



**Division of English & Communication
Speech Department**

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/speech/>

SPCH 1342: Voice and Diction

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)
In-Person | West Loop C245 | MW 11 a.m.-12:20 p.m.
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Ruth Salisbury	Office Phone:	713-718-2074
Office:	West Loop, Room C256	Office Hours:	M, T, F 10a.m. – 11a.m.
HCC Email:	ruth.salisbury@hccs.edu	Office Location:	West Loop Faculty Workroom

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor’s Preferred Method of Contact

Please contact me via email. I will respond to emails within 24 hours, Monday through Friday; I will reply to weekend messages on Monday mornings. If you need to reach me by phone, please call me Monday-Friday, between the hours of 8:00 a.m.-4:00 p.m. If you are unable to reach me, please contact our department Administrative Assistant at 713-718-6258.

What’s Exciting About This Course

This course is highly recommended for non-native speakers seeking to enhance their American Standard English skills. The course focuses on the study of the voice, the phonetic alphabet, and improving articulation and pronunciation.

My Personal Welcome

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to discuss issues is in person and I am available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with confidence in your communication skills.

Prerequisites and/or Co-Requisites

SPCH 1342 requires college-level reading and writing skills. The minimum requirements for enrollment in SPCH 1311 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

This section of SPCH 1342 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities.

All assignments that are due in Canvas will be due at midnight on the Sunday of the week scheduled – see assignment calendar at the end of the syllabus for specific due date.

All materials needed for this course are provided on the course Eagle Online page as well as the professor's Learning Web Page and students are expected to use only the materials provided there. This includes the course syllabus, all needed materials for presentations and other provided supplemental materials – grading forms, outline samples and assignment handouts. Failure to use the materials provided can result in penalties and other negative effects to the student's assignment and course average.

All assignment submissions for Canvas must be done through the course Eagle Online page only. No email submissions will be accepted at any time. If any assignment submission is sent via email it will be disregarded.

If a student fails to submit a Canvas assignment on time due to technical difficulties, the student must contact eagle online tech support and provide a copy of their correspondence to the professor to receive credit or for arrangements for resubmission. Failure to provide such documentation will result in the assignment receiving an automatic zero.

Professor reserves the right to refuse any late submissions unless prior arrangements have been made.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

HCC Online Information and Policies

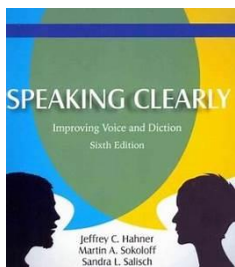
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information



The book listed below is **required** for this course.

"Speaking Clearly: Improving Voice and Diction" (6th edition) by Hahner, Sokoloff, and Salisch (Waveland). ISBN: 978-1478600947.

The textbook it is available for purchase at the HCC Bookstore.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

SPCH 1342 applies the physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.

Core Curriculum Objectives (CCOs)

The HCCS Speech Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills**—to include effective department, interpretation and expression of ideas through written, oral and visual communication.
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Program Student Learning Outcomes (PSLOs)

1. Identify and explain the components of the communication process, as well as clarify how they relate to diverse communication models.
2. Research and select appropriate source materials to develop ideas and support claims for oral presentations.
3. Recognize how to communicate within diverse environments in a socially and personally responsible manner.
4. Demonstrate critical thinking in both written and oral communication.

Course Student Learning Outcomes (CSLOs)

Upon completion of SPCH 1342, the student will be able to:

1. Name and define terms relevant to voice production.
2. Articulate, enunciate, and pronounce words correctly.
3. Identify syllables in words, and determine which one receives the highest degree of stress for proper pronunciation.
4. Express themselves with clarity and correct pausing and phrasing.
5. Name and use all articulators appropriately, as well as identify all resonators.

Learning Objectives

1. Introduce terminology relevant to voice production.
2. Explain what is meant by articulate and enunciate, and show their relationship between syllable stressing and proper pronunciation.
3. Increase students' knowledge about how sound is produced and sustained.
4. Help students speak self-confidently, clearly, and correctly.
5. Promote understanding about the importance of breathing when speaking.
6. Define and distinguish vowels, diphthongs, and consonants.

