

Communication Studies 111 Voice and Articulation (3) UC:CSU (Section 4880)

Mondays/Wednesdays: 5:10-6:35PM General Classroom 240

Dr. Iris L. Maybruck, Adjunct Professor, Communication Studies, Language Arts

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Office Hours: Wednesdays: 4:25PM-5:00PM in Room 280 of General Classroom Building or by appointment; You are also welcome to call me at the above phone number and request a call-back or you can e-mail me. You will usually get a response from me within 24-36 hours; if you don't, please call and leave a phone message at the number listed above.

Dear Student:

One's voice and diction, whether it is in a one-on-one interpersonal situation, answering the phone for business or personal needs, making a presentation for personal or business purposes, giving a news presentation on radio/TV, or acting in a movie/theatre is an integral part of who we are as human beings.

It is important that we put our best effort in communicating with others to make a good impression and to be understood.

As a Speech-Language Pathologist, a Language Arts Professor, and a Communication Coach, I come in contact with individuals daily who, if they would improve their voice and diction habits, would also immeasurably add to their success personally as well as professionally.

I commend you for electing this course, and I will strive to assist you to make whatever gains you elect to make with our partnership

Course Description

This introductory course gives students the opportunity to practice proper methods of voice production, accurate articulation and enunciation of Standard Spoken American English. The IPA (International Phonetic Alphabet) is taught as a means of identifying sounds and enhancing listening skills.

Texts

Cooper, Morton Dr. Change Your Voice Change Your Life Wilshire Book Company
9731 Variel Avenue Chatsworth, Ca. 91311-4315. ISBN: 0-87980-441-6

Hicks, Neill D. Accent Reduction fo'nE tlks American English Pronunciation 3rd Edition 2003 Neil D. Hicks 23050 Homestead Way,
Tehachapi, Ca.

Recommended Text

Mayer, Lyle V. Fundamentals of Voice and Articulation 14th Edition
2008. McGraw-Hill. ISBN: 978-0-07-340667-1

Some or all of these above texts may be available for rent at the bookstore if you do not wish to purchase them.

Other Highly Recommended Items

A digital recorder to tape your progress (can be video/audio or both)

Please note that all of these texts are in the Reserve Section of the Library

Institutional Learning Outcomes

Communication: Be able to practice proper methods of voice production, accurate articulation of Standard Spoken English, having learned the mechanics of speech and voice production. For those interested in the Theatre, learning the various elements of theatre speech; quality, strength, timing, and pitch.

Speech Program Objectives

- Employ volume, pitch, speaking rate, pausing, vocal variety, pronunciation, articulation, body language, facial expression, eye contact, and gestures, and other delivery strategies
- Employ relaxation techniques to prepare for delivery

Student Learning Outcomes (SLOs)

- At the end of the course the successful student will be able to explain the components of appropriate voice and diction.

Content And Scope

- Learn Mechanics of Voice and Speech Production via Anatomy
- Learn Standard Spoken English via the IPA (International Phonetic Alphabet)
- Learn theatre Speech and Voice Production as Compared with Regular Speech and Voice Production

- Learn Relaxation Techniques to Prepare for Delivery whether it be for Personal, Business, or Theatrical Use
- Learn How To Make Eye Contact
- Learn Presentation Techniques to Ease Delivery
- Learn and Understand the Following voice and Diction Terminology (you may be given additional terms to add to this list during the semester): IPA, volume, pitch, speaking rate, pausing, timing, voice projection, enunciation, pronunciation, pacing, eye contact, relaxation techniques, breathing techniques

Instructional Methods

This course is taught using a variety of instructional methods which include lecture, class discussion, demonstration and participation in required activities designed to assist you to learn and integrate appropriate voice and diction techniques, along with pop quizzes, a midterm and final evaluating this knowledge. Some on-line work may be included also. You will be notified of this in advance.

