



**THE 236 – VOICE AND DICTION (Fall 2022)  
M/W 12:30 p.m. – 1:45 p.m. – PERFORMING ARTS CENTER #122**

**Instructor: Dr. Carrie Klypchak, Associate Professor of Acting and Directing**

**Office Location: Performing Arts Center #129**

**Office Hours: TBA as of the writing of this tentative syllabus**

**Office Phone: 903-886-5344**

**Office Fax: 903-468-3250**

**University Email Address: [Carrie.Klypchak@tamuc.edu](mailto:Carrie.Klypchak@tamuc.edu)**

**Preferred Form of Communication: Email**

**Communication Response Time: Under normal circumstances, within 24 hours.**

<b>COURSE INFORMATION</b>
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**Required Textbook:**

Glenn, Ethel C., et al, *Your Voice and Articulation*, 4<sup>th</sup> ed.

Most of your reading for this course will come from the above required text. The professor will have some classroom copies for you to check-out for the semester, as the text is currently out of print. If you wish to purchase your own text to be able to write/highlight/make notes directing, used copies of this text can be ordered through online vendors for less than \$5.00 (plus shipping). As supplemental information will be offered from several other texts involving practical vocal production for the stage, you may also occasionally be required to copy other reserve reading materials from the library as well. Please plan accordingly for these minimal expenses.

**Special Supplies**

Yoga Mat

You will be lying on the ground most days to undertake breathing exercises, etc. The floor is hard in our classroom, and will likely not be spotless, so a yoga mat is highly encouraged.

**Catalog Course Description:**

This course involves a practical and theoretical study of the voice mechanism and the broad International Phonetic Alphabet in order that the student may improve vocal performances onstage.

**Student Learning Outcomes:** By the end of this semester, the student will be able to:

1. identify their own strengths and weaknesses in vocal production and speech, while practically honing and/or improving such practices during performance.

\*This syllabus/schedule subject to change.

2. demonstrate an understanding of the basic physiology involved in, and the major characteristics of, vocal production.
3. recognize appropriate symbols involved in the broad application of the International Phonetic Alphabet (IPA).

<b>COURSE REQUIREMENTS</b>
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**Instructional / Methods / Activities Assessments:**

**PARTICIPATION AND GROWTH (20%):** *Note that attendance alone does not constitute participation.* As mentioned above, participation is vital in this class. This is an interactive environment and students must not only attend, but must also actively contribute to each class. Furthermore, the completion of miscellaneous homework assignments will also be considered part of your participation grade. There may be quite a few of these short assignments and they are all important in the development of your skills.

Positive, respectful and helpful attitudes are mandatory. *I would like to make this very clear: I will make every effort to treat you with the respect that I believe you deserve. You are also expected to treat your peers and myself with that same respectful attitude.* If I believe that a student is disrespectful, I will ask that person to leave the classroom. In this event, the student will receive a zero for any activities conducted that day in class and receive a zero for their participation grade for the day (no matter how long the student has been in class). Disrespect, rudeness, or negative attitudes will *substantially* lower the student's participation grade. The following are other reasons you would be asked to leave the class and receive a zero for the day's activities: sleeping in class, listening to headphones, reading the newspaper, working on other assignments, coming to class under the influence of . . . any mind-altering substance not prescribed to you by a physician, or otherwise causing disruption or distraction during class (this includes cell phones going off and texting in class – turn them off when you come into the classroom and don't turn them on again until you leave). Finally, it should go without saying that refusal to participate in any activity or part of an activity during class will result in a substantial and appropriate loss of participation points for the student.

Note: Each student will receive one "pass" regarding participation in warm-up activities. This pass is intended to be used on a day that the student may not feel up to extreme physical exertion. Please be advised: the "pass" does not include the day's activities beyond the warm-up period, and once the "pass" has been used for the semester – it is gone folks!

Previous performance experience will not guarantee you a good grade in this course. Significant growth and a genuine attempt within the class will. This is a class that regards self-competition as a goal. You and your peers will arrive at various levels, and you will leave at different levels. However, growth from the beginning to the end of the semester can be evaluated. I challenge you to push yourself to grow and succeed. This class is concerned with developing *your* skills to the best of *your* ability. The community in the class is here to help all of us grow and expand our abilities.

Participation will be calculated daily and Growth reflected upon/tabulated at the end of the semester. *Each student will begin with a mid-passing Participation and Growth grade of an 80.* Strong effort or lack of effort during each class and over the course of the semester as a whole will either raise or lower that grade. Amongst other things, additional participation credit may be acquired through successful acting participation in University Playhouse productions.