Student Success

Expect to spend at least three hours per week completing assignments. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as your guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Quizzes and Exams

Students will be assessed through:

1. Daily written quizzes – These quizzes will be done at the beginning of every class from the date on the syllabus to ensure student comprehension and improvement in using the material.
2. Two oral exams
3. Two written exams

In-Class Activities

4. Daily participation in lectures and practicing of materials in class

Participation Assessment:

Participation is out of 10 points

Penalties -

Arriving late: 15 minutes after class starts - 0.5 point

30 minutes after class starts – 1 point

Every two tardies counts as an unexcused absence

Unexcused absences - 0.25 points

Leaving early: 30 minutes before class ends - 0.5 points

Disruptions during lectures, including disruptive private conversations, falling asleep during lectures, disruptive use of electronic devices, outbursts or leaving class unexcused - 2 points

Failure to submit syllabus questionnaire – 5 points

Grading Formula

The final grade will consist of the following:

Daily Quizzes	20%
Oral Tests	40%
Written Tests	30%
Class Participation	10%

Assessments and Exams

Week 2	Syllabus Acknowledgement Form Due
Week 8	Mid-Term Oral & Written Test
Week 15	Oral Final Exam
Week 16	Written Final Exam

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Course Calendar

Week	Dates	Topic/What's due
1	Aug. 26 – Sept. 1	Syllabus Review Introduction to the Course
2	Sept. 1 – Sept. 8	Labor Day Holiday, Mon., Sept 2. – NO CLASS; Chapter 9, Vowels and Diphthongs; Syllabus Acknowledgement Form due, submit to Canvas.
3	Sept. 8 – Sept 15	Chapter 9, Vowels and Diphthongs
4	Sept. 15 – Sept. 22	Chapter 9, Vowels and Diphthongs
5	Sept. 22 – Sept. 29	Chapter 9, Vowels and Diphthongs
6	Sept. 29 – Oct. 6	Chapter 9, Vowels and Diphthongs
7	Oct. 6 – Oct. 13	Chapter 6, Plosives
8	Oct. 13 – Oct. 20	Oral and Written Midterm Exams
9	Oct. 20 – Oct. 27	Chapter 6, Plosives
10	Oct. 27 – Nov. 3	Chapter 6, Plosives
11	Nov. 3 – Nov. 10	Chapter 7, Fricatives
12	Nov. 10 – Nov. 17	Chapter 7, Fricatives
13	Nov. 17 – Nov. 24	Chapter 8, Nasals, Glides, Laterals, Affricates
14	Nov. 24 – Dec. 1	Chapter 8, Nasals, Glides, Laterals, Affricates; THANKSGIVING BREAK – Nov. 28 -Dec. 1
15	Dec. 1 - Dec. 8	Review Ch. 6 – 9; Oral Final Exam
16	Dec. 8 – Dec. 15	ALL FINAL EXAMS FOR HCC; Written Final Exam

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

Daily quizzes cannot be made up.

Students must contact professor via email within 48 hours of exams with a legitimate excuse to ensure a make-up otherwise professor reserves the right to deny a re-take if proper documentation cannot be provided.

Academic Integrity

Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Violations: Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

For All HCC Students:

Students are expected to attend classes regularly. Students are responsible for material covered during their absences, and it is the student's responsibility to consult with instructors for makeup assignments. Class attendance is checked daily by instructors.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor has the authority to drop a student for excessive absences.

A student may be dropped from a course for absenteeism after the student has accumulated absences in excess of 12.5 percent of the hours of instruction (including lecture and laboratory time).

For example:

For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), a student may be dropped after six hours of absences.

Administrative drops are at the discretion of the instructor. If you are doing poorly in the class, but you have not contacted your professor to ask for help, and you have not withdrawn by the official withdrawal date, it will result in you receiving a grade of "F" in the course. A "W" WILL NOT be given for absenteeism.

NOTE: LAST DAY FOR STUDENT/ADMINISTRATIVE DROP THIS SEMESTER:
Last day to drop classes with a grade of W

Course Withdrawals-First Time Freshmen Students-Fall 2007 and Later:
Effective 2007, section 51.907 of the Texas Education Code applies to first-time in college freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in HCC Dual Credit and Early College are waived from this requirement until they graduate from high school.

