Transitions

Branka Kristic
Director
Parent and Family Programs
Division of Student Affairs
Summer Before College
Conversations

Academics
Money Matters
Making Choices in a Community
Communication
Academics

Go to class
Go to class prepared
Meet with professors early in semester during their office hours

bulletin.hofstra.edu – all academic policies
IIostra University
Speech-Language-Hearing Sciences
Anatomy and Physiology of the Speech Mechanisms – SPC11 006-01
Fall 2014

3cr
TR 12:45 – 2:10pm
Hannard Hall Rm 101

Professor / Instructor Information
• Hope E. Baylow, D.A., CCC-SLP, TSHH, BCS-S, Special Assistant Professor, Graduate Program Director
• Office address: 106B Davison Hall
• Office phone number: 516-463-5511
• E-mail: Hope.E.Baylow@hofstra.edu
• Office hours: Tuesdays 2:15 – 3:15pm; Thursdays 2:35 – 4:15pm; by appointment
• Course location: Hannard Hall Rm 101
• TR 12:45 – 2:10pm

Course Description
• A study of the structure and function of the systems involved in the production and perception of speech including respiration, phonation, articulation, and central and peripheral nervous systems. The importance of coordination and integration of these systems for communication is emphasized.

Required Textbooks (& Software)

• http://www.anatomyzone.com

Course Objectives
• Students will demonstrate a theoretical knowledge of the study of the anatomical and physiologic functions of the systems underlying the production of speech.
• Students will demonstrate a theoretical knowledge of the study of the processes of respiration, phonation, articulation, and the central and peripheral nervous systems.
Student Learning Objectives

- Demonstrate a basic understanding of anatomical structures and
- Demonstrate a basic understanding of physiologic functions related to
  ▷ Anatomical concepts, terminology, and bodily organization;
  ▷ The respiratory system to include the processes of breathing and respiration and the identification of respiratory muscles and the related structures used in these processes;
  ▷ The phonatory system to include laryngeal cartilages, muscles, and cavities and the description of their function during phonation;
  ▷ The articulatory system to include the identification of oropharyngeal structures and muscles and the description of their function during speech production; and
  ▷ The nervous system to include a cursory description of the central and peripheral nervous system.

Grading Criteria / Performance Assessment

1) 5 study / homework assignments — Students are encouraged to work in group format. See due dates below. Students will receive a grade for each study / homework assignment. The grades from these five assignments will be averaged together. The mean from these assignments will make up 20% of your total grade. Late assignments will result in a 10 point reduction per assignment.

2) 10 quizzes (2 quizzes per unit) — The two lowest quiz grades will be dropped at the end of the semester. The remaining 8 quiz grades will be averaged together. The mean from these quizzes will make up 60% of your total grade. Make-up quizzes will NOT be offered unless the student contacts the professor prior to the scheduled quiz and/or has a “documented” reason (e.g. MD note).

   Quiz Dates: Sept 9, 23; Oct 9, 30, Nov 11, 18, Dec 4, 9

3) Cumulative Final Examination — 20% of total grade

Extra Credit Assignment

Any student who would like to visit the Body Worlds Exhibition NYC will receive extra credit towards his/her course grade. The student must produce an original admission ticket (dated during the Fall 2014 semester) and write a one-page reflection of his/her experience. The extra credit assignment is due no later than the date of the final examination.

Body Worlds Exhibition NYC: Discovery Times Square

www.discoverytour.com/exhibitions/bodyworlds
Course Outline and Tentative Schedule (subject to change)

Sept 2, 4, & 9

Introduction and Orientation
Reading: Zemlin – chapter 1
Study / homework questions chapter 1 – due Sept 11

Sept 11, 16, 18, 23, 30, Oct 2, & 7 (No class 9/25)

Breathing
Reading: Zemlin – chapter 2
Anatomy Zone – (1) Tutorial / Basics / Respiratory System Parts 1 & 2
   (2) Tutorial / Musculoskeletal / Back / Features of vertebra; Vertebral column;
       Back muscles in a nutshell; Intermediate and deep muscles of the back;
       Extrinsic muscles of back
   (3) Tutorial / Respiratory / Muscles of thoracic wall
   (4) Tutorial / Musculoskeletal / Neck / Muscles of the neck

