



ASLP 3025 Anatomical Bases of Speech and Hearing

Instructor Information

Name: Chelsey M^cFarland, M.S., CCC/SLP.

Class Time: Fridays 8:00am-10:50am

Class Location: WH 322

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Office Location: SPHC, 237

Office Hours: By appointment

SI: Autumn Garza-Samford, Autumn.Garza-Samford@unt.edu

Communication Expectations: Email is the best way to get in touch with me. I will typically respond to emails on weekdays within 24-48 hours. If you don't hear from me within that timeframe, feel free to resend your email.

Course Description

This course will cover normal anatomy and physiology of respiratory, phonatory, articulatory, and auditory systems involved in speech production and perception.

Course Structure

Students in this course will meet once per week for face-to-face instruction.

Course Objectives

At the conclusion of this course, the student should be able to:

1. Demonstrate understanding of basic anatomical terminology
2. Identify anatomical structures involved with respiration and demonstrate understanding of the mechanics of the respiratory process
3. Identify anatomical structures involved with phonation and demonstrate understanding of the mechanics of phonation
4. Identify anatomical structures involved with articulation and explain their roles in articulation, resonance and swallowing
5. Identify anatomical structures involved with hearing and demonstrate understanding of the mechanics of the auditory system

Required/Recommended Materials

Required Materials

- *Visible Body Courseware* is **REQUIRED** for this course in order to complete assignments and exams. Students will access this material through a web link that will be posted on Canvas and will have two weeks of free access before payment is necessary. Students can pay \$49.99 through that link.
 - The Courseware will be utilized for the student to review posted 3D views of anatomical structures and animations. Anatomical structure activities will also be completed through the Courseware. Once students purchase the Courseware and install it on their computers, students have access to download five different Visible Body applications to a phone/tablet. The *Human Anatomy Atlas* application is recommended for in class use.

Supplementary materials

- Recommended Textbook:
Seikel, J.A., Drumwright, D.G., and Hudock, D.J. (2021) *Anatomy & Physiology for Speech, Language, and Hearing, Sixth Edition*. San Diego, CA: Plural Publishing.
- McFarland, David H. (2015) *Atlas of Anatomy for Speech, Swallowing, and Hearing, Second Edition*. St. Louis, Missouri: Elsevier Mosby. **Available for checkout online through the UNT library.**

Course Technology & Skills

Minimum Technology Requirements

The following is needed to access course materials:

- Computer
- Reliable internet access
- Speakers
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements)
(<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

Course-specific technical skills learners must have to succeed in the course:

- Using Canvas
- Using Visible Body Courseware
<https://support.visiblebody.com/hc/en-us/articles/360005029754-Getting-started>

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UNT IT Help Desk

Email: helpdesk@unt.edu

Live Chat:

<https://it.unt.edu/helpdesk/chatsupport>

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Hours and Availability: Visit <https://it.unt.edu/helpdesk> for up-to-date hours and availability

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)
(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

For problems with Visible Body Courseware, please go to:

<https://support.visiblebody.com/hc/en-us/requests/new>

For questions about Visible Body Courseware or Apps, please go to:

<https://www.visiblebody.com/help/courseware>

How to Succeed in this Course

Communication is one of the keys to success! Please do not hesitate to ask questions during class or to set up office hours. Office hours provide an opportunity for you to ask for clarification or find support in understanding the class material. I encourage you to connect with me and/or my SI for support.

This course is a combination of lecture and discussion. Students who actively engage in the learning process will learn and retain more information. Students are also expected to take notes during lectures and to participate in class discussions.

Additionally, students are encouraged to read textbook material listed on the course schedule. Short readings, videos, figures, and animations will also be posted for students to review through the *Visible Body Courseware* online. This will allow students to have additional opportunities to solidify the concepts covered in class lectures.

It is important to use effective study strategies in order to retain course information. Check out these links for information on studying anatomy and physiology: [HERE](#) or [HERE](#).

Accommodations

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](http://www.unt.edu/oda) website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

Supporting Your Success and Creating an Inclusive Learning Environment

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation so we will work as a class to collaborate in ways that encourage inclusivity. Please review UNT's student code of conduct: [Student Conduct and Community Standards | Division of Student Affairs \(unt.edu\)](#).