Based on this law, HCC or any other Texas Public institution of higher education may not permit students to drop after the official day of record more than six college level credit courses for unacceptable reasons during their entire undergraduate career.

Course Withdrawals:

Be sure you understand HCC policies about dropping a course. It is the student's responsibility to withdraw officially from a course and prevent an "F" from appearing on the transcript. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important

If you plan on withdrawing from your class, you MUST contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done PRIOR to the withdrawal deadline to receive a "W" on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

For Eagle Online Courses and Hybrids:

Regular attendance and consistent activity is expected on the Eagle Online course page and is monitored by the instructor.

Attendance is monitored by the instructor and will be taken weekly. Students are required to sign in with a "present" or "checking in" reply to the attendance forum before midnight of every class week to receive attendance credit, full credit for all assignments due in the scheduled weeks and for participation activities. Failure to sign into this forum will result in an absent for the entire week and a zero for all assignments due.

Student Conduct

Participation in the class will be respectful and follow the instructions directed by the instructor in all interactions with all participating members of the course.

Student interactions with the instructor, whether via email or other form of virtual communication, will still follow the HCC Code of Conduct and be done so in a respectful and timely manner for all considerations.

Students will follow the HCC Code of Conduct regarding academic honesty (review the policies laid out under Academic Integrity) and in the HCC Student Handbook.

Instructor's Course-Specific Information (As Needed)

In order to achieve a passing grade and succeed in this course it is the student's responsibility to follow all instructions as detailed in this syllabus, on the Canvas Course page and in all provided materials regarding assignments. It is the student's personal responsibility to navigate the Canvas course page successfully and to find these instructions and materials independently.

As your instructor I will communicate regularly through Canvas in the form of Weekly Announcements, emails and other form of communication as needed. I will provide expectations and instructions to all required pages.

Feedback and grading of assignments will be done in as timely a manner as possible. As part of my regular communication with the class, updates will be given on the progress of grading and provide any additional information as requested by the student.

Grading percentile: the official HCC grading rubric is as follows:

90–100 percent	A	Exceptionally fine work; superior in presentation, visual observation, comprehension and participation
80–89 percent	B	Above average work; superior in one or two areas
70–79 percent	C	Average work; good, unexceptional participation
60–69 percent	D	Below average work; noticeably weak with minimal participation
Below 60 percent	F	Clearly deficient in presentation, style and content with a lack of participation

The grade of "FX" will be given to any student who ceases attendance in the course after the official withdrawal date. This grade is not the same as a "W" or an "F."

The grade of "W" (Withdrawal) appears on grade reports when students withdraw from a class by the drop deadline. Instructors have the option of dropping students up to the deadline. After the deadline, instructors do not have that option — not even when entering final grades.

Students must perform adequately on all assessments to ensure a passing grade in the course. Since there is no other assignment in this class it is the student's responsibility to study the materials discussed every class lecture as all that is covered previously to the day the quiz is given can be assessed.

Electronic Devices

Electronic device use is prohibited during exams and quizzes.

Laptops and other electronic devices are permissible for note-taking, use during in-class exercises and for following the lecture. Students are requested to keep all electronic device on silent for all classes to ensure a reasonable learning environment due to the nature of the Voice and Diction course. Any disruptive electronic device use will result in participation points penalties and possible penalties to other grades.

Speech Program Information

The Speech Department at HCC offers the students a variety of courses to help fulfill the Communications portion of their core requirements.

AWARD TYPES: Courses Only

AREA OF STUDY: Liberal Arts, Humanities & Education

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/>. In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for

the fall and spring semesters. EGLS3 surveys are not offered during the summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Please see below for the Speech Program Department Chairs' contact information; the Dean's contact information is also provided.

Department Chair: Dr. Danielle Stagg
Email address: danielle.stagg@hccs.edu
Telephone Number: 713-718-5478

Dean of English & Communication: Dr. Amy Tan
Email address: amy.tan@hccs.edu
Telephone number: 713-718-7814