

Anatomical Bases of Speech and Hearing (ASLP 3025, Section 001, Spring 2026)

University of North Texas

Class is held every Tuesday and Thursday, 12:30-1:50

Class Location: Curry Hall 203 (CURY 203)

		Office*	E-mail	Phone
Your Professor:	Gloria Olness, Ph.D., CCC-SLP "Dr. Olness"	SPHC 217	Gloria.Olness@unt.edu	940-369-7455
Your TA:	Bailey Baird	SPHC 215	Bailey.Baird@unt.edu	--
Your SI:	Maggie Stanfield	--	MargaretStanfield@my.unt.edu	--

Access to Instructional Team

When are office hours and meetings available with members of the instructional team?

Hybrid (in-person + synchronized Zoom) office hours with the TA and professor are available, to meet the learning support needs of all students.

* **Regular, weekly study-help sessions with TA:** Mondays, 8:00am-9:00am (SPHC 215 + Zoom-in-Canvas)

* **Regular, weekly open-office hours with Professor:** Tuesdays 4:00-5:00pm (SPHC 217 + Zoom-in-Canvas)

The sessions with the Teaching Assistant and the Professor are *led by the students*. You tell us what you want to discuss. This may include asking questions about the course, reviewing past exams, study help, development of study strategies that fit your learning style, guidance with the home-works or exercises, or any other topic you wish.

* **Regular, weekly sessions with Supplemental Instructor:** Announced by the SI in class and on Canvas, and also as posted on the following UNT website: <https://sites.google.com/view/supplemental-instruction-unt/home>, under the "SI Session Information" pulldown.

The sessions with the Supplemental Instructor are designed by the SI to align with current course content.

How do students set up alternate days/times for study-help sessions and meetings with the instructional team?

When the regular office hours of the TA and Professor do not work in your schedule, students can flexibly arrange an alternate time and location mutually agreed upon by student(s) and instructor(s).

To arrange a session with TA or professor for an alternate day/time, your first step is to prepare an email to the person you wish to meet with (professor or TA or both).

Here's what you should include in the email request for an alternate day/time/location for a study-help session:

- In the subject line of the email, you must write "**Request for study-help session (YourLastName)**"
 - For example: **Request for study-help session (Rodriguez)** for a student with last name 'Rodriguez'
- Next, in the body of the email:
 - Specify who you would like to meet with (professor, TA, or either)
 - Specify the group size you are seeking:
 - An individual session (one-on-one)
 - A small-group session (e.g. a meeting of your small study group with the professor or TA)
 - An open-group session (a study-help session that would be open to any/all class members)
 - List a *variety* of days and time blocks when you could be available for the study-help session
 - The TA and professor will coordinate your schedule of availability with their schedule of availability. *The wider the variety of day/time options you offer as suggestions, the better.*
 - Specify the preferred location for the meeting: In-person, on Zoom, or either one
 - Specify your goals and purpose for this study-help session, so we can make this the best session possible in support of your learning.

During busy times, inboxes can become rather full, so if you contact a member of the instructional team to set up a meeting and do not receive a response within two business days, please send a follow up email. A gentle nudge is always appreciated.

Note from your TA

As your TA, I am here to help support you in your learning and your success in this course. During my time in undergrad, I found that office hours were a great resource. This time provides you with an opportunity to ask questions and get a clearer understanding of the course material, whether you have specific questions or need to review a broader concept. Dr. Olness and I are here to assist you in your learning and ensure that you are able to confidently grasp the course material. I look forward to a great semester and getting to know all of you!

Course Description

This course will cover normal anatomy and physiology of respiratory, phonatory, articulatory, and auditory systems that function for speech production and perception, as well as non-speech functions such as swallowing and balance.

Course Structure

Students in this course will meet twice a week for face-to-face instruction. Each class session lasts approximately 1.5 hours; 1.5 hours x 2 sessions per week = 3 hours in-class per week. For every hour in class, there are approximately two hours of work outside of class. This is the standardized Carnegie definition of a “three-credit-hour undergraduate course.” The Carnegie definition is the standard followed by UNT and other universities nationally, for accreditation purposes.

What does this mean for you as a student? Given three (3) in-class hours per week, there will be an estimated six (6) hours of work outside of class, for a total of nine (9) hours of combined course-related work and activities per week. This is the Carnegie-standard workload for your three-credit-hour undergraduate course.