*\*Measures Course Learning Outcomes #1, #2, and #3.*

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**QUIZZES (30%):** There will be six quizzes given over the course of the semester. Each quiz will count as 5% of your overall grade in the course. The quizzes will consist of multiple choice, matching, true or false, and/or short answer and will focus on readings, lectures, classroom activities, handouts, video, etc. My best suggestion is to keep up with your reading, attend class, and take good notes in preparation for your quizzes. Telling me that you were absent after the fact will not excuse you from a quiz. You must contact me before your absence, and approval for makeup quizzes will only be granted in cases of *extreme* emergencies (official documentation required). *Under normal circumstances, no make-up quizzes will be given. Students arriving late to class should be aware... once the first quiz is handed in from a student in the class, no other quizzes will be distributed. So, make sure that you arrive on time and prepared!!!*

*\*Measures Course Learning Outcomes #2 and #3.*

**PERFORMANCES (45% - 3@15% per):** Each student will develop three short performances in this class. Grades will be acquired through practical workshops and improved showings. More specific criteria will be offered during class at later dates.

*\*Measures Course Learning Outcomes #1 and #2.*

**FINAL EXAM REFLECTIVE SUMMARY (5%):** For your final exam in this course, you will write one Reflective Summary that assesses your skills and development regarding vocal production. More specific criteria will be offered during class at a later date.

*\*Measures Course Learning Outcomes #1 and #2.*

### **Grading:**

**GRADING SCALE:** The following grading scale will be used to determine all individual grades as well as the student's overall grade in the course:

A=90%-100% (Exceptional Quality Work); B=80%-89% (Good Quality Work); C=70%-79% (Average Quality Work); D=60%-69% (Below Average Quality Work); F=0%-59% (Fails to Meet Acceptable Expectations in Quality of Work)

*Note: Numerical correlations for individual assignments receiving awarded letter grades in this class may be calculated as follows: A 95%; B 85%; C 75%; D 65%.*

<b>TECHNOLOGY REQUIREMENTS</b>
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### **Leomail:**

It is a course expectation that you have a working leomail email address that you check daily. There will be times that I need to contact you with important information and email is the speediest and easiest way of doing so.

### **Saving of Assignments:**

Be aware that it is a course expectation that you keep copies of your original and graded assignments until you receive your final grade for the semester.

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### **Minimal Technical Requirements:**

LMS: All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements.

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Access and Navigation:

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

<b>COMMUNICATION AND SUPPORT</b>
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### **Interaction with Instructor:**

Please feel free to schedule a meeting with me anytime during the semester. I am here to help! Communicate, communicate, communicate! Should you need to meet with me in a face-to-face format, masks and appropriate distancing are requested. If something is occurring that is presenting you with difficulties in this class, let me know. Don't be intimidated. I am here to assist you in success and will do my best to help you achieve it. Talk to me! The easiest and most reliable way to contact me is via email. I check it frequently. Please do not leave a message for me in the main department office.

### **Student Resources:**

#### **Department of Theatre**

Performing Arts Center (PAC) #101  
Phone: 903-886-5346 (Main Office)

#### **Communication Skills Center**

Talbot Hall #103  
<http://www.tamuc.edu/litlang/CSC/index.htm>

#### **Counseling Center**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by

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calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### **TAMUC Actor's Lab**

*Private thirty minute acting coaching sessions with Dr. Klypchak during scheduled office hours or by appointment – advance appointment required in both instances. Actor's Lab is open to all declared Theatre Majors and Minors. Important note: in order to participate in Actor's Lab, a student must bring a memorized piece and schedule an appointment via email at least twenty-four hours in advance. Please be advised that in Actor's Lab, we promote the highest level of professional standards. Thus, under normal circumstances, if a student makes an appointment for Actor's Lab and fails to keep their appointment without significant advance notice to the instructor, the student revokes the privilege of Actor's Lab for the remainder of the semester.*

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Policies and Procedures:**

**CLOTHING:** Dress for maximum freedom and movement. You will be lying and rolling on the ground. Wear comfortable shoes that you can move around in or bring other shoes. Heels, boots, short skirts, tight jeans, and low-cut shirts will all restrict movement (and consequently restrict your ability to participate in class). Do not wear jewelry that will affect your freedom of movement or speech. No hats are allowed to be worn during warm-ups, activities, performances, etc. Also, please keep your hair securely away from your face during all exercises, workshops, and performances in class – it is essential that I be able to see your face during all practical exercises. *No one will be excused from a class activity because of clothing concerns; you are required to wear clothing that will not inhibit participation in class activities!*

**ATTENDANCE:** *Students are expected to attend every class meeting, unless they are ill and/or required to quarantine from exposure to a communicable disease. I am very strict about this.* You should realize the vital importance of daily student attendance for developing new skills and understanding new material. *There is no way to make up a missed practical, participatory class such as this!* In cases of *extreme* emergency (such as communicable disease concerns, hospitalization, or a death in the family), you are required to contact me *before* the class you must miss.