Study / homework questions chapter 2 – due Oct 9

Oct 9, 14, 16, 21, 23, & 28

Phonation
Reading: Zemlin – chapter 3
Anatomy Zone – (1) Tutorial / Respiratory / Muscles of larynx; Larynx – ligaments, membranes,
& vocal cords; Cartilages of larynx

Study / homework questions chapter 3 – due Oct 30

Oct 30, Nov 4, 8, 11, & 13

Articulation
Reading: Zemlin – chapter 4
Anatomy Zone – (1) Tutorial / Musculoskeletal / Head & Neck / Skull; Mandible; Sutures of the skull; Facial skeleton; Bones of the calvaria

(2) Tutorial / Musculoskeletal / Head & Neck / Face / Tongue muscles & hyoid bone; Muscles of mastication; Muscles of facial expression

Study / homework questions chapter 4 – due Nov 18

Nov 18, 25, Dec 2, 4, 9 (No Class 11/20 – ASHA Convention 2014 – make up assignment is due the day of the Final Examination); (No Class 11/27 – Thanksgiving)

The Nervous System

Reading: Zemlin – chapter 5

Anatomy Zone – Tutorial / Neuroanatomy / Cranial nerves basic

Study / homework questions chapter 5 – due Day of Final

Tuesday Dec 16, 2014 [tentative]

Cumulative Final as per Final Examination Schedule

ADA Policy

Disabilities Policy

If you believe you need accommodations for a disability, please contact Services for Students with Disabilities (SSD). In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, qualified individuals with disabilities will not be discriminated against in any programs, or services available at Hofstra University. Individuals with disabilities are entitled to accommodations designed to facilitate full access to all programs and services. SSD is responsible for coordinating disability-related accommodations and will provide students with documented disabilities accommodation letters, as appropriate. Since accommodations may require early planning and are not retroactive, please contact SSD as soon as possible. All students are responsible for providing accommodation letters to each instructor and for discussing with him or her the specific accommodations needed and how they can be best implemented in each course.

For more information on services provided by the university and for submission of documentation, please contact the Services for Students with Disabilities, 212 Memorial Hall, 516-463-7075.
Course Policies

We hold our students to the highest standards of professional behavior in both academic and clinical settings. In class, we expect consistent attendance, punctuality, preparation, and participation with active listening and thoughtful contributions to classroom discussions. Classroom behaviors that interfere with the instructor’s ability to conduct the class or ability of students to benefit from instruction will not be tolerated.

Classroom Code of Conduct

http://www.hofstra.edu/PDF/Senate_fps_50.pdf

Classes, Attendance and Grading Policies

http://bulletin.hofstra.edu/content.php?catoid=71&navoid=5900

Guidelines on the Use of Technology

1. CELL PHONES/BEEPERS: All cell phones, beepers, etc. must be turned OFF during class. In case of an emergency, you may have your phone on VIBRATE. For those cases that require you to be in contact with someone due to an EMERGENCY inform the professor before class, be considerate and sit close to the door to avoid disruptions. If you must take a call due to an emergency, you must LEAVE THE ROOM; the professor will not repeat anything that you missed while you were out of the room.

2. ENTERTAINMENT DEVICES: iPods, iPhones, Blackberry, and other entertainment devices are not to be used during class lectures.

3. LAPTOPS: If using your laptops during class, it should be for TYPING YOUR LECTURE NOTES for that particular lecture. It should not be used for any other purposes unless otherwise indicated by your professor. Text messaging during class is not permitted.

4. EMAIL: So that the sender’s identity is clear, all email must be sent from your university account. Email is supposed to be used sparingly and is not meant to replace classroom discussion and interactions. If you have a question regarding the lecture material, you should bring it up in class for the group to participate and benefit from the learning experience. In fact, several students might have the same questions on the same topic. Questions or other issues relevant to class material sent by email may be given to the student sender in class for her/him to present to the group for class discussion.