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

*Most importantly, this class will hone your skills in **critical thinking** and **problem-solving**, which are essential skills that you can apply throughout your lifetime on the issues and priorities that you are passionate about.*

Required and Recommended Materials

Visible Body Courseware (VB) is a *required* resource

Courseware/software (direct buy):

Visible Body Courseware (published by Visible B, ISBN 13: 2818440039195). Visible Body Courseware contains a comprehensive set of 3D anatomy resources that you will use to prepare for your exams and classwork. **You will also need this courseware, along with Canvas access, to take your exams.**

To register, click on the Visible Body Courseware link on the left-hand column of Canvas. You will be prompted to register and pay for access. You can choose a two-week free trial, purchase directly, or pay with financial aid codes that the bookstore can provide. Students will have two weeks (and two weeks only) of free access before payment is necessary. *Make sure you have a paid account before the first graded VB assignment is due, and definitely well before the first exam, because VB is used for exams, as well as graded and ungraded home-works. Your access will turn off after two weeks if not paid!*

The cost is \$49.99 and will give you access to Visible Body **for one full year**, including mobile downloads. Explore all the resources available, including the Getting Started resources which contain tutorials for using Visible Body. *You can use your personal email or your UNT email as your contact email for your VB account.*

The Courseware will be utilized for the student to review posted three-dimensional views of anatomical structures and animations. Anatomical structure quizzes will also be completed through the VB 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 or tablet. The *Human Anatomy Atlas* application is recommended for in class use.

A student iClicker account is a *required* resource

Once the professor has set up a master iClicker account for the course, students will be notified to link to it. Access to iClicker is free to you as a UNT student, because UNT has an iClicker site license. iClicker will be used to take attendance, as well as to offer some in-class activities, to engage you in the learning process and to offer immediate in-class feedback on your learning.

The textbook is a *strongly recommended* resource

Textbook, referred to as “SDH”:

Seikel, J.A., Drumwright, D.G., & Hudock, D.J. (2025). *Anatomy & Physiology for Speech, Language, and Hearing – with access (7th Edition)*. San Diego, CA: Plural Publishing. ISBN: 9781635506280 (hardcover): ISBN:9781635504309 (ebook)

- *The online resources associated with the textbook are excellent.*
- *Content of lectures directly parallels the textbook.*
- **Contact the UNT bookstore, an off-campus bookstore of choice, and/or the publisher for information on how to obtain access to the book and its on-line resources.**
- *Note: If you obtain an earlier edition of the book, it may or may not parallel the progression of the lecture content.*

Other anatomy resource materials are *recommended*, especially if you choose not to purchase the textbook

McFarland, David H. (2015) *Atlas of Anatomy for Speech, Swallowing, and Hearing (2nd Edition)*. St. Louis, Missouri: Elsevier Mosby. *(Available for checkout online through the UNT library.)*

Barcharts. *Anatomy (14th Edition)*. Barcharts. (ISBN 13: 9781423222781)

Course Technology & Skills

Minimum Technology Requirements

The following is needed to access course materials:

- Computer
- Reliable internet access
- Speakers
- Microsoft Office Suite
- Personal iClicker account linked to course, on mobile device or laptop in class *with precise GPS localization turned on* (put phone into airplane mode then back out of airplane mode to re-set, once you have allow precise localization)
- [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 the iClicker app
- Using Visible Body (VB) 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, with **Canvas**, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)
(https://community.canvaslms.com/docs/DOC-10554-4212710328)

For **iClicker** support for students, please see the related announcement in Canvas

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 come and meet with the professor, TA, or SI during our office hours. Office hours offer you an opportunity to ask for clarification or find support with understanding class material. We encourage you to connect with professor, TA, and/or SI for support.

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

In addition, 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.

In addition, 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:

<https://www.visiblebody.com/blog/study-smarter-with-these-three-strategies>

https://www.visiblebody.com/hubfs/B2B_Assets/a+p_top%20ten_8x11_print.jpg

UNT Academic Dates

Students are responsible for verifying the university deadlines such as census date, last day for auto W, last day to drop, beginning date to request an incomplete, last day to withdraw from the university, and last class day. For official dates and a complete schedule, refer to Registrar's website <http://registrar.unt.edu/registration/spring-registration-guide>

Office of Disability Access

The Department of Audiology & Speech-Language Pathology cooperates with the Office of Disability Access (ODA) to make reasonable accommodations for qualified students with disabilities. If you experience any problems in arranging reasonable accommodation with the ODA, please contact the departmental chair or the ODA directly.

