This course syllabus is intended as a set of guidelines for SPCH1342, it is for informational purposes only and does not constitute a contract. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

**Instructor Information:**

Alice Butler  
abutler@dcccd.edu  
Office Phone Number: (972) 273 3568  
Office Location: P230

**Course Information**

Course title: Voice and Diction  
Course number: SPCH1342  
Section numbers: 73703  
Credit hours: 3 (3 Lec.)  
Class meeting time: 5:45 PM – 7:05 PM Monday/Wednesday  
Course description: Emphasis on improving voice and pronunciation.

Students may register for either Speech 1342 or Drama 2336 but may receive credit for only one of the two.

Course prerequisites: None
**Required or Recommended Textbooks and Materials**

No Textbook is required. The instructor will provide all handouts, additional materials or references. The NLC library and on-campus computers are available as additional resources.

**Course Objectives**

1. Work to develop and strengthen the voice.
2. Train the voice to feel where it "naturally belongs", not where it "habitually is".
3. Teach proper breathing technique.
4. Identification of placement problems with articulators, resonators, or vocal apparatus.
5. Introduction to the use of the International Phonetic Alphabet for the development of good articulation and diction.
6. Train the ear to recognize "General American/Mid-American" dialect.

**Specific Course Learning Outcomes**

Students will gain improved pronunciation.

Students will recognize “General American/Mid-American” delivery of spoken English in their colleagues, on-air speakers, friends and family.

Students will demonstrate exercises to continue work and improvement beyond the semester with spoken English.

**Calendar of Class Meetings and Assignments**

Note: This is only an outline of the class schedule, actual events will vary due to class composition, other schedules, college changes, weather, etc.

<table>
<thead>
<tr>
<th>Week 1&amp;2</th>
<th>Class Introduction, Introduce Warm-Up and first series of vocal exercises.</th>
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</thead>
<tbody>
<tr>
<td>Week 5-8</td>
<td>Introduce additional exercises. Continue Basic Warm-Up exercises, focus on Relaxation. Introduction of Oral Reading Assignment</td>
</tr>
<tr>
<td>Week 9</td>
<td>Oral tests for Mid-Term. Continuation of Breathing and Relaxation exercises.</td>
</tr>
<tr>
<td>Week 10-13</td>
<td>Presentation and Practice of Exercises for particular</td>
</tr>
</tbody>
</table>
parts of the Tongue and Lips, vocally and non-vocally.  
Individual speaking assignments with focus on individual improvement.

| Week 14-16 | Review of all vocal, physical, relaxation and breathing exercises with focus on individual analysis. Prescribe exercises for each class-member to maintain vocal progress. Oral and written final exams. |

**Means of Assessment of Course Learning Outcomes**

Students will be assessed based on attendance and participation, performance and improvement.

**Evaluation Procedures**

Percentages of weight of these exams and assignments may shift as other assignments, quizzes, etc. may be added by the instructor.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>40%</td>
<td>Class attendance and participation</td>
</tr>
<tr>
<td>40%</td>
<td>Individual class performance of exercises and assignments</td>
</tr>
<tr>
<td>20%</td>
<td>Final exam</td>
</tr>
</tbody>
</table>

**Exams and Assignments**

Peer evaluations of colleague’s performance and improvements  
In-class oral reading assignments of chosen literature  
A final exam (written and performance) will be given during exam week according to the published schedule.  
Other exercises or assignments may be introduced to the class as determined by the instructor.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
</tr>
<tr>
<td>F</td>
<td>59-0</td>
</tr>
<tr>
<td>N</td>
<td>enrolled but never attended</td>
</tr>
</tbody>
</table>
Discipline/ Course/ Department/Policies

No cell phone use of any kind is allowed in class.

Prompt class attendance is very important. Roll will be taken at the beginning of class and late arrival after 20 minutes will be considered an absence. Three late arrivals are equal to one absence. Leaving class early is considered an absence. Each three absences will lower the final grade ONE letter grade.

There will be no make-up tests or exams.

INSTITUTIONAL POLICIES

DCCCD EMERGENCY OPERATING PROCEDURES
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.
5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165.
http://www.northlakecollege.edu/resources/disability.html

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw
prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

**DROP POLICY**
If you are unable to complete this course, you must officially withdraw by: **Thursday, April 16, 2015.** Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: [http://www.DCCCD.edu/thirdcourseattempt](http://www.DCCCD.edu/thirdcourseattempt).

**STOP BEFORE YOU DROP**
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops).

**FINANCIAL AID STATEMENT**
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**COUNSELING SERVICES (A311)**
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the
assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311. For additional information, go to: http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx

THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:

- An ESOL lab with computer access.
- Free tutoring for students enrolled in Foreign Language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  - Once enrolled, students can receive services from the OWL.
- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

TESTING CENTER (A 425)
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
   No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.
Friday-Saturday: 8:30 a.m.-3:30 p.m.
   No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.
Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:
   1. Instructor’s name
   2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1\textsuperscript{st}, 2\textsuperscript{nd}, 3\textsuperscript{rd}, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:
1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, November 4, 2014</td>
<td>Schedule becomes “viewable” on web</td>
</tr>
<tr>
<td>Tuesday, November 18, 2014</td>
<td>Priority Registration Begins</td>
</tr>
<tr>
<td>Monday, November 24, 2014</td>
<td>Regular Registration Begins</td>
</tr>
<tr>
<td>Wednesday, January 14, 2015</td>
<td>Registration Ends</td>
</tr>
<tr>
<td>Tuesday, January 20, 2015</td>
<td>Semester Begins</td>
</tr>
<tr>
<td>Monday, February 2, 2015</td>
<td>Certification / Lock Date</td>
</tr>
<tr>
<td>Thursday, February 19, 2015</td>
<td>District-wide Staff Development, NO CLASSES</td>
</tr>
<tr>
<td>Friday, February 20, 2015</td>
<td>District-wide Day-of-Service, NO CLASSES BEFORE 5:00pm</td>
</tr>
<tr>
<td>Monday, March 9, 2015</td>
<td>Spring Break Begins, NO CLASSES</td>
</tr>
<tr>
<td>Monday, March 16, 2015</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Friday, April 3, 2015</td>
<td>Spring Holiday, NO CLASSES</td>
</tr>
<tr>
<td>Thursday, April 16, 2015</td>
<td>Last Day to Withdraw with “W”</td>
</tr>
<tr>
<td>Monday, May 11, 2015</td>
<td>Finals Week begins</td>
</tr>
<tr>
<td>Thursday, May 14, 2015</td>
<td>Spring Semester Ends</td>
</tr>
</tbody>
</table>
## Learning Activities, Outcomes, and Assessment

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In class exercises reveal individual progress in specific areas. Classroom discussion and participation in evaluation of progress will reinforce this exercise.</strong></td>
<td><strong>Students will identify and evaluate a colleague’s progress in articulation.</strong></td>
</tr>
<tr>
<td><strong>Peer evaluation and the instructor will analyze each individual student’s progress.</strong></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students participate in physical and vocal exercises utilizing these sounds.</strong></td>
<td><strong>Students differentiate the B, V and W sounds in class exercises.</strong></td>
</tr>
<tr>
<td><strong>The instructor will analyze each individual student’s work.</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students demonstrate differentiations on the TH and D sounds.</strong></td>
<td><strong>Students differentiate the TH and D sounds in class exercises.</strong></td>
</tr>
<tr>
<td><strong>Peer evaluation with instructor guidance.</strong></td>
<td></td>
</tr>
</tbody>
</table>