I will take roll at the very beginning of each class in order to aid in calculating your participation grade and tracking your attendance. *If you are absent, you are making that choice, and I expect you to accept the consequences graciously and in a mature manner. It is your responsibility to remain informed of class activities if you are absent for any reason.*

The formal attendance policy for this class is as follows: Under normal circumstances, you are allowed two emergency absences in this class with no attendance grading penalty (although your participation grade will still be lowered accordingly upon a missed class). Upon the third absence, the student's overall grade in the course will be reduced by three points. This three point deduction policy will continue for each subsequent absence. *Due to the mandatory daily interactive nature of this course, upon the sixth absence (regardless of circumstances), the student may automatically be dropped from or fail the course.* (Please be aware that missing a scheduled appointment/coaching time with me without significant and appropriate advance notification also counts as an absence.) Keep up with your absences in this course – this is your responsibility. Do not ask me how many absences you have during the semester; I may not have that information readily available when you need it.

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\*for more information on the university attendance policy please go to the following link:  
<http://www7.tamuc.edu/registrar/attendance.asp>.

**LATE ARRIVALS:** To further foster a high level of commitment—and because the work we will be doing this semester will involve intensive focus—the class will adopt the following late entry policy. Students must be on time for every class. Entering a class late or leaving early is disruptive to the flow of the class and indicative of a less-than disciplined/committed artist. Please be on time out of consideration to your learning process and the processes of others. If you are late for class, your participation grade will reflect this. The class will begin promptly at 12:30 p.m.! If you arrive after 12:40 p.m., please do not enter the classroom (you will be marked absent regardless). If you arrive within the ten minute grace period, please do so discretely in order to avoid disrupting the class activities/discussions. *It is your responsibility to make sure that you find me after class and document your late attendance for the day—otherwise, your initial marked absence documented during roll will remain.* Also, you are expected to stay until you are dismissed from class. An early departure will also significantly reduce your participation grade. *Two late arrivals (within the ten-minute grace period) or early departures (or any combination of the two) may be counted as one absence in the class.*

**CELL PHONES AND LAPTOPS:** Please turn off all cell phones upon entering the classroom. Please do not check messages or engage in text messaging during class. This is disruptive to the flow of the course. Further, please take notes by hand and do not use laptops during class.

**SUBMISSION OF ASSIGNMENTS:** All assignments must be submitted in D2L or in hard copy to the instructor (depending on the assignment submission requirement requested by the instructor in class for each individual assignment). While you are welcome to email me any questions that you may have, please understand that under normal circumstances, I cannot accept emailed student work at this time.

**LATE WORK:** *Workshops and Performances – Under normal circumstances, a missed workshop or performance may not be made up.* Late Written Work/Projects – Late miscellaneous homework counting as part of “participation” will not be accepted. Late project-based written work/projects will be deducted a full letter grade each weekday after the assigned due date. This means that if you have to be absent for some reason on the day a written assignment is due in hard copy, you must give your assignment to one of your classmates to hand in for you, or you will receive a grading deduction. All assignments are due within the first ten minutes of the class period unless I specify otherwise. At 12:40 p.m. on the day that the assignment is due, your assignment will receive one letter grade reduction in credit; at 12:30 p.m. the following day another letter grade will be reduced, and so on. No late assignments will be accepted after one week past the original due date.

**EXTRA CREDIT:** As a general rule, there is no extra credit offered in this class – please, do not even ask. In the *rare* instance that an extra credit opportunity arises, that opportunity will be announced and equally available to all members of the class.

**ADAPTATION OF ASSIGNMENTS:** Due to the fluid nature of this performance-based class, some assignments/scheduling may need to be adapted. All changes will be announced prior to implementation.

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**FOOD, DRINK, AND GUM:** Please do not bring food or drinks into the classroom at any time (exception: you may bring bottled water with you to class). As this is a course focusing on practical performance, chewing gum is not allowed at any time during class.

