

Disorders of Phonation, Fall 2023
CSD 784, 3 Credits

Class meeting time: Tuesday, Thursdays 10:30 - 11:45

Class meeting place: CPS 024

Professor: Ms. Trescha Kay, M.A., CCC-SLP

Office: 042C

Office Hours: See me after class or sign up on the calendar on my door

Email: tkay@uwps.edu

Required Text: **Voice Disorders, Scope of Theory and Practice, 2nd edition Carole Ferrand**

Course Description: This course examines vocal function in adults and children. This content of this course will include normal and dysphonic voices, preventative measures and populations at increased risk of dysphonia, assessment of voice, interventions for dysphonia, case management of special populations, and ethical considerations related to dysphonia.

ASHA Standards: ASHA standards must be met to apply for certification. Successful completion of the course requirements, that is a grade of B or better, will result in meeting the following standards:

Course Objectives:

1. Identify preventative information available for individuals and groups known to be at risk for voice disorders, as well as to individuals working with those at risk.
2. Conduct a culturally and linguistically appropriate comprehensive voice assessment, including clinical and instrumental evaluation.
3. Identify normal and abnormal vocal function, describe perceptual qualities of voice, and assess vocal habits.
4. Diagnose a voice disorder.
5. Identify appropriate referrals to other professionals as needed.
6. Make decisions about management of voice disorders and develop culturally and linguistically appropriate treatment plans.
7. Provide treatment, document progress, and determine appropriate dismissal criteria.
8. Counsel patients and provide education aimed at preventing further complications from voice disorders.
9. Identify other members of a collaborative team, including the otolaryngologists and other professionals (e.g., pulmonologists, allergy and asthma physicians, gastroenterologists, neurologists, endocrinologists, mental health professionals, and vocal coaches or voice teachers.)

Course Requirements:

1. Exams: There will be 3 exams, each worth 25% of your final grade.
2. Assignments: There will be 10 assignments, 10 points each. The assignments will make up 25% of your final grade.

Weekly Assignments:

Each module within 784 will contain a 10-point assignment. Your grade will be influenced by timeliness, comprehensiveness, and effectiveness of your communication. Assignments will be introduced on the first day of the module and will be due three days after completion of the instruction for that module.

Grades:

Grades will be converted from accumulated points into percentage scores. **I do not curve grades.** Percentage scores will be assigned to letter grades as follows:

A: 95 - 100	A-: 90 - 94.99
B+: 87 - 89.99	B: 83 - 86.99
B-: 80 - 82.99	C+: 77 - 79.99
C: 73 - 76.99	C-: 70 - 72.99

Tentative Course Schedule

The course schedule is tentative and subject to change for topics; however, *the dates for exams will not change.*

Week	Topic	Chapter
Week 1 9/5, 7	Introduction, Anatomy and Physiology	1
Week 2 9/12, 14	Anatomy and Physiology	1
Week 3 9/19, 21	Lifespan Changes	2
Week 4 9/26, 27	Diagnosis and Evaluation	3
Week 5 10/3, 5	Diagnosis and Evaluation	3
Week 6 10/10, 12	Clinical Management 10/12: Exam 1 (Chapters 1-3)	4

Week 7 10/17, 19	Clinical Management	4
Week 8 10/24, 26	Structural Pathologies	5
Week 9 10/31, 11/2	Inflammatory Conditions	6
Week 10 11/7, 9	Neurologic Disorders	7
Week 11 11/14, 16	Disorders Related to Self, Identity, and Lifestyle 11/16: Exam 2 (Chapters 4-7)	8
Week 12 11/21	Disorders Related to Self, Identity, and Lifestyle No Class 11/23 (Happy Thanksgiving!)	8
Week 13 11/28, 30	Airway Problems and Respiration	9
Week 14 12/5, 7	Laryngeal Cancer	10
Week 15 12/12, 14	Laryngeal Cancer	10
12/20 8:00-10:00	Final Exam (Chapters 8-10)	

Class Participation Via Canvas

All course material is accessible in Canvas. Students are expected to access course material in a timely manner. To pace yourself, you should work on one unit each week.

Technology can be a challenge, especially in rural areas. Be sure you have the [minimum computer and internet configurations for Canvas](#) and access to a stable internet connection (don't rely on cellular). If you have any questions about the capabilities of your technology contact [IT Service Desk](#) (715-346-4357; techhelp@uwsp.edu).

Attendance

If you are unable to attend a class period, please notify the instructors as soon as possible. You will be provided with replacement resources for the day(s) you were absent from class.

Student Recording and Sharing Class Lecture and Materials

Lecture materials and recordings for CSD 784, are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record lectures without our permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1](#)

Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructors' express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

Inclusivity Statement

It is our intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is our intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let us know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it using this [link](#). You may also contact the Dean of Students office directly at dos@uwsp.edu.

Confidentiality

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if the student has maintained regular contact with the course instructor about his/her situation. All incomplete course assignments must be completed by the last day of classes of the following semester.