Email is not a forum for debate or tutoring. You should talk to the professor directly if you still need to discuss the question further. Unless you have made SPECIAL individual arrangements
with your professor, emails are not for editing purposes or for sending papers or other class projects. Clinical reports on clients are not to be sent via email.

For those circumstances [e.g., personal issues, scheduling appointments, etc.] in which email may indeed be useful and practical, don’t expect a reply from your professor on WEEKENDS or HOLIDAYS.

5. PHONE CALLS: Use your discretion. Phone calls (just like email) are a very practical way to contact your professor. However, sometimes your professor may not be able to return your call right away. Please DESCRIBE the reason for your call in your message. Unless it’s an emergency, your professor has the OPTION to return the call by email to your University email account. Some calls do not need to be returned (e.g., being late to class, can’t make it to class, etc.). Also, ask class-related questions during lecture time and make an APPOINTMENT if your concerns need a longer session, etc.

6. ELECTRONIC POSTINGS: Students may not electronically post (e.g., YouTube, Facebook, email, etc.) program related activities without administrative permission.

Failure to comply with the Course Policies will result in a meeting with the instructor and possible request to leave the class. Repeated failures to comply with these guidelines may result in a lowered grade (at the discretion of the instructor) or dismissal from the program.

Academic Honesty

http://bulletin.hofstra.edu/content.php?catoId=71&navoid=5959
Academics

Be curious
Master time-management skills:
   Center for Academic Excellence
Meet with advising dean regularly to meet the University and Distribution Requirements
REACH

ID: 701331068
Eastman, Alexandria R.

Term Code: 201102
CRN: 22476
UNIV 001 DL

Source ID: 700328002
Boscarino-Green, Jennifer

Status: INPROGRESS
In Progress

Concern:
1. I am seeking assistance because my student: (CHECK ALL THAT APPLY)
   - [ ] is missing class
   - [ ] has stopped attending
   - [ ] is missing assignment
   - [ ] is failing the course
   - [ ] is disruptive in class
   - [ ] is considering withdrawing from the university
   - [ ] has expressed financial difficulties
   - [ ] other concern (please specify)
     [ ] still not here

   I have concerns about this student's well-being: [ ] Yes [ ] No
   I have already spoken to the student about this concern: [ ] Yes [ ] No

   Please rate your level of concern (from 1 - mildly concerned to 4 - extremely concerned)
   [ ] 1 - mildly concerned [ ] 2 - moderately concerned [ ] 3 - very concerned [ ] 4 - extremely concerned

Recommendation:
2. I would recommend the following resources for the student: (CHECK ALL THAT APPLY)
   [ ] University Tutorial Program [ ] Departmental Tutorial Services [ ] Writing Center
   [ ] Student Financial Services [ ] Math Lab [ ] Student Counseling Services
   [ ] Career Center [ ] other recommendation (please specify)

Action:
3. Please advise the students to: (CHECK ALL THAT APPLY)
   [ ] contact me immediately
   [ ] start attending classes
   [ ] hand in late assignments
   [ ] seek a tutor
   [ ] contact the peer teacher
   [ ] other action (please specify)

   I suggest that he/she withdraw from the class: [ ] Yes [ ] No

Comment:
4. Please update if needed: [ ] OK to share these comments with the student [ ] DO NOT share these comments with the student
Academics

Be engaged outside the classroom:
academic honors societies, research, peer mentoring, become a tutor, clubs and organizations, Student Government Association
Money Matters

Monthly budget

hofstra.edu/studentemployment

The benefits and dangers of a credit card

Car insurance and upkeep; alternative:

zipcar.com/hofstra

eBill Authorization: hofstra.edu/sfshowto

About individual student’s account:

Student Financial Services

206 Memorial Hall, 9 a.m.-5 p.m.
Tuition Insurance

Optional Tuition Refund Plan (TRP) by A.W.G. Dewar

- Covers 70% of tuition for the injury/sickness and mental health withdrawals
- The semester cost: $134
- Must sign up before the first day of class (by Friday, September 2)
- hofstra.edu/tuitioninsurance
Making Choices in a Community

Hofstra family = Hofstra P.R.I.D.E.  
hofstra.edu/PRIDE

Your conversations about alcohol and drugs as well as healthy relationships matter. They hear you.

