam date by e-mail or in person.
- Any notification after the 24-hour period will not be accepted and you will not be able to make up the missed exam.

RELIGIOUS OBSERVANCES

- In the unlikely event that a course requirement (assignment or exam) falls on the date of a religious observance, you will be given the opportunity to make up work and/or the exam if you notify the instructor that religious observances prevent you from doing the work at its scheduled time.
- You must notify the course instructor at least two weeks prior to such an absence in order to be allowed to make up the assignment or exam.

ACADEMIC HONESTY & INFORMATION

- Let me start off by saying that the following information is **not** meant to scare you but rather to inform you, so you and I can avoid misunderstandings that pertain to your work.
- As a member of this class and a student at UK, you are honor bound to observe and demand academic honesty and integrity from yourself and those around you. The University of Kentucky’s Code on Academic Honesty will be STRICTLY followed for this course. In summary, all students are responsible for maintaining the highest standards of honesty and integrity in every phase of their academics. The penalties for academic dishonesty are severe and *ignorance is not an acceptable defense*. The University of Kentucky Code of Student Rights and Responsibilities defines academic offenses and details procedures for dealing with them. All students are expected to be familiar with the content of the Code of Student Rights and Responsibilities. The Code can be viewed electronically on the University’s web site: <http://www.uky.edu/StudentAffairs/Code/index.html>
- If you are caught cheating on any assignment and if this transgression is verified after due process, you will receive a zero for that specific assignment and/or an E for the entire course, depending on the severity of the infraction.
- A few examples of academic dishonesty specific to this course are:
 - Using references or detailed information from the internet without properly crediting or citing original authorship and passing this information off as your own original work.
 - Cutting and pasting work from the WWW without appropriate citation to the work.

Topic Sections	Readings from Hixon, Weismer, & Hoit
<ul style="list-style-type: none"> • Syllabus & Study Tips. 	Syllabus
Section 1 – The Basics	
<ul style="list-style-type: none"> • Speech: A robust and complex signal • Basic Elements of Anatomy & Physiology • Muscle physiology & biomechanical principles 	Ch. 1 & outside readings
Section 2 – Respiration – The “Fuel”	
<ul style="list-style-type: none"> • Anatomy & Physiology of Respiration. 	Ch. 2
Section 3 – Voice Production – The “Source”	
<ul style="list-style-type: none"> • Anatomy & Physiology of Vocalization. 	Ch. 3
Section 4 – Speech Articulation – The “Filter”	
<ul style="list-style-type: none"> • Anatomy & Physiology of Articulation. 	Ch. 4 & 5
Section 5 – Related behaviors sharing vocal tract anatomy	
<ul style="list-style-type: none"> • Swallowing Physiology 	Ch. 12 & outside reading

Distance Learning Version

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 - PDF reader such as Adobe Acrobat Reader
 - Selected apps:
 - Java
 - Flash
 - Check your computer for app and plug-ins installed by going to [Browser Eye Chart](#)
 - Video-camera, such as an "eyeball" camera or computer's built-in camera
 - Headset/microphone
 - High speed internet connection (e.g., DSL, cable or other). You can check the speed of your connection here: [Speed Test](#)

REQUIRED TEXTBOOKS & RECOMMENDED SUPPLIES

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2. Thieme Series in Anatomy (2010). *Head and Neck Anatomy for Dental Medicine*. Thieme Medical Publishers
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Exam 1 (90 pts)	TBA
Exam 2 (90 pts)	TBA
Exam 3 (90 pts)	TBA
Exam dates are subject to change by choice of the instructor	

- The Distance Librarian is Carla Cantagallo and she can be reached at 859.257.0500 ext. 2171 or long distance 1.800.828.0439 (option 6). Email her at : dllservice@uky.edu
- Distance Learning Interlibrary Loan services: Distance Learning ILL

COURSE POLICIES SPECIFIC TO THIS CLASS

- If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu
- No extra-credit assignments are provided, even if your final course score is 1 point away from a breakpoint on the grading scale. (I recognize that it is difficult to be 1 point shy of the next highest grade, but please do not ask for any final grade adjustments. In all fairness to everyone enrolled, what I do for one person, I must do for all)
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ILLNESS AND ABSENCE POLICY FOR EXAMS

- At the discretion of the instructor, make up exams will be given in cases of documented illnesses and/or emergencies (i.e., family death, UK-sponsored trips). For illnesses, documentation must be in the form of an excuse slip or written note from the UK Health Center or from your personal physician. For personal or family-related emergencies, an appropriate verification of the absence will be required, such as a note from your parents.
- In case you are ill or have an emergency, please let me know your status within 24 hours after the missed exam date by e-mail or in person.
- Any notification after the 24-hour period will not be accepted and you will not be able to make up the missed exam.