Student Behavior in the Classroom

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 Center for Student Rights and Responsibilities 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 classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://policy.unt.edu/policy/07-012>.

Assessing Your Work

A: 657 - 730 points

B: 584 - 656 points

C: 511 - 583 points

D: 438 - 510 points

F: 0 - 437 points

Grades will be posted on Canvas and you will receive notification. You may also schedule an appointment with the instructor to discuss concerns. A grade of 0 will be recorded if your work was not received. Please report any grading discrepancy by email to the instructor within **5 days of posting**. Grades will not be changed after 5 days from original posting date on Canvas. *There are 220 points that you can earn by participation or assignment completion. 20 points (total) may be earned as extra credit by attending SI sessions (5 points per session). No other extra credit is offered in this course.*

Course Requirements

Assignment	Points per Assignment	Total Points Possible	% of Final Grade
4 Exams - <i>Visible Body Courseware and Canvas</i> (in-person)	100 pts each	400 pts	55%
10 Quizzes - <i>Canvas</i> (graded based on highest of 3 attempts)	10 pts each	100 pts	15%
11 Class Polls - <i>iClicker</i> (class participation)	10 pts each	110 pts	15%
11 Anatomical Structure Activities - <i>Visible Body Courseware</i> (completion based quizzes)	10 pts each	110 pts	15%
Total Points Possible	-	720 pts	100%

The course calendar with due dates for all coursework is found at the end.

Exams

The four exams are each worth 100 points and will be taken online **in the Sage testing center** with a provided computer. These exams will have two parts: anatomical structure identification through Visible Body, and multiple choice through Canvas. **No make-ups will be allowed for exams unless prior arrangements have been made with the instructor.** Alternate exam arrangements will be allowed only for sufficient reason and must be requested *prior to the time of the scheduled exam*. Exceptions to the fixed exam dates and times will only be made for extreme emergencies and **documentation will be required**. Students who miss an exam will earn a zero.

Exam	Textbook Chapters Covered	Date	Points
1	1, 2, & 3	9/18	100
2	4 & 5	10/9	100
3	6, 7, & 8	11/6	100
Final	9 & 10	12/05	100
Total			400

Canvas Quizzes

There will be ten quizzes that students will be required to complete online through Canvas during their own time outside of class. Each quiz will cover the previous week's lectures/readings and will cover major concepts. All quizzes will open on a Friday after class ends at 10:50am and will be due the next Friday before class starts at 8:00am.

Students will be allotted 30 minutes to take the quiz and will have the opportunity to take a quiz up to three times with the average grade recorded. **Because of the extended time to take the quiz, technological difficulties will not be an excuse for missing the quiz.** Students will not be allowed to make up quizzes at a later time unless criteria are met under the UNT policy for late work listed above. Each quiz is worth 10 points for a possible 100 points total.

Quiz	Opens (after class)	Closes (before class)	Topic(s)	Points
1	8/21	8/28	Basic Elements of Anatomy	10
2	8/28	9/4	Anatomy of Respiration	10
3	9/4	9/18	Physiology of Respiration	10
4	9/25	10/02	Anatomy of Phonation	10
5	10/02	10/09	Physiology of Phonation	10
6	10/16	10/23	Anatomy of Articulation and Resonation	10
7	10/23	10/30	Physiology of Articulation and Resonation	10
8	10/30	11/06	Physiology of Mastication and Deglutition	10
9	11/13	11/20	Anatomy of Hearing	10
10	11/20	12/4	Physiology of Hearing	10
Total				100

Participation Polls

Class participation will be worth 110 points total. Points are achieved by participating in iClicker polls that will be presented in class: 10 points for each day that polling is utilized. Students are expected to download the free application (iClicker Student) to the device of their choosing to utilize in class. If the student does not have working technology in class, it is the student's responsibility to write the answers and submit them to the instructor at the end of class for credit.

Extra Credit

Students will have the opportunity to participate in Supplemental Instruction sessions, where they can earn up to 20 additional participation points: 5 points per session attended. Therefore, excused absences will not affect the class participation grade earned through participation polls.