"The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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 Office of Disability Accommodation website at <https://studentaffairs.unt.edu/office-disability-access>. You may also contact them by phone at 940.565.4323."

Students can connect with the [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) to begin the registration process through this link: <https://studentaffairs.unt.edu/office-disability-access>

Academic Integrity

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. Academic integrity is expected of all students at all times. Issues related to cheating, plagiarism, copying or distribution of assessment questions or home-work materials, or other behaviors inconsistent with the UNT student code of conduct will be dealt with according to university guidelines.

Please note that it is the instructor's belief that violations of academic integrity can be a gateway to unethical professional behavior. As a result, such behavior will always be addressed by the instructor.

Use of Artificial Intelligence (AI) for assignments is not authorized. 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 any assignments or examinations in this course.

Supporting Your Academic Success

Our commitment as professor and teaching assistant

1. Careful selection of readings and materials
2. Careful preparation of lectures, in-class activities, home-works and exercises
3. Availability for discussion of course content and student progress
4. Provision of feedback on your learning, via the home-works and the five examinations; we also offer discussion of home-works and exercises outside of class (by student request).
5. Help in arranging study/discussion groups (by student request) outside of class, if this fits your learning style.

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 \(unt.edu\)](#).

Personal support for you, in ultimate support of your academic success

Attendance is **expected and strongly recommended**. **Plan to attend every class session** 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:

<https://policy.unt.edu/sites/default/files/06.039%20Student%20Attendance%20and%20Authorized%20Absences.pdf>

With that said, your health and safety, and that of your loved ones, come first, before school. It is okay to not be okay.

If you are experiencing an emergency please call 911. If you are in a mental health crisis, please call the **Crisis Hotline: 1-800-866-2465** or dial **988**. UNT mental health resources can be accessed at the **Walk-In Crisis Center Chestnut Hall, Suite 311 (M-F, 8am to 5pm)**, or the **24/7 Crisis after-hours hotline at 940-565-2741 then Choose Option 1**. Your instructors and the Dean of Students team are also available to support you in your academic success, whatever your life situation (financial, personal, health, transportation, family-related, etc.), so please reach out to us anytime.

- ***If you cannot attend a class due to an emergency, please immediately contact all three of the following in the table below (e.g. in one email), so we can maximally support your overall welfare, and so we can implement course adjustments in support of your learning and success in the course.***

Dean of Students Office	940-565-2648	Deanofstudents@unt.edu University Union, Suite 409	Dean of Students will gather and send official documentation of your need for course and deadline adjustments to the instructional team and is skilled at connecting you with support available to you through UNT, no matter what your life situation. An excellent resource!
TA, Bailey Baird	--	baileybaird@my.unt.edu	The TA helps implement adjustments of course deadlines and make-ups, and she will also help connect you with classmates who may volunteer to provide you with notes from the day you were absent.
Professor, Dr. Olness	940-369-7455	Gloria.Olness@unt.edu	The professor plans course adjustments with you and offers overall support, working with you to map out your path to success in the course.

- *Your instructional team has great respect for students who are balancing the demands of their coursework with the responsibilities of caring for family members, working, and commuting, and who simultaneously take on the responsibilities expected of them in the course.*
- ***If you run into challenges that are not urgent that conflict with class attendance, there is no need to contact the TA or Professor. However, you should make arrangements to obtain notes from a classmate.***
- Based on experiences and reports of past students in this course, studying from online Power Points alone without attendance at lectures is insufficient for learning the material; physical models, explanations, demonstrations, and discussion of clinical cases cannot be included in the Power Points. Attendance at all lectures puts you at a strong learning advantage.
- **You are encouraged to cooperate with classmates to share and discuss notes, exercises, and home-works together** as the course progresses. Later portions of course content build systematically on prior content.