Substance Abuse and Mental Health Services Administration, SAMHSA.gov):
“Be honest and express a clear, consistent message that underage drinking is unacceptable.”
Communication

How and how often you will communicate

Grades: available through the portal at the end of each semester

Connect to the roommates; know names of Resident Assistant and Resident Director

hofstra.edu/reslife

Commuters connect to the Off-Campus Living and Commuting Student Services

hofstra.edu/commuting
Family Education Rights and Privacy Act (FERPA) of 1974:

“No one outside the institution shall have access to a student’s education records, nor will the institution disclose any information from these records without the written consent of the student.”

Discuss the FERPA Authorization Form with your student

Read the Family Notification policy at hofstra.edu/familynotification
To the above-named Authorized Person(s), I give access to:

☐ All records (not including health & counseling records)
☐ No access

Or select all that apply:
☐ Financial records
☐ Academic records
☐ Advising records
☐ Conduct records (Judicial, Community Standards and Honor Board)
☐ Student involvement records
☐ Residence Life (housing) records

Please provide a challenge question and response that will be verified each time the Authorized Person speaks with a University representative. You must inform the Authorized Person of the challenge question and the response that you selected. Samples of challenge question: Name of your first pet? Color of your first car? Your favorite subject in high school? Father's middle name?

Challenge Question:*

Challenge Response:*

I understand that this authorization will be in effect as long as I am a student at Hofstra University or until I revoke this authorization on-line or in writing by visiting the Office of Academic Records, 207 Memorial Hall. To revoke authorization on-line, return to this form and click on "Update User" under "Action" in the "Authorized User" section.

I affirm that I have carefully read the foregoing authorization and that I fully understand the meaning and intent of this document. I am aware that clicking on the "I Affirm" button constitutes my voluntary signature.

I Affirm
New Student Orientation

Tuesday

- Meet Orientation Leaders
- Academic requirements and expectations
- Workshops - academic transition, safety
- Game Room, Fitness Center, school socials
- Common reading discussion: Are We All Scientific Experts Now? by Harry Collins
New Student Orientation

Wednesday

- Model class and how to get involved
- Meet your advising dean
- Social events and pizza!
New Student Orientation

Thursday: STUDENT SUCCESS DAY

- Meet with student success team, register, HofstraCard photo, parking sticker, computer questions, dining contract, textbook orders

Groups finished:

- BLUE - 12 noon
- GOLD – 1 p.m.
- PRIDE – 2:30 p.m.
- PURPOSE – 4:30 p.m.
Dining Plans

Plan costs for residential students per semester:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Cost</th>
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<tr>
<td>7</td>
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<tr>
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<tr>
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</table>

Commuting students (optional):

- $480
How the Office of Parent and Family Programs Communicates with Hofstra Families

- hofstra.edu/parents
- Parent and Family Handbook
- Family Connection Blog – family.blog.hofstra.edu
- Family Link E-Newsletter
  - Complete Family Information Form today or online
Family Events
Family Events

Hofstra Fall Festival: Alumni, Student and Family Weekend

- Friday-Sunday, October 7-9
- Arboretum and museum tours, student talent show, faculty lectures, Pride Expo, info sessions, Cub Zone, athletic events
- Donate items/services for Parent Council’s Chance Auction
- Book hotel early hofstra.edu/hotels
- Register today: hofstra.edu/fw
Family Events

- Siblings Day – February 2017
- Web chats and workshops
- Tulip Tour & Tea – May 2017