Anatomical Structure Activities

To help with application of material presented in class, students will complete 11 anatomical structure identification activities through the Visible Body Courseware. Each identification activity is worth 10 points for a possible total of 110 points. The identification activities are quizzes based **on completion and not accuracy**. Multiple attempts will be allowed with no time restrictions except that the activities must be completed by 8:00 AM on the due date unless criteria is met under UNT policy for later work listed below. **No make-up assignments will be provided for labeling activities that are not completed.**

Structure Identification Activity	Due	Points
1- Skeletal Structures	09/04	10
2- Respiratory Structures	09/04	10
3- Inspiratory Muscles	09/11	10
4- Expiratory Muscles	09/11	10
5- Laryngeal Cartilages and Ligaments (TWO PARTS)	10/2	10
6- Laryngeal Muscles	10/09	10
7- Cranial and Facial Bones	10/23	10
8- Facial and Lingual Muscles	10/30	10
9- Mandibular, Soft Palate and Pharyngeal Muscles	11/06	10
10- Structures of the Outer and Middle Ear	11/20	10
11- Structures of the Inner Ear	12/04	10
	Total Possible	110

Syllabus Change Policy

If there are changes to the course calendar, these will be posted on Canvas.

Late Work

Late work will not be accepted in this course. All work turned in after the deadline will receive a grade of zero unless the student has a university-excused absence (<https://policy.unt.edu/policy/06-039>) and provides documentation within 48 hours of the missed deadline.

UNT Policies Related to Coursework

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.

Use of Artificial Intelligence for Assignments

According to the UNT Academic Integrity Policy ([UNT Policy 6.003](#)), any form of "unauthorized assistance" constitutes cheating. As a result, use of any artificial intelligence is not authorized for assignments in this course.

Emergency Notifications

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.

Information about support services for students while at UNT can be found here: [Student Support Services & Policies](#).

Attendance and Participation

Research has shown that students who attend class are more likely to be successful. You should attend every class unless you have a university excused absence such as active military service, a religious holy day, or an official university function as stated in the [Student Attendance and Authorized Absences Policy \(PDF\)](https://policy.unt.edu/sites/default/files/06.039_StudentAttendanceAndAuthorizedAbsencesPolicy.pdf) (https://policy.unt.edu/sites/default/files/06.039_StudentAttendanceAndAuthorizedAbsencesPolicy.pdf). If you cannot attend a class due to an emergency, please let me know. Your safety and well-being are important to me.

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

Students who actively engage in the learning process will learn and retain more information. Regular attendance in class and active listening/participating in classroom discussion is necessary for optimal learning. It is the student's responsibility to attend class and be an active participant.

ASLP 3025 Course Schedule Fall 2026*

Week	Friday	VBC Quizzes	Canvas Quizzes
Basic Elements of Anatomy <i>and</i> Respiration: Structures and Mechanics			
1	<u>August 21</u> Introduction and Syllabus Review Lecture: Basic Elements of Anatomy, Respiration Anatomy (Part 1) Class Poll 1	Skeletal Structures Labeling Activity Due Friday August 28th @8:00 AM	Quiz 1 Opens Friday August 21st @10:50 AM Closes Friday August 28th @8:00 AM
2	<u>August 28</u> Lecture: Respiration Anatomy (Part Two), Respiration Anatomy (Part Three), Respiration Physiology (Part One) Class Poll 2	Respiratory Structures Labeling Activity Due Friday September 4th @8:00 AM Inspiratory Muscle Labeling Activity Assigned/Open	Quiz 2 Opens Friday August 28th @10:50 AM Closes Friday September 4th @8:00 AM
3	<u>September 4</u> Lecture Content: Respiration Physiology (Part Two) Class Poll 3 EXAM #1 REVIEW: Basic elements of Anatomy; Anatomy and Physiology of Respiration	Inspiratory and Expiratory Muscle Activities Due Friday September 11th @8:00 AM	Quiz 3 Opens Friday September 4th @10:50 AM Closes Friday September 18th @8:00 AM
4	<u>September 11</u> Flex Week, Lecture may be shortened or cancelled depending on pacing. Class Poll 4 EXAM #1 REVIEW: Basic elements of Anatomy; Anatomy and Physiology of Respiration	No new VBC assigned	Quiz 3 Closes Friday September 18th @8:00 AM

