



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

Department of Communication Sciences and Disorders

CSD 309 Anatomy and Physiology of the Speech and Hearing Mechanism

Fall 2021 Syllabus

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COURSE INFORMATION

For Whom Planned: This course is planned for undergraduate students in Communication Sciences and Disorders. It is directed to students majoring in both Speech Language Pathology and Audiology. It must be taken concurrently with CSD 306, CSD 307, and CSD 308.

Course Description: This course covers the anatomy and physiology of speech and hearing. This fall the course materials will be taught completely ONLINE, with all instruction materials and assessment conducted through CANVAS.

Course Purpose: An understanding of the structure and function of the body systems involved in human expressive and receptive communication is necessary for the practice of Speech Language Pathology and Audiology. This course is designed for the study of systems and mechanisms necessary for speech and hearing mechanisms

Textbooks: There will be one required textbook and one recommended textbook for this course. Reading assignments will be posted in Modules on CANVAS.

Required Textbook: Fuller, DR, Pimentel, JT & Peregoy, BM. (2011). Applied Anatomy & Physiology for Speech-Language Pathology and Audiology. Baltimore, MD: Lippincott, Williams and Wilkins. ISBN# 978-0-7817-8837-3.

Recommended Textbook: Zemlin and Zemlin (1997). Study Guide Workbook for Speech and Hearing Science. 4th edition. Champaign, IL: Stipes Publishing Company. ISBN# 0875637302

Student Learning Outcomes: Upon completion of this course, students will:

- A. Identify the support structures of the respiratory, articulatory and laryngeal systems
- B. Describe the function of muscles in the respiratory, articulatory and laryngeal systems
- C. Describe the neurologic structures and pathways associated with speech production
- D. Integrate information about the neuromuscular systems associated with the respiratory, articulatory and laryngeal systems in order to describe human communication

UNITS OF STUDY

This course is divided into 5 Units.

- Unit 1 will cover Anatomical terms, Tissues, Joints and Muscles
- Unit 2 will cover the Nervous system
- Unit 3 will cover Gas laws, Respiratory Volumes, Respiratory Muscles and Respiration for Speech
- Unit 4 will cover the Laryngeal framework, Laryngeal Muscles and Phonatory mechanism
- Unit 5 will cover the Bones of the Skull, the Oral Cavity, the Face, Tongue, Jaw and Pharynx

COURSE ASSIGNMENTS

1. Introduction discussion post:5 points. We will start the class with an introduction post where we share some fun facts about ourselves. Each student will be required to participate and reply to at least two posts from other members of the class.

2. Syllabus quiz: 5 points. To ensure that we have all read and understood the syllabus, each student will complete this quiz in the first week of class.

3. Discussion Boards and Practice quizzes (SLO A, B, C, D): 90 points total. As you work through each unit, lessons will have specific assignments where students will post to the discussion boards or work through practice quizzes. These discussion board postings and practice quizzes will be graded assignments (4 Discussion boards 12.5 points each, 4 Practice quizzes 10 points each). Students are required to complete eight of these. These discussion board postings and practice quizzes are untimed and open book.

Each student will be required to contribute to online class discussions by POSTING to discussion threads and replying to two or more posts from fellow students. A rubric will be provided.

Students will have one week to complete each lesson and to post on the discussion board topic or complete the practice quiz. If posts/quizzes are late one day, half the points will be taken off. After 48 hours, no credit will be given.

4. Group Presentations (SLO D): 50 points total. Students have been randomly assigned to groups for the purpose of this assignment. Each group is required to do some research and pick a pathology or disease that affects one of the following:

- Swallowing/ deglutition
- Respiration
- Phonation/ Voice/ Speech
- Hearing

Once the instructor approves the chosen pathology, each group is required to present a 15- to 20-minute video addressing the following:

- A brief overview of the pathology and its epidemiology (who it typically affects and why)
- A summary of the physiology of the system affected by the pathology
- How the pathology affects the normal anatomy or physiology/function of that system
- A brief conclusion addressing the treatment of the chosen pathology

5. Exams (SLO A, B, C, D): 250 points total. There will be 5 online exams. These exams will be taken at the conclusion of each unit. Each unit exam is worth 50 points and will only test your knowledge of the materials covered in that unit. These will be multiple choice, ordering, fill the blanks, short answer and true-false questions.

Exams are closed book. No notes, materials, or internet can be utilized during exams. You are to take the exam by yourself, without help from any other individual. The exams will be available on CANVAS on the last Wednesday of each unit by 8AM and close at Midnight on Sunday. The exams will be timed and once you start the exam, you must complete the exam within the specified time frame (this will be listed in the instructions for each exam). You are allowed only one attempt.

Students are required to use **LockDown browser and Respondus Monitor** when taking exams in canvas. You will need to follow the instructions to install Lockdown Browser (see below). You will need to use a webcam for the monitor feature. This will require you to take a picture of yourself and a picture of your student ID, and show the area you are taking the exam in. Please see below for additional details regarding LockDown Browser and Respondus Monitor instructions. Use the help center and live chat feature in LockDown Browser/Respondus Monitoring if you have technical difficulties.