Assessing Your Work: Overview

- A: 630- 567 points
- B: 566- 504 points
- C: 503- 441 points
- D: 440- 378 points
- F: 377- 0 points

Grades will be posted on Canvas. You may schedule an appointment with the professor or TA to discuss. A grade of a zero (0) will be recorded if your work was not received. Please report any grading discrepancy by email to the professor and TA (email both) within **5 days of posting**. Grades will not be changed after 5 days from posting and notification on Canvas. **As there are 130 points that you can earn by participation or assignment completion, no extra credit is offered in this course.**

Course Requirements

Assignment	Points Possible	% of Final Grade
<i>4 Exams @ 100 points each</i>	<i>400 points</i>	<i>64%</i>
<i>10 Canvas Quizzes- 10 points each</i>	<i>100 points</i>	<i>16%</i>
<i>Class Participation- as described under the header "Class participation" on page 10</i>	<i>75 points</i>	<i>12%</i>
<i>11 Anatomical structure "quizzes" through Visible Body Courseware- 5 points each</i>	<i>55 points</i>	<i>8%</i>
Total Points Possible	630 points	--

Exams

The four exams are each worth 100 points. **The first three exams will be taken online in the Sage Hall Testing Center.** * The fourth exam will be taken at a location TBA/TBD. 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 be made only for extreme emergencies and **documentation will be required**. Students who miss an exam will earn a zero.

- * Note: Students who wish to implement ODA-approved accommodations for extended time on exams must sign up through the ODA office in advance (one week in advance) and **must take their exam at the ODA Test Center in Chilton Hall**. Their exam start time will be the same as the rest of the class. The Sage Hall Testing Center cannot provide extended-time examination sittings.

Exam	Covers	Date	Points
1	Ch. 1, 2, & 3	Th (Week 5): 2/12, 12:30-1:50 (arrive early, if you can)	100
2	Ch. 4 & 5	Th (Week 10): 3/19, 12: 30-1:50 (arrive early, if you can)	100
3	Ch. 6, 7, & 8	Tu (Week 14) 4/14, 12:30-1:50 (arrive early, if you can)	100
4	Ch. 9 & 10	Th of Finals Week: 5/07, 10:00am-12:00pm (arrive early, if you can) <i>(in the UNT official final exam time slot)</i>	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 Monday at 8:00 am and will be available until 11:59 pm on Sunday except for the final quiz which closes on Thursday due to reading day and final exams. Students will be allotted 30 minutes to take the quiz and will have the opportunity to take a quiz up to three times. The highest grade of all attempts will be 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.

Canvas Quiz	Opens	Closes	Associated with lecture content from...	Points
1	M, 1/19	Su, 1/25	Th of Week 1	10
2	M, 1/26	Su, 2/1	Tu, Th of Week 2	10
3	M, 2/2	Su, 2/8	Tu, Th of Week 3	10
4	M, 2/16	Su, 2/22	Tu, Th of Week 6	10
5	M, 2/23	Su, 3/1	Tu, Th of Week 7	10
6	M, 3/23	Su, 3/29	Tu of Week 10	10
7	M, 3/30	Su, 4/5	Tu of Week 11	10
8	M, 4/6	Su, 4/12	Th of Week 11, Tu of Week 12	10
9	M, 4/20	Su, 4/26	Th of Week 14	10
10	M, 4/27	Th, 4/30	Tu, Th of Week 15	10
			Total	100

Anatomical Structure "Quizzes" in Visible Body

To help with application of material presented in class, students will complete 11 anatomical structure identification quizzes through the Visible Body Courseware, **to prepare for the VB portion of the exams. Use the VB practice exercises to prepare for exams as well.** Each identification quiz is worth 5 points for a possible total of 55 points. The identification quizzes are based **on completion and not accuracy.** Multiple attempts will be allowed with no time restrictions except that the quiz must be completed by 11:59 PM 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 "quizzes" that are not completed.**

Anatomical Structure VB "Quiz"	Due	Points
1- Skeletal Structures	Fri (Week 2), 1/23	5
2- Respiratory Structures	Fri (Week 3), 1/30	5
3- Inspiratory Muscles	Fri (Week 3), 1/30	5
4- Expiratory Muscles	Fri (Week 4), 2/6	5
5- Laryngeal Ligaments and Cartilages	7Fri (Week 6), 2/20	5
6- Laryngeal Muscles	Fri (Week 7), 2/27	5
7- Cranial and Facial Bones	Friday (Week 11), 3/27	5
8- Facial and Lingual Muscles	Friday (Week 11), 3/27	5
9- Mandibular, Soft Palate and Pharyngeal Muscles	Friday (Week 12), 4/3	5
10- Structures of the Outer and Middle Ear	Friday (Week 14), 4/17	5
11- Structures of the Inner Ear	Friday (Week 15), 4/24	5
Total Possible		55