Student Responsibilities

- Participation in class discussion/lectures
- Participation in class activities to improve voice and diction
- Participation in an initial voice and diction analysis
- Presentation of voice and diction activities
- Final voice and diction presentation indicating voice and diction improvement along with a **required typed diary** of your observations of your progress throughout the semester
- Taking pop quizzes, a midterm, and final designed to test your growth in voice and diction

Course Resources

- Participation in class activities
- Participation in Initial voice and diction analysis with written feedback
- Participation in 2 presentations with written feedback
- Participation in a final voice and diction presentation with your required diary with written feedback
- Office hours listed above and/or contact professor via e-mail/etudes (when activated)/phone

Course Schedule

This professor may change this schedule depending upon the class needs and potential use of Etudes. You will be notified in advance of all changes to write in your syllabus. The class dates and general assignments are as follows:

- August 26 and 28-Syllabus Discussion , Handouts, Demonstrations, and Your Self Introductions
- September 2 (labor Day), 4, 9, 11, 16, 18, 23, 25, 30- IPA (International Phonetic Alphabet), Voice and Diction important Terminology, and Voice and Articulation Evaluations. Text Assignments (Part One of Change Your Voice Change Your Life, Chapters 1-4; and Chapters 1-5, including page 191, About the Author from fo'nE tiks)
(please note on September 4, 18, and 25 there will either be substitutes or specific assignments due to a religious observance for this professor. You will notified in advance to know what the format will be on these days)
- October 2, 7, 9 (Review for Midterm), 14 (Midterm on Lectures and Text Assignments above), 16, 21, 23, 28, 30 –Lecture, Discussion, Participation in Voice and Articulation Work, and Oral Presentations. Text Assignments: Read Part Two of

Change Your Voice Change Your Life(Chapters 5-8, Pages 105-180) and fo'nE tiks (Chapters 5-7 from page 32 through page 149; and the Pronouncing Dictionary Pages 150-190)

- November 4,6,11 (Veteran's Day), 13,18,20,25,27 (Lecture, Discussion, Voice and Articulation Work, Term Paper, and Your Final Oral Presentations)
- December 2,4,9,11 (Final Exam Day) –Lecture, Discussion, Continuation of Final Presentations, and Review for the Final

Grading Policy

Your final grade will be based on total points earned in the course. You will be graded n the following areas:

- In-Class Participation: (30 Points)
- Assignments: (Must be typed; up to 3 of these at 10 Points each; keep them to turn in with your diary; You will requested to present these in class)
- Presentations: (2 at 10 Points each-Initial Evaluation and an additional presentation. You are required to hand in a typed presentation to this professor before your presentation. Failure to do this will result in a deduction of 5 points from your grade. You will receive a written evaluation for each presentation. Keep your evaluation forms to turn in with your diary at the semester's end. Loss of these items will result in a 4 point deduction from this section) Please remember if you lose your initial evaluation form you will forfeit 10 points of your total grade.
- Pop Quizzes: (1-3 at 10 Points each; these may be true/false/multiple choice or short answer and/or essay; keep these to put with your diary; failure to do this will result in a

point deduction of 4 points each from each quiz that is not attached to your diary)

- Midterm: (20 questions for 20 points-True-False/Multiple Choice. Bring a Scantron and a No. #2 Pencil
- Term Paper (25 points) on a topic listed in the course syllabus, the texts, this must be typed and presented in class. Please see Format for this paper attached to this syllabus which must be followed exactly as it is stated (this will be discussed in class)
- Final Oral Presentation: (30 Points including a required typed diary of your growth from the first day of class-format to be given. You will receive a written evaluation for your presentation noting your voice and articulation progress. Turn in your final evaluation form with your diary. Failure to do this will result in a 10 point deduction from this final presentation. A format for your diary will be given to you by the second day of class)
- Final Exam (20 questions for 20 points-True/false/Multiple Choice, and one essay question in addition to the Scantron for 10 points to total 30 points for the final exam)
- Total Points: 215
- Grade Calculation:
215-194 = A
193-172 =B
171-151 =C
150- 129 =D
Below 129 =F

Please note if there are any changes in the above information, you will be informed so that you can amend these changes in your syllabus.

Please bring your syllabus to class with you daily to note any changes this professor may give you.

Class Policies

Attendance required at First Class Meeting!

Protect your seat by attending the first class meetings. Students not present when the roll is called during the first class will be dropped from the class by this professor, making these seats available for other students requesting to add the class (see "Schedule of Classes"). Please note if you come to the first day of class, but miss the second day of class, you may also be dropped.