5	<u>September 18</u> EXAM #1 Location: Sage Hall 331 (testing center) @8am-10:50am	Recommended: attend an SI session to prepare for the exam	
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Phonation: Structures and Mechanics

6	<u>September 25</u> Lecture Content: Phonation Anatomy (Part Two), Phonation Anatomy (Part Three), Phonation Physiology (Part One) Class Poll 5	Laryngeal Ligaments and Cartilages Labeling Activity Due Friday October 2nd @8:00 AM	Quiz 4 Opens Friday September 25th @10:50 AM Closes Friday October 2nd @8:00 AM
7	<u>October 2</u> Lecture Content: Phonation Physiology (Part One) Cont., Phonation Physiology (Part Two) Class Poll 6 EXAM #2 REVIEW: Anatomy and Physiology of Phonation	Laryngeal Muscles Labeling Activity Due Friday October 9th @8:00 AM	Quiz 5 Opens Friday October 2nd @10:50 AM Closes Friday October 9th @8:00 AM
8	<u>October 09</u> EXAM #2 Location: Sage Hall 331 (testing center) @8am-10:50am	Recommended: attend an SI session to prepare for the exam	

Articulation, Resonance, and Swallowing: Structures and Mechanics

9	<u>October 16</u> Lecture Content: Articulation, Resonance, and Swallowing Anatomy (Part Two), Articulation, Resonance, and Swallowing Anatomy (Part Three) Class Poll 7	Cranial and Facial Bones Labeling Activity Due Friday October 23rd @8:00 AM	Quiz 6 Opens Friday October 16th @10:50 AM Closes Friday October 23rd @8:00 AM
10	<u>October 23</u> Lecture Content: Articulation, Resonance, and Swallowing Anatomy (Part Four) Articulation, Resonance, and Swallowing Physiology (Part One) Class Poll 8	Facial and Lingual Muscles Labeling Activity Due Friday October 30th @8:00 AM	Quiz 7 Opens Friday October 23rd @10:50 AM Closes Friday October 30th @8:00 AM
11	<u>October 30</u> Lecture Content: Articulation, Resonance, and Swallowing Physiology (Part Two) Class Poll 9	Mandibular, Soft Palate, and Pharyngeal Muscles Labeling Activity	Quiz 8 Opens Friday October 30th @10:50 AM Closes Friday November 6 th

	EXAM #3 REVIEW: Anatomy and Physiology of Articulation, Resonance, and Swallowing	Due Friday November 6th @8:00 AM	@8:00 AM
12	<u>November 6</u> EXAM #3 Location: Sage Hall 331 (testing center) @8am-10:50am	Recommended: attend an SI session to prepare for the exam	

Hearing and Balance: Structures and Mechanics

13	<u>November 13</u> Lecture Content: Hearing and Balance Anatomy (Part Two), Hearing and Balance Physiology (Part One) Class Poll 10	Structures of the Outer and Middle Ear Labeling Activity Due Friday November 20th @8:00 AM	Quiz 9 Opens Friday November 13th @10:50 AM Closes Friday November 20th @8:00 AM
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14	<u>November 20</u> Lecture Content: Hearing and Balance Physiology (Part Two) Class Poll 11 EXAM #4 (FINAL) REVIEW: Anatomy and Physiology of Hearing	Structures of the Inner Ear Labeling Activity Due Friday December 4th @8:00 AM	Quiz 10 Opens Friday November 20th @10:50 AM Closes Friday December 4th @8:00 AM
15	<u>November 27th</u> NO CLASS Thanksgiving Holiday		
16	<u>December 4th</u> NO CLASS Reading Day	Recommended: attend an SI session to prepare for the exam	
Finals Week	December 5 th -11 th	<u>Tuesday December 5th</u> FINAL EXAM @8:00 AM - 10:00 AM Location: Sage Hall 331 (testing center) **Only covers the last unit, <u>not comprehensive</u> **	

*The above schedule, policies and assignments in this course are subject to change in the event of extenuating circumstances or by mutual agreement between the instructor and the students.