Absences due to Military Service

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, [not to exceed two \(2\) weeks](#) unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or

opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](#).

Religious Beliefs Accommodation

It is UW System policy ([UWS 22](#)) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements.

You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

- There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
- You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
- Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
- Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
- You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

Equal Access for Students with Disabilities*

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

If modifications are required due to a disability, please inform the instructor and contact the [Disability and Assistive Technology Center](#) to complete an Accommodations Request form. Phone: 346-3365 or Room 609 Albertson Hall.

Help Resources

Tutoring	Advising	Safety and General Support	Health
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Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. 018 Albertson Hall, 715-346-3568	Academic and Career Advising Center, 320 Albertson Hall, 715-346-3226	Dean of Students Office, 212 Old Main, 715-346-2611	Counseling Center, Delzell Hall, 715-346-3553. Health Care, Delzell Hall, 715-346-4646
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UWSP Service Desk

The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at techhelp@uwsp.edu or at (715) 346-4357 (HELP) or visit this [link for more information](#).

Care Team

The University of Wisconsin-Stevens Point is committed to the safety and success of all students. The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As your instructor, I may contact the Office of the Dean of Students if I sense you are in need of additional support which I may not be able to provide. You may also share a concern if you or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success or the safety of others, by reporting [here](#).

Academic Honesty

Academic Integrity is an expectation of each UW-Stevens Point student. Campus community members are responsible for fostering and upholding an environment in which student learning is fair, just, and honest. Through your studies as a student, it is essential to exhibit the highest level of personal honesty and respect for the intellectual property of others. Academic misconduct is unacceptable. It compromises and disrespects the integrity of our university and those who study here. To maintain academic integrity, a student must only claim work which is the authentic work solely of their own, providing correct citations and credit to others as needed. Cheating, fabrication, plagiarism, unauthorized collaboration, and/or helping others commit these acts are examples of academic misconduct, which can result in disciplinary action. Failure to understand what constitutes academic misconduct does not exempt responsibility from engaging in it.

UWSP 14.03 Academic misconduct subject to disciplinary action.

1. Academic misconduct is an act in which a student:
 - a. Seeks to claim credit for the work or efforts of another without authorization or citation;
 - b. Uses unauthorized materials or fabricated data in any academic exercise;
 - c. Forges or falsifies academic documents or records;
 - d. Intentionally impedes or damages the academic work of others;
 - e. Engages in conduct aimed at making false representation of a student's academic performance; or
 - f. Assists other students in any of these acts.
2. Examples of academic misconduct include, but are not limited to:
 - a. Cheating on an examination
 - b. Collaborating with others in work to be presented, contrary to the stated rules of the course
 - c. Submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another
 - d. Submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas
 - e. Stealing examinations or course materials
 - f. Submitting, if contrary to the rules of a course, work previously presented in another course
 - g. Tampering with the laboratory experiment or computer program of another student
 - h. Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Students suspected of academic misconduct will be asked to meet with the instructors to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in the [University System Administrative Code, Chapter 14](#).

Other Campus Policies

FERPA

The [Family Educational Rights and Privacy Act](#) (FERPA) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear *educational need to know* may also have to access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a student's

education records, without consent, to another school in which the student seeks or intends to enroll.

Title IX

UW-Stevens Point is committed to fostering a safe, productive learning environment. Title IX and institutional policy prohibit discrimination on the basis of sex, which includes harassment, domestic and dating violence, sexual assault, and stalking. In the event that you choose to disclose information about having survived sexual violence, including harassment, rape, sexual assault, dating violence, domestic violence, or stalking, and specify that this violence occurred while a student at UWSP, federal and state laws mandate that I, as your instructor, notify the Title IX Coordinator/Office of the Dean of Students.

Please see the information on the [Dean of Students webpage](#) for information on making confidential reports of misconduct or interpersonal violence, as well as campus and community resources available to students. For more information see the [Title IX page](#).

Clery Act

The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1st in our [Annual Security Report](#). Another requirement of the Clery Act, is that the campus community must be given timely warnings of ongoing safety threats and immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our [Jeanne Clery Act](#) page.

Copyright infringement

This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit our [copyright page](#).

In the event of a medical emergency, call 911 or use red emergency phone located in the middle hallway in the department. Offer assistance if trained and willing to do so. Guide emergency responders to victim.

In the event of a tornado warning, proceed to the lowest level interior room without window exposure which is the middle hallway in the department. See www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans (Links to an external site.) for floor plans showing severe weather shelters on campus. Avoid wide-span rooms and buildings.

In the event of a fire alarm, evacuate the building in a calm manner. Meet at the College of Professional Studies sign on Fourth Avenue. Notify instructor or emergency command personnel of any missing individuals.

Active Shooter - Run/Escape, Hide, Fight. If trapped hide, lock doors, turn off lights, spread out and remain quiet. Follow instructions of emergency responders.

See UW-Stevens Point Emergency Management Plan at www.uwsp.edu/rmgt ([Links to an external site.](#)) for details on all emergency response at UW-Stevens Point.