COURSE INFORMATION

- ASLP 5510, 3 credit hours
- Course content will be available online, posted at the beginning of each week.

Instructor Contact Information

- Dr. Annalise Fletcher
- Email: Annalise.Fletcher@unt.edu
- Office #: UNT Speech & Hearing Center, 216
- Office hours – please email me to schedule an appointment
- Teaching Assistant: Alyssa Rush, alyssakelly2@my.unt.edu

Course Description

The first half of this course equips students with a thorough understanding of the characteristics of speech and swallowing problems associated with cleft lip/palate and craniofacial anomalies, as well as the diagnostic assessment and management of articulatory, voice, resonance, and swallowing disorders related to cleft/lip and craniofacial anomalies. The second section of this course focuses on patients with head and neck cancer. Students learn about the effects of surgery, chemotherapy and radiotherapy on speech and swallowing, factors to consider when managing patients with tracheostomies or laryngectomies, and the role of the SLP in the continuum of care.

Learning Objectives:

- To understand etiology, anatomical alteration, and pathophysiology associated with cleft lip/palate and craniofacial anomalies.
- To understand speech and swallowing disorders related to cleft lip/palate and craniofacial anomalies.
- To learn methods of assessing articulation, voice, resonance, and feeding in patients with cleft lip/palate and craniofacial anomalies.
- To learn intervention strategies in treating articulation, resonance, and feeding disorders related to cleft lip/palate and craniofacial anomalies.
- To understand etiology, anatomical alteration, and pathophysiology associated with oral, pharyngeal, and laryngeal cancers.
- To understand speech and swallowing disorders related to oral/pharyngeal/laryngeal cancers and the effects of their medical/surgical treatment.
- To understand the role of the SLP in counseling and assessing swallowing, articulation, voice, and resonance in patients with oral, pharyngeal, and laryngeal cancers.
• To learn rehabilitative strategies for swallow, articulatory, voice, and resonatory dysfunction in patients with head and neck cancer, including alaryngeal communication alternatives.

Required Textbooks:


Class Recordings
Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Attendance and Class Participation

Material and activities for this class will be posted on Monday morning and remain available throughout the week. You will be expected to complete class activities on a weekly basis, by Sunday at 11.59pm, to receive full participation points. **The only required attendance is on the dates that we will have guest speakers 9/25 and 11/20 (with classes held on Zoom from 9am to 12pm on those dates).**

While regular participation in class discussions and/or other quizzes is expected, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are ill and need additional time to review class content and complete assessments. It is important that you communicate with me prior to the assessment due date to avoid any penalties for late work.

If you are experiencing any symptoms of COVID-19 please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

**TECHNICAL REQUIREMENTS/ASSISTANCE**

UIT Help Desk: [http://www.unt.edu/helpdesk/index.htm](http://www.unt.edu/helpdesk/index.htm)

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu
Phone: 940.565-2324
In Person: Sage Hall, Room 130
Hours are:
• Monday-Thursday 8am-midnight
• Friday 8am-8pm
• Saturday 9am-5pm
• Sunday 8am-midnight
• Canvas technical requirements: https://clear.unt.edu/supported-technologies/canvas/requirements

Minimum Technical Skills Needed
• Ability to navigate the Canvas learning management system
• Ability to send emails with attachments, create and submit files in commonly used word processing program formats

Student Academic Support Services
• Code of Student Conduct: provides Code of Student Conduct along with other useful links
• Office of Disability Access: exists to prevent discrimination based on disability and to help students reach a higher level of independence
• Counseling and Testing Services: provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
• UNT Libraries
• UNT Learning Center: provides a variety of services, including tutoring, to enhance the student academic experience
• UNT Writing Center: offers free writing tutoring to all UNT students, undergraduate and graduate, including online tutoring
• Succeed at UNT: information regarding how to be a successful student at UNT

COMMUNICATING WITH YOUR INSTRUCTOR

I welcome all feedback and questions about the course. My preferred method of communication with individual students is via Canvas Inbox or email. I will respond to email within two week days (Monday – Friday).

All class announcements will be disseminated from Canvas. I will use the Announcements section in Canvas to communicate high priority information. If you miss an announcement, check your notification preferences in Canvas. You can change settings to receive Announcements and Conversation Messages ASAP by email or cell phone:

• How to set up notification preferences in Canvas.

INSTRUCTOR FEEDBACK

I will post grades for tests and assignments via Canvas. You will receive specific feedback on your assignments in the form of text comments appended to your electronic submissions. I will also be reading the class discussion boards and replying to your comments on occasion.
ASSESSMENT & GRADING

<table>
<thead>
<tr>
<th>Overview of Course Assessments</th>
<th>Percentage of Final Grade</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1 (remotely proctored with time limit)</td>
<td>20%</td>
<td>9/11, 11.59pm</td>
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<td></td>
<td>Will be available on Monday morning, week 3.</td>
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<tr>
<td>Test 2 (remotely proctored with time limit)</td>
<td>30%</td>
<td>10/09, 11.59pm</td>
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<td>Will be available on Monday morning, week 7.</td>
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<tr>
<td>Test 3 (remotely proctored with time limit)</td>
<td>15%</td>
<td>10/30, 11.59pm</td>
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<td>Will be available on Monday morning, week 10.</td>
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<tr>
<td>Take-Home Final Assignment (open book, no time limit)</td>
<td>30%</td>
<td>12/04, 11.59pm</td>
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<td>Will be available on Monday morning, week 15.</td>
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<tr>
<td>Participation in Class Discussions and Activities</td>
<td>5%</td>
<td>Each week the activities for the module will be due on <strong>Sunday at 11.59pm</strong></td>
</tr>
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</table>