USING LOCKDOWN BROWSER AND A WEBCAM FOR ONLINE EXAMS

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature.

Then download and install LockDown Browser from this link:

<https://itsnews.uncg.edu/2020/01/30/respondus-monitor-and-lockdown-browser-now-available/>

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into canvas, and select this course.
- Locate and select the Help Center button on the LockDown Browser toolbar.
- Run the Webcam Check and, if necessary, resolve any issues.
- Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to UNCG's help desk.
- Exit the Help Center and locate the practice quiz named Practice LockDown Browser and Respondus Exam (***This is an ungraded, 3 question exam for you to become comfortable with the technology. All students are required to complete this practice exam prior to 9/4 at midnight.*)
- Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Clear your desk of all external materials not permitted — books, papers, other devices
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test

- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
 - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted
- You will be required to take a picture of yourself and show your UNCG Student ID prior to starting the exam.

EVALUATION AND GRADING CRITERIA

ASSIGNMENT POINTS	
Weekly Discussion Board posts and Practice quizzes	90 points
Exams (5 x 50 points)	250 points
Group Presentations	50 points
Introduction Post	5 points
Syllabus quiz	5 points
Total	400 points

Grading Scale (%)	Points	Letter Grade
100-94	400-376	A
93.99-90	375.9-360	A-
89.99-87	359.9-348	B+
86.99-84	347.9-336	B
83.99-80	335.9-320	B-
79.99-77	319.9-308	C+
76.99-74	307.9-296	C
73.99-70	295.9-280	C-
69.99-67	279.9-268	D+
66.99-64	267.9-256	D
63.99-60	255.9-240	D-
59.99 and below	239.9 and below	F

Questions about grades:

For any questions concerning, grades the student must contact me within 2 days/48 hours after assignment grade is posted to arrange for an appointment to talk about the dispute, otherwise the grade is final.

HONOR CODE

All students are expected to adhere to the Academic Integrity Policy as published in the UNCG Student Handbook. This code of conduct is online at: <http://studentconduct.uncg.edu/>

LEARNING DIFFERENCE AND DISABILITIES

Students with documented physical or learning differences and/or disabilities can have appropriate arrangements made for completion of all class and assessment experiences. Please contact the instructor to discuss recommendations from Student Disability Services prior to any evaluation or assignment. Documentation of these differences and/or disabilities must be made available to the instructor prior to the first assessment experience. If For additional information, contact the UNCG Office of Accessibility Resources and Services, 336-334-5540 or <https://ods.uncg.edu/>.

SUGGESTED ACADEMIC WORKLOAD GUIDELINES:

According to the universities, students should plan to devote between 2–3 hours outside of class for each hour in class. Thus, students with a 15-hour course load should schedule between 30–45 hours weekly for completing outside-of-class reading, study, and homework assignments. Students who are employed more than 5–10 hours each week should consider reducing their course loads (semester hours), depending upon their study habits, learning abilities, and course work requirements.

ADDITIONAL REQUIREMENTS:

All assignments are due by the date and time listed on canvas. **NO EXAMS WILL BE ACCEPTED LATE.** Students are encouraged to submit assignments early.

Students should complete all exams on the dates listed in the schedule during the time they are open and available to students- **NO MAKE-UP EXAMS** will be provided unless approved by the instructor. If you have an unexpected circumstance arise that interferes with exams or assignments, please contact the instructor as soon as possible to discuss *possible approval* of the excused absence.

STUDENTS FIRST OFFICE (101 Forney Building):

The Students First Office provides services to help undergraduates improve their academic performance and achieve their educational goals. Visit the Web site at <https://studentsfirst.uncg.edu/resources/academic-resources/>.

TECHNOLOGY REQUIREMENTS

A **“SECURE HIGH SPEED”** Internet connection is required for this course. It is student’s responsibility to check for required Internet access before accessing CANVAS account, quizzes, and unit exam. **Any technical reasons will not be accepted as an excuse for missing due date for assignments, quizzes or exams or inability to access readings posted on CANVAS.**

Technical support:

If you are experiencing any technical problems with the course website, please contact the 6-TECH Online (<https://its.uncg.edu/services>). This is the quickest way to receive assistance on issues regarding the website or software required for the course.

INTERACTION WITH THE INSTRUCTOR

The instructor is available by email. E-mail communication will be conducted by means of the UNCG ISPARTAN EMAIL SYSTEM or via CANVAS. Please add CSD 309 as part of the subject for easy identification.

PLEASE NOTE

It is your responsibility to complete the requirements on time to earn your grade. I do not round up or down when giving your final grade. The Final grade is based on the points that you earn throughout the Semester.

Course due dates are posted on the class schedule. I strictly adhere to these deadlines!!! You will receive a “0” if you do not submit an Assignment/Exam by the deadline. All assignments and activities are to be completed and submitted through the designated assignment link by 11:59pm est on the date listed on the course calendar.