Class participation

Class participation is the responsibility of the student and will be worth up to 75 points total. You can begin documenting class participation to earn participation points starting on Thursday of Week One. Class participation will be registered through use of **iClicker**. (A physical sign-in sheet, or in-class, written turn-ins of responses to in-class questions will be arranged as back-ups for registering class participation, as needed. *It is the student's responsibility to submit backup documentation to the professor at the end of class, if this is needed.*)

Students can have one (1) unexcused absence and still earn full class participation points.

Exam unit	Date range of exam unit	Number of T/R classes in the exam unit	Dates	Earn 3 points for each day of class participation, up to a maximum of 75 points
1	Jan 15 – Feb 10	8	Jan 15, 20, 22, 27, 29; Feb 3, 5, 10	24 (3x8)
2	Feb 17 – Mar 5	6	Feb 17, 19, 24, 26; Mar 3, 5	18 (3x6)
3	Mar 17 – Apr 9	7	Mar 17, 24, 26, 31; Apr 2, 7, 9	21 (3x7)
4	Apr 16 - 30	5	Apr 16, 21, 23, 28, 30	15 (3x5)
				Total of 78 points possible (24+18+21+15), capped at 75 points, to accommodate one unexcused absence

The following constitute *excused* absences, and will be counted as 'present/participation', as applicable:

- Submission of documentation of a university-approved absence (as defined on Page 7) (Submit to TA)
- Submission of documentation of registration at TSHA in FW on February 19 (Submit to TA)
- Submission of documentation of an extreme emergency or extreme urgent situation that results in absence (Submit to Dean of Students Office, who will contact the professor)
- An absence associated with an ODA accommodation (no submission needed, if absences are part of approved ODA accommodations)

Whenever you need to miss class, it is your responsibility to get notes from a classmate, and to follow up with the instructional team once you have reviewed the notes, if you have any questions. The instructional team is willing to provide you with support in identifying a note provider for a day you miss class, to the best of our ability, if you don't already have a note provider identified. *Contact the instructional team if you would like to request assistance in identifying a note provider for a missed class session, and we'll do our best.*

Syllabus Change Policy

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

No-Late-Work Policy

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 and Procedures (reprise)

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.

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 – Pedagogical Rationale (reprise)

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_StudAttandAuthAbsence.Pub2_.19.pdf). If you cannot attend a class due to an **emergency, please contact the Dean of Students Office Deanofstudents@unt.edu for immediate support, and also contact TA and Professor as you can.** Your safety and well-being are important to us.

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. 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. If/when you must miss class, you should obtain notes from one or more classmates. (If you don't know someone who can give you their notes, please contact the TA, who will help you identify a volunteer classmate able and willing to provide you with notes from the day(s) you missed.) It is the student's responsibility to attend class and to be an active participant.

Week-by-Week Course Schedule

(Participation/attendance credit throughout the course, as defined on Page 10)

Week	Day of the week	Date	Lecture topics + associated content in Seikel (7 th ed) textbook + Visible Body courseware practice/exploration	Anatomical Structure "Quizzes" (in VB Courseware) (for completion credit)	Canvas Quizzes
1	By the end of the week		<p><i>Obtain and confirm access to:</i></p> <ul style="list-style-type: none"> Visible Body courseware, which we call "Visible Body, "VB" or "Courseware" (required, purchase, review the "Getting Started with Visible Body Courseware and Apps" module) iClicker student account (required, set up your account, free because UNT has a site license) Seikel et al. text, also referred to as "SDH" (strongly recommended, purchase) 		
1	Tues	Jan 13	<p><i>Introduction and syllabus review: How this class works, in support of your learning and your academic and professional success</i></p>		
1	Thurs	Jan 15	<p><i>Basic Elements of Anatomy- Terms of Orientation and Movement</i></p> <ul style="list-style-type: none"> Seikel et al. text: Chapter 1 Visible Body courseware- Terms of orientation; Terms of movement 		
2	Mon	Jan 19			Canvas Quiz 1 Opens 8:00am
2	Tues	Jan 20	<p><i>Basic Elements of Anatomy- Building Blocks of Anatomy</i></p> <ul style="list-style-type: none"> Seikel et al. text: Chapter 1 Visible Body courseware -Building blocks of anatomy; Muscles and joints 		
2	Thurs	Jan 22	<p><i>Anatomy of Respiration- Vertebral Column, Pelvic and Pectoral Girdles, Rib Cage</i></p> <ul style="list-style-type: none"> Seikel et al. text: Chapter 2 Visible Body courseware – Skeletal structures that support respiration 		
2	Fri	Jan 23		Skeletal Structures Labeling "Quiz" (in VB) Due 11:59 PM	
3	Sun	Jan 25			Canvas Quiz 1 Closes 11:59pm
3	Mon	Jan 26			Canvas Quiz 2 Opens 8:00am
3	Tues	Jan 27	<p><i>Anatomy of Respiration- Soft Tissue of the Thorax and Respiratory Passageway, Movement of Air Through the Respiratory Passageway, and Muscles of Inspiration</i></p> <ul style="list-style-type: none"> Seikel et al. text: Chapter 2 Visible Body courseware - Respiratory tract structures; Inspiratory muscles 		