Academic Dishonesty Policy

Board Rule 9803.28 states: "Violations of academic integrity of any type by a student provides grounds for disciplinary action by the instructor or college. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume ones' identity for the purpose of enhancing one's grade. For more information on the standards of Student Conduct refer to the college catalog available in hardcopy and online at www.lattc.edu."

Dropping the Class

According to college policy, you will be excluded for excessive absences or for not following the Standards of Student Conduct (printed in the Schedule of Classes). It is your responsibility to drop the class. Failure to drop will result in an "F" in the class.

Disabled Student Services

If you know or think that you have any learning or physical disabilities, please contact this professor. You should also contact the Disabled Student Programs and Services (DSPS) Office in HRLC 121 at (310) 287-4486.

Instructional Support (Tutoring) and Learning Skills Center

You may require additional assistance to work on the requirements for this class, such as studying for quizzes, the midterm, and the final, receiving help in writing the term paper and/or your diary, and working on the various techniques given to you in class to improve your voice and articulation. For this, you are encouraged to contact Heldman Learning Resources Center (HLRC) (310) 287-4486 and request a speech tutor. You are encouraged to speak with this professor privately about your needs during her office time, or if this is not convenient, to request to see her at another day/time, speak with her on the phone, or communicate with her via e-mail.

3 Attempts to Pass

“In the past, a student at any LACCD college could have attempted to pass a class up to 7 times. Up to 4 ‘W’s and up to 3 ‘D’ and/or ‘F’ grades were permitted. Effective July 2012, the rule changed. A student may only attempt to pass the same class 3 times. Receiving a ‘W’, ‘D’, or ‘F’ counts as attempting to pass the class. Students who unsuccessfully attempt a class 3 times but still want another opportunity to pass the class will have to enroll in the class at a non LACCD campus or go through the appeal process with Admissions” (Fall 2012 Schedule of Classes, Page 128)

Passing the Course

In order to pass the course, all assignments must be completed, meet course standards, and be delivered on deadline.

In-Class Participation

You are expected to actively participate in each session.

Participation in class includes, but not limited to questions about course material, engaging in class discussion, and being a courteous student. Due to the nature of this class, attendance is crucial to participation.

Students are expected to attend class, be prompt and remain in class for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class, and may be withdrawn by this professor if this behavior is observed.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. (Please refer to the Schedule of Classes).

Please help us keep the classroom and campus grounds clean. No food or beverages except for water, is permitted inside instructional classrooms/labs. Please use the receptacle to dispose of trash.

Please note the following:

- There are no excused absences
- Attendance will be taken promptly at the beginning of each class.

- Being absent, late to class, or leaving class early will result in a deduction of 4 points in the in-class participation portion of your grade.
- If you miss class more than the number of times the class meets per week, or have spotty absences such as one (1) absence per week for a two (2) week period, you risk being excluded, in accordance with college policy, This class meets two (2) times a week.
- Participation means that you attend each class meeting and make a meaningful contribution. This includes full participation in class discussions and activities, respecting others, and always being courteous.
- Some class time may be used to complete coursework. Students are expected to be fully prepared to do this work in class. Students who aren't prepared to do this will be considered as not being ready to participate in the day's activities.
- Mobile technology (cell phones, iPods, laptops, notebooks, etc.) must be turned off and put away (not on your desk) at the beginning of class-no exceptions! Talking and texting on cell phones not only distracts you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and will not be tolerated. Students who are talking/texting will be asked to leave the classroom and 4 points will be deducted from their participation. Also please note that Education Code 78907 prohibits anyone in a classroom from using any electronic listening or recording device without prior consent of the instructor.

PLAGIARISM

For all coursework, please note that when asked to consult the textbook or other materials, DO NOT simply copy sentences word for word from a source and put it into your assignment submissions. **YOU MUST STATE THINGS IN YOUR OWN WORDS...** If you copy more than three words in a row from a source (such as your textbooks) you must use quotation marks (“_____”). Otherwise, you are committing plagiarism and the penalties are severe (see “Academic Integrity Policy” in the previous section of this syllabus). In addition, you are required to give credit to an author in terms of the author's ideas, words, etc. **Basically, you should cite your sources in the text of all written work. AND include a list of references.**

Individual Presentations, Term Paper, and Diary Requirements

You will be given an outline of the format to be used for presentations, term paper, writing your diary, and presenting your final presentation.