RELIGIOUS OBSERVANCES

- In the unlikely event that a course requirement (assignment or exam) falls on the date of a religious observance, you will be given the opportunity to make up work and/or the exam if you notify the instructor that religious observances prevent you from doing the work at its scheduled time.
- You must notify the course instructor at least two weeks prior to such an absence in order to be allowed to make up the assignment or exam.

ACADEMIC HONESTY & INFORMATION

- Let me start off by saying that the following information is **not** meant to scare you but rather to inform you, so you and I can avoid misunderstandings that pertain to your work.
- As a member of this class and a student at UK, you are honor bound to observe and demand academic honesty and integrity from yourself and those around you. The University of Kentucky's Code on Academic Honesty will be STRICTLY followed for this course. In summary, all students are responsible for maintaining the highest standards of honesty and integrity in every phase of their academics. The penalties for academic dishonesty are severe and

- The course syllabus is only a **general plan** for the semester and deviations announced to the class by the instructor (verbally, through e-mails and/or through postings on the course website) may be necessary as the semester progresses.
 - Remember to consult the course Bb website **frequently** for updates and/or announcements.
 - Specific pages to read and figures to learn for each chapter of the textbook will be posted on the course website, announced in class, or sent out via e-mail.
- The Thieme Atlas is for your own personal use to supplement the figures in the text. I will assign specific figures from the atlas for you to study. Together with the great figures in the Hixon book, you should have ample figures to help you visualize vocal tract structures.

Topic Sections	Readings from Hixon, Weismer, & Hoit
• Syllabus & Study Tips.	Syllabus
Section 1 – The Basics	
• Speech: A robust and complex signal • Basic Elements of Anatomy & Physiology • Muscle physiology & biomechanical principles	Ch. 1 & outside readings
Section 2 – Respiration – The “Fuel”	
• Anatomy & Physiology of Respiration.	Ch. 2
Section 3 – Voice Production – The “Source”	
• Anatomy & Physiology of Vocalization.	Ch. 3
Section 4 – Speech Articulation – The “Filter”	
• Anatomy & Physiology of Articulation.	Ch. 4 & 5
Section 5 – Related behaviors sharing vocal tract anatomy	
• Swallowing Physiology	Ch. 12 & outside reading

CD 378 – ANATOMY & PHYSIOLOGY OF SPEECH (3 HRS.)

FALL 20-- MON & WEDS - X AM - X PM CTW XXX

Faculty: Richard D. Andreatta, Ph.D.

Bldg/Office: CTW - Rm. 120-F

Laboratory: CTW - Rm. 106

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Office Hours: TBA

Virtual Office Hours: TBA

UK BULLETIN DESCRIPTION

A detailed investigation of structures and functions supporting speech production: respiration, phonation, articulation, and resonance. Neural bases of speech and language will also be introduced.

COURSE OVERVIEW

CD 378 is designed to provide undergraduate students majoring in Communication Sciences & Disorders with a fundamental, integrative and thorough understanding of the basic scientific principles related to the structural organization (anatomy), function (physiology), and biomechanics of vocal tract systems responsible for speech and vocalization. All lectures and courses assignments will be delivered via the internet and include audiovisual PowerPoint lectures, videos, animations and web-based material. This course is offered on Blackboard Class Management System, which is accessed via your UK LinkBlue account. The instructor will be on-line each week during his virtual office hours and can be reached by e-mail at richard.andreatta@uky.edu through the message center on the Blackboard course site. The instructor will respond to all messages within 24 hours, except during official university breaks. E-mail is the preferred method of contacting the instructor.

COURSE OBJECTIVES (ASHA Standard met in parentheses)

- First and foremost... Enjoy what you are learning and become an active participant in the learning process.
- Ability to comprehend basic principles of anatomy & physiology as it pertains to the human vocal tract and correct usage of standard anatomical terminology. (III-A)
- Demonstrate the ability to memorize, visually identify, and verbally describe the location and function of all anatomical structures and systems, along with their substructures, deemed important for speech and vocalization. (III-B)
- Appreciate the 3-D structure of the human vocal tract and how different areas of the system are related to one another during normal speech and vocalization. (III-B)
- Appreciate the comparative diversity of human vocal tract physiology as it pertains to vocalization in different age group populations, across gender, and within select disordered subject groups. (III-D)
- Understand and demonstrate the ability to analyze, synthesize, and evaluate the importance of relations that exist between vocal tract muscular systems, and vocal tract structural tissues (cartilage, bone, connective). (III-B; III-C)
- Be able to analyze and evaluate the importance and relation between muscular subsystems of the human vocal tract that work to produce changes in vocal tract shape, sound pressure, and airflow during speech. (III-B; III-C)
- Be able to synthesize your knowledge of normal anatomy and physiology of the human vocal tract to appreciate more fully the pathophysiology of speech disorders. (III-D)

lectures, outlines, textbook readings, and any outside readings that are assigned. You will have the full class period to complete an exam.