3	Thurs	Jan 29	<p><i>Anatomy of Respiration- Muscles of Inspiration continued Muscles of Forced Expiration</i></p> <p><i>Additional topics: Development of Respiratory Structures and Aging Effects</i></p> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 2 • Visible Body courseware - Expiratory muscles 		
3	Fri	Jan 30		<p>Respiratory Structures Labeling “Quiz” (in VB) Due 11:59 PM</p> <p>Inspiratory Muscle Labeling “Quiz” (in VB) Due 11:59 PM</p>	
4	Sun	Feb 1			Canvas Quiz 2 Closes 11:59pm
4	Mon	Feb 2			Canvas Quiz 3 Opens 8:00am
4	Tues	Feb 3	<p><i>The Flow of Respiration, Lung Volumes and Capacities, and Pressure of the Respiratory System</i></p> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 3 • Visible Body courseware - Physiology of respiration 		
4	Thurs	Feb 5	<p><i>Continuation and finalization of physiology of respiration</i></p> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 3 		
4	Fri	Feb 6		Expiratory Muscles Labeling “Quiz” (in VB) Due 11:59 PM	
5	Sun	Feb 8			Canvas Quiz 3 Closes 11:59pm
5	Tues	Feb 10	EXAM #1 REVIEW- Basic elements of Anatomy; Anatomy and Physiology of Respiration		
5	Thurs	Feb 12	<p>EXAM #1 12:30pm (arrive early if you can)</p> <p>Location: Sage Hall Testing Center, Room 331 -or- ODA Test Center, Chilton, Suite 115, by advance arrangement w/ ODA office</p>		
6	Mon	Feb 16			Canvas Quiz 4 Opens 8:00am
6	Tues	Feb 17	<p><i>Framework of the Larynx</i></p> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 4 • Visible Body courseware – Laryngeal framework – cartilages; laryngeal framework - ligaments and membranes 		

6	Thurs	Feb 19	<i>Inner larynx</i> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 4 • Visible Body courseware Laryngeal framework – cartilages; laryngeal framework – ligaments and membranes 		
6	Fri	Feb 20		Laryngeal Ligaments and Cartilages Labeling “Quiz” (in VB) Due 11:59 PM	
7	Sun	Feb 22			Canvas Quiz 4 Closes 11:59pm
7	Mon	Feb 23			Canvas Quiz 5 Opens 8:00am
7	Tues	Feb 24	<i>Laryngeal Musculature</i> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 4 • Visible Body courseware: Laryngeal musculature – intrinsic; laryngeal musculature – extrinsic 		
7	Thurs	Feb 26	<i>Nonspeech Laryngeal Function, Laryngeal Function for Speech</i> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 5 • Visible Body courseware: Physiology of phonation 		
7	Fri	Feb 27		Laryngeal Muscles Labeling “Quiz” (in VB) Due 11:59 PM	
8	Sun	Mar 1			Canvas Quiz 5 Closes 11:59pm
8	Tues	Mar 2	<i>Laryngeal Function for Speech (continued), Linguistic and Paralinguistic Aspects of Pitch and Intensity, and Theories of Phonation</i> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 5 		
8	Thurs	Mar 5	EXAM #2 REVIEW: Anatomy and Physiology of Phonation		
9			March 9-15: SPRING BREAK (no class)		
10	Tues	Mar 17	<i>The Articulators, Bones of the Face and Cranial Skeleton (start of Exam 3 unit)</i> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 6 • Visible Body courseware: Cranial and facial bones 		
10	Thurs	Mar 19	EXAM #2- 12:30pm (arrive early if you can) Location: Sage Hall Testing Center, Room 331 -or- ODA Test Center, Chilton, Suite 115, by advance arrangement w/ ODA office		

