

**Instructor:** Amy T. Neel, Ph.D., CCC-SLP  
**Time:** T-Th, 12:30 – 1:45 p.m.  
**Location:** Mitchell Hall 102  
**E-mail:** [atneel@unm.edu](mailto:atneel@unm.edu)  
**Phone:** 277-7084  
**Office:** SHS Building Room 1369  
**Office Hours:** M 10:00 – 11:00 a.m.

### **Course Description**

This course is an overview of the anatomy (structure) and physiology (function) of human systems involved in speech, language, hearing, and swallowing. Normal human behavior is emphasized in this course. Issues of development, aging, diversity, and disorders are also addressed.

### **Course Goals**

Understanding normal structure and function of the speech and hearing mechanism is an important step in becoming a competent speech-language pathologist or audiologist. The following ASHA knowledge outcomes are addressed in this course:

Standard III-B: applicant must demonstrate knowledge of basic human communication and swallowing processes including their biological bases.

- Student describes anatomy and physiology of
  - Speech and non-speech breathing
  - Phonation
  - Articulation and resonance
  - Hearing, including outer, middle, and inner ear.

### **Textbook**

Hixon, T.J., Weismer, G., and Hoit, J.D. (2008). Preclinical Speech Sciences: Anatomy, Physiology, Acoustics, and Perception. San Diego: Plural Publishing, Inc. ISBN: 978-1-59756-182-2

### **Attendance**

According to University policy, “students are expected to attend all meetings of the classes in which they are enrolled.” Students who attend class generally receive better grades than those who do not. Not all of the material presented in this course is found in the textbook. In addition, there are graded classroom activities that cannot be made up if you miss class. If you will be absent from class for an extended period of time, please notify me as soon as possible. You may be dropped from the course if you do not attend class meetings.

### **In the Classroom**

Cell phones must be turned off before class begins. You are encouraged to ask questions or volunteer comments during class. I will often ask you or other class members to help figure out the answers instead of answering all your questions directly. If you don’t feel comfortable answering questions during class, you

may e-mail me after the class period. Please keep in mind that if you find something confusing or difficult to understand, many of your classmates are likely to feel the same way.

Lectures will be presented via PowerPoint presentations, but I will not make the slides available to you. Rather than attempting to copy the slides word for word, I encourage you to take notes in your own words. Here is a helpful website on note-taking for college students: <http://www.suite101.com/content/how-to-take-effective-class-notes-a16974>.

## Outside of the Classroom

Learning anatomy and physiology is time-consuming and requires mental effort on your part. In addition to the hours you spend in class each week, you should plan to spend at least three more hours per week on assigned readings, reviewing your notes, and other course-related activities. Reading assignments should be completed before you come to class.

The graduate assistant for this class and I also commit time to working with you. If there is material that you do not understand, do not hesitate to see either of us during our office hours or make an appointment with us to get assistance.

I will provide information about the course via the course website ([www.unm.edu/~atneel/shs310](http://www.unm.edu/~atneel/shs310)) and by UNM e-mail. Please make sure that you have a UNM e-mail account. You may forward mail from your UNM account to another e-mail provider if you wish.

## Cheating

Academic dishonesty will not be tolerated in this course. The assignments you turn in must be your own work in your own words, you must not copy answers from other students during exams and quizzes, and you must not allow other students to copy your work. Plagiarism (copying from books, articles, or online sources) is considered to be academic dishonesty. Dishonesty will result in a failing grade for the course, and the incident will be reported to the Dean of Students.

## Grading

There will be four exams given during the semester (Exam 4 will be given on the date of the final exam). **There will be no make-up exams given this semester.** Please notify me as soon as possible if you must miss an exam.

Brief quizzes will be given during each class period. **These daily quizzes cannot be made up if you miss a class.** However, extra points on quizzes will be given during the semester so that missing one or two quizzes should not harm your final grade in the course.

You will turn in five muscle/structure charts and two case studies during the semester. They must be turned in at the beginning of class on the day they are due. **Late charts and case studies will not be accepted.** If you feel you will have difficulty meeting these requirements, please let me know as soon as possible.

Category	Number of Points Each	Number Given	Total Points
Daily quizzes	10	26	250
Charts	30	5	150
Case studies	100	2	200
Exams	100	4	400

<b>Number of Points</b>	<b>Letter Grade</b>
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980-1000 points	A+
920-979 points	A
900-920 points	A-
880-899 points	B+
820-879 points	B
800-819 points	B-
780-799 points	C+
720-779 points	C
700-719 points	C-
680-699 points	D+
620-679 points	D
600-619 points	D-
599 and below	F

### **Accomodations for Disabilities**

Students who have special needs are asked to disclose those needs to me as soon as possible so that I can arrange appropriate accommodations. You are encouraged to contact the Office of Student Support Services at the beginning of the semester.