- All exam will be given through the course shell on BlackBoard. The exams are timed (75 minutes in duration) and will require that you complete the entire test in one session.

Participation

- To encourage active visitation to the Bb course site, an incentive system will be used that can earn you an addition **30 points** toward your final grade. A discussion board and Wiki will be developed to allow for peer-to-peer interactions. Points will be awarded based on the following schedule:
 - 15 or more contributions to the discussion board and/or Wiki = 30 pts
 - 12 to 14 contributions to the discussion board and/or Wiki = 25 pts
 - 10 to 11 contributions to the discussion board and/or Wiki = 20 pts
 - 8 to 9 contributions to the discussion board and/or Wiki = 15 pts
 - 5 to 7 contributions to the discussion board and/or Wiki = 10 pts
 - 2 to 4 contributions to the discussion board and/or Wiki = 5 pts
- It is expected that contributions to the discussion board and/or Wiki will occur at a rate of 2 times per week though out the semester.

Final grades

- The course is graded on a linear whole-number point scale rather than on percentages. **Please do not translate your point score into a percentage.** The main reason I use a point scale is to avoid the dreaded “rounding up or down” issue associated with percentages.
- As such, your final grade for this course will be based on a grand total of **300 points** summed across all of your exam and participation scores. Point totals will be translated into letter grades as follows:
300 - 270 pts = A 269 - 240 pts = B 239 - 210 pts = C 209 - 180 pts = D 179 pts & below = E

DISTANCE LEARNING ASSURANCES

Staying in touch with the course faculty

- Because the majority of the course will be delivered via Blackboard, students must have access to personal computers in order to access course materials. In the event that an enrolled student has technical problems with access or does not have access, we will provide support through the resources of the College of Health Sciences.
- The instructor will be available via virtual office hours once per week and available via e-mail at other times. I will respond to e-mail comments and questions within 24 hours of receiving a message, excluding weekends and holidays.
- Assignments and exams will be graded and scores posted to Bb within 5 working days after the due date.

Help with Delivery and/or Receipt of the Course

- We all appreciate the flexibility afforded via distance classes and at the same time acknowledge that technology can sometimes fail or be frustrating to work with. Should you encounter difficulties relating to ANY aspect of the technological delivery of this contact, please **DO NOT PANIC!** Simply email (preferred) or phone the instructor and he/she will work with you and UKIT to resolve problems. You will not be penalized for a breakdown in technology.
- The following UK resources are also available for any questions or technical problems that may arise.
 - Teaching and Academic Support Center: <http://www.uky.edu/TASC/index.php>
 - 859.257.8272
 - Information Technology Customer Service Center: <http://www.uky.edu/UKIT>
 - 859.257.1300

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- If you are caught cheating on any assignment and if this transgression is verified after due process, you will receive a zero for that specific assignment and/or an E for the entire course, depending on the severity of the infraction.
- A few examples of academic dishonesty specific to this course are:
 - Using references or detailed information from the internet without properly crediting or citing original authorship and passing this information off as your own original work.
 - Cutting and pasting work from the WWW without appropriate citation to the work.

EXPECTATIONS

- Always remember,... "Don't study harder,... Study smarter!"
- Take responsibility for your own learning. Be proactive by:
 - Seeking out help early when something is not clicking.
 - Brainstorming different ways to take notes in class or study for assignments,
 - Challenging yourselves to integrate information as much as possible across ALL of your CD classes.
- I will be expecting you to:
 - Think about and integrate the information we are working on, do not simply memorize it.
 - Evaluate the context in which that information was presented to you,
 - Be able to explain clearly how information fits together with other things we are learning.
 - Recognize that memorization is the first step in the learning process, not the only step.
- I expect you to ASK QUESTIONS. I cannot emphasize this expectation enough.
- You will be expected to develop mastery of anatomical sites, labels, terminology and physiology as the semester progresses.
- College level organization, grammar, punctuation, syntax, etc. are expected from all students on any form of writing assignment. By default, always refer to the APA manual (latest edition) for any needed writing or stylistic conventions.
- I hope that when you finish this course you are:
 - Reading differently,
 - Writing differently,
 - Thinking differently, and
 - Organizing your time differently.

WEB-SITES FOR HELP AND INFORMATION

- CD Home Page: <http://www.mc.uky.edu/CommDisorders/>
- Black-Board Login and Student Resources: <http://elearning.uky.edu/>
- UK Office of Student Affairs: <http://www.uky.edu/StudentAffairs/index.html>
- UK Office of the Registrar: <http://www.uky.edu/Registrar/>