Announced in the Family Link E-Newsletter
Get Engaged, Parents

- “LIKE” facebook.com/HofstraParents
- Follow us on Twitter @HofstraParents
- Volunteer for events
- Write “Parent Voice” blogs for the Family Connection
- Offer internships and jobs to Hofstra students
- Join Parent Council or Parent Fund Leadership Committee
- Subscribe to Family Link at hofstra.edu/familylink
Parent Fund Leadership Committee

Donal F. Rudolph
Director, Parent Fund
Development and Alumni Affairs
Parent Fund Leadership Committee

- A new program that invites parents to become more involved with the University
- A very important initiative in most of the best colleges and universities around the country
- Provides an opportunity for parents to get the “inside scoop”
- Access to the 130,000-member-strong alumni network
- Helps propel Hofstra to the next level of success
- Complements the work already being done by the Parent Council
Parent Fund Leadership Committee

- Contact parents of newly accepted/admitted students
- Serve as ambassadors for the University and bring a parent perspective to University activities
- Host a reception in your home or place of business to welcome new families, network with alumni
- Serve on other Leadership Advisory Boards, i.e. School of Business, School of Engineering and Applied Science, School of Communications
- Attend Hofstra Gala for student scholarships – May 4, 2017
- Support The Parent Fund

WE NEED YOUR HELP!
Dates and Facts

- Discovery Program
  Sunday August 28 - Wednesday, August 31: hofstra.edu/discovery
- Welcome/Move-In Day: Thursday, September 1
  hofstra.edu/welcomeday
- Welcome Week for students: September 1-5
- First day of classes: Tuesday, September 6
Milestone Photos for Collage

Scan and e-mail up to 3 photos of your student to parents@hofstra.edu by Friday, August 5
What You Can Do This Summer

- Tell your students: “I trust you will make good choices.” And mean it.
- Read Parent and Family Handbook
- Ask questions. E.g., *Who is your advising dean?*
What You Can Do in the Fall

- Listen; then listen some more
- Encourage your student to find resources on campus: faculty, advising deans
- Read Family Link e-newsletters hofstra.edu/familylink
- Volunteer and join Parent Council
- Ask questions. E.g. How do you plan to handle this problem?
When to Worry

- If students have nothing to say about their courses or academic goals after first four weeks of classes

- You can sense a dramatic change in your student’s mood that persists for a long period of time (is your student going to class?)

- Tell us about important changes at home (illness, death, divorce): we will reach out to your student
When You Worry ...

- Call Parent and Family Programs:
  - 516-463-4698

- For true emergencies (medical, psychological, safety) call Public Safety 516-463-6789
Public Safety Information: 516-463-6606
“Michelle reminds me that our job is to make sure [our children] don’t need us any more.”

President Obama, June 2016
Your children are not your children.
They are the sons and daughters of Life's longing for itself.
They come through you but not from you,
And though they are with you, yet they belong not to you.
You may give them your love but not your thoughts.
For they have their own thoughts.
Children by Khalil Gibran continued

You may house their bodies but not their souls,
For their souls dwell in the house of tomorrow,
which you cannot visit, not even in your dreams.
You may strive to be like them, but seek not to make them like you.
For life goes not backward nor tarries with yesterday.
You are the bows from which your children as living arrows are sent forth.

…
Let Grow ...

... and be informed and engaged.
Welcome

W. Houston Dougharty, Vice President
Jean Peden Christodoulou, Assistant Vice President
Sofia Bautista Pertuz, Assistant Vice President and Dean of Students

Division of Student Affairs
What does it mean to be an engaged student?
An Engaged Student

- Finds opportunities to connect
- Enhances their academic experience outside the classroom by taking on leadership roles:
  - More than 200 student clubs and organizations
  - Departmental organizations and honors societies; Student Government Association
  - Residence hall programming
- Uses campus resources
- Special note: Off-Campus Living and Commuting Student Services
P.R.I.D.E.

PRIDE Principles guide us:
- Personal/Social Responsibility
- Respect for Self and Others
- Integrity, Ethics and Leadership
- Diversity and Community
- Expression and Free Exchange

hofstra.edu/PRIDE