All individual presentations should not go over 5 minutes when presented. Because of the number of students in the class, I will have to stop you if you go over the time limit. This will be deducted from your total points for presentation (See grade breakdown)

Grading criteria will be included on these formats.

Individual presentations must be given on the assigned day either by lottery (Professor calls on you by random lottery) or by assigned days. Failure to comply with this requirement will result in an “F”.

On the dates given for individual presentations, please be prepared to be called on any of these days. If you are called on and you are not prepared or are not in class, you will receive an "F". Thus, please make every effort to be present.

Deadlines

You are implored not to wait until the last minute to do your assignments, preparation for presentations, writing and presenting your term paper, studying for pop quizzes, midterm, final presentation, and final exam.

Students who are absent from class on the day of their presentation will not be allowed to do a make-up and will earn "0" points for these requirements.

Please observe all deadlines. This is a fast-paced course that has 30 meetings. You will derive the most benefit if you endeavor to carry out the course requirements as stated.

Thoughts about the Required and Recommended Texts

The required texts stated above will assist you in the following ways:

- To assist you to learn the course objectives, take quizzes, take the midterm, and participate in various required activities before the class.
- To help you to participate in group and individual class activities
- As sources to assist you in preparing your class presentations and to help you with your outside practice

Other Library/Learning Center Information

You will be informed about any information that will be put on reserve for you to listen to/view in either the Library and/or the Learning Resource Center which will contribute to your voice and diction improvement.

Additional Review

Make certain you keep all of your professor's evaluations which will include all the pop quizzes and presentations, along with your evaluations from this professor given to you throughout the semester. A good idea is to keep them with your required diary which you will turn in at the final exam. Remember a loss of any of these presentations will result in point losses. See Grading Policy above.

Additional Guidelines

This class is primarily a performance class though there will be written as well as pop quizzes, a midterm, and a final given in order to ascertain your knowledge of important voice and diction terms necessary for your growth in this area, whether it be in your personal life, your business, or in some area of the communications field, such as radio, television, or the theatre.

If you have to miss class, please make certain you have a buddy to call to get the assignment. You are responsible for class material even if you are not in class.

Remember, you must turn in a typed copy of your presentation material to this professor to assist her in evaluating your endeavor.

All presentations must conform to a time limit that will be discussed by the professor at the time of the assignment based on the number of students in the class.

You are required to give your presentations at the scheduled time that may be chosen by lottery. In any event, Dr. Maybruck will be the one to call on you to present during the days she will give you for these presentations. If you aren't in class when you are called on, you will automatically receive an "F".

Final Thoughts

You can be successful in your voice and diction improvement if you follow the guidelines that are listed in this syllabus.

Please note that at any time you have questions or concerns, please speak with me in class, e-mail me, or phone me.

We may also have some guest speakers, depending on their availability. If we do, you will be given an assignment which will reveal what you learned from this presentation. This, of course, must also be typed and handed in the next class session. An announcement will be made in class to alert you of this, if this takes place. This assignment would constitute one of your assignments (see Grading Policy, Assignments)

The best to you this semester in improving your voice and diction.

Again, if at any time you have concerns about how you are doing in the course, or what you can do to improve your voice and articulation that you might not want to discuss in front of the class, you are invited to e-mail me, make an appointment, or call me.

Thank you for the opportunity to teach you this semester.

Iris L. Maybruck, Ed.D.

Student Acknowledgement of Communication Studies 111

Voice and Articulation

(Please return to professor)

"I _____, have completely read this syllabus and understand and agree to the course requirements."

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, and observance of religious holidays.

*Special needs or circumstances:

Printed Name: _____

Signature: _____ Date: _____

Contact Phone Number: _____

E-mail: _____

***Must be co-ordinated with the DSPS office (Disabled Student Programs and Services Office) See reference in the syllabus.**