**Grading Scale:** A: 90-100%, B: 80-89%, C: 70-79%, D: 60-69%, F: below 60%

**CALENDAR**

*Include an outline of all due dates for the course.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Content</th>
<th>Readings</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Anatomy and physiology of the head and neck. Function of the soft palate in speech and swallowing.</td>
<td>Kummer (2018) Chapter 1</td>
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<tr>
<td></td>
<td>Cleft Palate Assessment</td>
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<tr>
<td>Week</td>
<td>Topic</td>
<td>Reading Material</td>
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<tr>
<td>Week 5</td>
<td>Guest Lecture: Clinical Perspective on Speech and Swallowing Disorders related to Cleft Palate.</td>
<td>Kummer (2018) Chapter 14-16</td>
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<tr>
<td>Week 6</td>
<td>Introduction to Clinical Treatment Guidelines</td>
<td>Kummer (2018) Chapter 19</td>
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<tr>
<td>Week 7</td>
<td><strong>Test 2</strong>&lt;br&gt;Introduction to head and neck cancer, its classification and etiology + medical/surgical treatment options</td>
<td>Ward et al., (2014) Chapter 1</td>
</tr>
<tr>
<td>Week 8</td>
<td>Effects of medical/surgical treatment on speech and swallowing. What is the SLPs role in the continuum of care?</td>
<td>Ward et al., (2014) Chapter 4</td>
</tr>
<tr>
<td>Week 10</td>
<td><strong>Test 3</strong></td>
<td>Ward et al., (2014) Chapter 8</td>
</tr>
<tr>
<td>Week 12</td>
<td>Introduction to the tracheostomy: what needs to be considered from a communication/swallowing perspective?</td>
<td>Ward et al., (2014) Chapter 10&lt;br&gt;&lt;br&gt;Tracheostomy Care and Management</td>
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<tr>
<td>Week 13</td>
<td>Guest Lecture: Management of Patients with Laryngectomy</td>
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<tr>
<td>Week 14</td>
<td>Review</td>
<td>No additional material/activities will be introduced this week due to thanksgiving break.</td>
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<tr>
<td>Week 15</td>
<td>Class discussion and Final Assignment</td>
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**COURSE POLICIES**

**Assessment Policy**

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.
Late Work
Late submissions will generally not be accepted and will earn a grade of zero (‘F’) accordingly. However, extensions will be granted based on individual circumstances. These should be arranged with me in advance of the due date (if possible).

Syllabus Change Policy
If there are any policy changes (i.e. grading, attendance) during the semester, a new/revised syllabus will be provided to all students. Any changes to due dates will be discussed in class and shared via canvas.

UNT POLICIES

Academic Integrity Policy
Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Policy
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

Emergency Notification & Procedures
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written
consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

Access to Information - Eagle Connect

Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the Fall semester to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at http://spot.unt.edu/ or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.
CAA CLINICAL KNOWLEDGE AND SKILLS ADDRESSED IN THIS COURSE

3.1.1B Professional Practice Competencies
- Effective Communication Skills
- Clinical Reasoning
- Evidence-Based Practice
- Concern for Individuals Served

3.1.2B Foundations of Speech-Language Pathology Practice
- basic human communication processes, including the appropriate biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases
- ability to integrate information pertaining to normal and abnormal human development across the life span
- nature of communication processes associated with articulation; voice and resonance, including respiration and phonation; swallowing
- knowledge of the above elements includes each of the following:
  - etiology of the disorders or differences,
  - characteristics of the disorders or differences
  - underlying anatomical and physiological characteristics of the disorders or differences
  - acoustic characteristics of the disorders or differences
  - psychological characteristics associated with the disorders or differences
  - developmental nature of the disorders or differences
  - linguistic characteristics of the disorders or differences (where applicable)
  - cultural characteristics of the disorders or differences

3.1.3B Identification and Prevention of Speech, Language, and Swallowing Disorders and Differences
- principles and methods of identification of communication and swallowing disorders and differences
- principles and methods of prevention of communication and swallowing disorders.

3.1.4B Evaluation of Speech, Language, and Swallowing Disorders and Differences
- demonstrate knowledge and skills in assessment across the lifespan for disorders and differences associated with articulation; voice and resonance, including respiration and phonation; swallowing

3.1.5B Intervention to Minimize the Effects of Changes in the Speech, Language, and Swallowing Mechanisms
- demonstrate knowledge and skills in intervention for communication differences with individuals across the lifespan to minimize the effect of those disorders and differences on the ability to participate as fully as possible in the environment
- intervention for disorders and differences of associated with articulation; voice and resonance, including respiration and phonation; swallowing