11	Mon	Mar 23			Canvas Quiz 6 Opens 8:00am
11	Tues	Mar 24	<i>Dentition and Cavities of the Articulatory System</i> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 6 • Visible Body courseware: Teeth and cavities of the vocal tract 		
11	Thurs	Mar 26	<i>Muscles of the Face and Mouth</i> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 6 • Visible Body courseware: Facial muscles; tongue 		
11	Fri	Mar 27		Cranial and Facial Bones Labeling “Quiz” (in VB) Due 11:59 PM Facial and Lingual Muscles Labeling (in VB) “Quiz” Due 11:59 PM	
12	Sun	Mar 29			Canvas Quiz 6 Closes 11:59pm
12	Mon	Mar 30			Canvas Quiz 7 Opens 8:00am
12	Tues	Mar 31	<i>Muscles of Mastication</i> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 6 • Visible Body courseware: Extrinsic lingual muscles; mandibular muscles; mandibular movements; velar and pharyngeal muscles 		
12	Thurs	Apr 2	<i>Speech Function and Development of Articulatory Ability</i> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 7 		
12	Fri	Apr 3		Mandibular, Soft Palate, and Pharyngeal Muscles Labeling “Quiz” (in VB) Due 11:59 PM	
13	Sun	Apr 5			Canvas Quiz 7 Closes 11:59pm
13	Mon	Apr 6			Canvas Quiz 8 Opens 8:00am
13	Tues	Apr 7	<i>Coordinated Articulation</i> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 7 <i>Organizational Patterns of Mastication and Deglutition</i> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 8 		
13	Thurs	Apr 9	EXAM #3 REVIEW: Physiology of Articulation, Resonation, and Deglutition		
14	Sun	Apr 12			Canvas Quiz 8 Closes 11:59pm

14	Tues	Apr 14	<p align="center">EXAM #3- 12:30pm (arrive early if you can) Location: Sage Hall Testing Center, Room 331 -or- ODA Test Center, Chilton, Suite 115, by advance arrangement w/ ODA office</p>		
14	Thurs	Apr 16	<p><i>Outer and Middle Ear Anatomy</i></p> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 9 • Visible Body courseware: Structures of the outer and middle ear; structures of the outer and middle ear labeling practice 		
14	Fri	Apr 17		Structures of the Outer and Middle Ear Labeling “Quiz” (in VB) Due 11:59 PM	
15	Mon	Apr 20			Canvas Quiz 9 Opens 8:00am
15	Tues	Apr 21	<p><i>Inner Ear Anatomy</i></p> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 9 • Visible Body courseware: Structures of the inner ear labeling practice 		
15	Thurs	Apr 23	<p><i>Outer and Middle Ear Physiology</i></p> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 10 		
15	Fri	Apr 24		Structures of the Inner Ear Labeling “Quiz” (in VB) Due 11:59 PM	
16	Sun	Apr 26			Canvas Quiz 9 Closes 11:59pm
16	Mon	Apr 27			Canvas Quiz 10 Opens 8:00am
16	Tues	Apr 28	<p><i>Inner Ear Physiology</i></p> <ul style="list-style-type: none"> • Seikel et al. text: Chapter 10 		
16	Thurs	Apr 30	<p><i>Pre-finals day and last day of class</i> EXAM #4 REVIEW: Anatomy and Physiology of Hearing</p>		Canvas Quiz 10 Closes 11:59pm <i>Thursday</i>
FINALS WEEK	Thurs	May 7	<p align="center">Exam #4 Covers only the last unit, <i>not comprehensive</i> 10am - 12:00 noon (arrive early if you can) Location: TBD/TBA -or- ODA Test Center, Chilton, Suite 115, by advance arrangement w/ ODA office</p>		

***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.**