**INCOMPLETES:** Under normal circumstances, an Incomplete (I or X) will not be given for a final grade in this course.

**SYLLABUS CHANGE POLICY:** The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **University Specific Policies and Procedures:**

**STUDENT CONDUCT:** All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).  
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum if this proves necessary during the semester:  
<https://www.britannica.com/topic/netiquette>

**TAMUC ATTENDANCE:** For more information about the attendance policy please visit the [Attendance](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx) webpage and [Procedure 13.99.99.R0.01](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx).  
<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

**ACADEMIC INTEGRITY:** Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

#### **Undergraduate Academic Dishonesty 13.99.99.R0.03**

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

#### **Graduate Student Academic Dishonesty 13.99.99.R0.10**

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

**STUDENTS WITH DISABILITIES – ADA STATEMENT:** The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

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Texas A&M University-Commerce  
 Gee Library- Room 162  
 Phone (903) 886-5150 or (903) 886-5835  
 Fax (903) 468-8148  
 Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)  
 Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)  
<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

NONDISCRIMINATION NOTICE: Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

CAMPUS CONCEALED CARRY STATEMENT: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

<b>COURSE OUTLINE / CALENDAR</b>
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**Tentative Schedule:** (subject to change at the discretion of the instructor)

M 8-29

Introduction to Course

W 8-31

Warm-up Activities

Lecture/Activity - "Your Speech Habits and Goals"

Have Read: Preface in Text

M 9-5

No Formal Class Meeting – Labor Day

W 9-7

Warm-up Activities

Lecture/Activity Chapter 1 and Chapter 2

\*This syllabus/schedule subject to change.



Have Read: Chapter 1 “Voice and Articulation Defined” and Chapter 2 “American English” in Text

M 9-12

Warm-up Activities

Lecture/Activity Chapter 4

Have Read: Chapter 4 “Receiving, Listening To, and Sending Human Sound”  
Overview of Performance #1

W 9-14

QUIZ 1

Lecture/Activity – Chapter 4 Continued and Chapter 5

Have Read: Chapter 5 “Relaxation and Breathing”

M 9-19

Warm-up Activities

Lecture/Activity – Chapter 6 and Chapter 7

Have Read: Chapter 6 “Volume and Pitch” and Chapter 7 “Rate and Emphasis”

W 9-21

No Formal Class Meeting – Texas Educational Theatre Association Convention  
Performance #1 Independent Rehearsals

M 9-26

QUIZ 2

Lecture/Activity – Chapter 8

Have Read Chapter 8 “Voice Quality”

W 9-28

Warm-up Activities

PERFORMANCE #1 WORKSHOPS

M 10-3

Warm-up Activities

PERFORMANCE #1 WORKSHOPS

W 10-5

Warm-up Activities

PERFORMANCE #1 SHOWINGS

M 10-10

Warm-up Activities

Lecture/Drill Introduction to the IPA and Chapter 10

Have Read: Chapter 10 (first half) “Stop Plosive Consonants”

Overview of Performance #2

W 10-12

Warm-up Activities

Lecture/Drill Chapter 10

(first half continued and second half) “Front Vowels”

\*This syllabus/schedule subject to change.

M 10-17

## QUIZ 3

Lecture/Drill Chapter 11

Have Read: Chapter 11 (first half) "Fricative Consonants"

W 10-19

Warm-up Activities

Lecture/Drill Chapter 11

Have Read: Chapter 11 (second half) "Back Vowels"

M 10-24

## QUIZ 4 (IPA)

Lecture/Drill Chapter 12

Have Read: Chapter 12 (first half) "Affricate Consonants" and "Nasal Consonants"

W 10-26

Warm-up Activities

PERFORMANCE #2 WORKSHOPS

M 10-31

Warm-up Activities

PERFORMANCE #2 WORKSHOPS

W 11-2

Warm-up Activities

PERFORMANCE #2 SHOWINGS

M 11-7

Warm-up Activities

Lecture/Drill Chapter 12

Have Read: Chapter 12 (second half) "Central Vowels"

Overview of Performance #3

W 11-9

Warm-up Activities

Lecture/Drill Chapter 13

Have Read: Chapter 13 (first half) "Glides/Semivowels"

M 11-14

## QUIZ 5

Warm-up Activities

Lecture/Drill Chapter 13

Have Read: Chapter 13 (second half) "Diphthongs"

W 11-16

Warm-up Activities

PERFORMANCE #3 WORKSHOPS

M 11-21

## QUIZ 6

\*This syllabus/schedule subject to change.

Warm-up Activities  
PERFORMANCE #3 WORKSHOPS

W 11-23

No Formal Class Meeting – Thanksgiving Break

M 11-28

Warm-up Activities  
Lecture/Activities – Standard American Speech  
Performance #3 Partner Work

W 11-30

PERFORMANCE #3 SHOWINGS

M 12-5

TBA

W 12-7

TBA

W 12-15 FINAL EXAM

No Formal Class Meeting:

FINAL EXAM REFLECTIVE SUMMARY due by Wednesday, December 15 – no later than 3:15 p.m. (late work not accepted on this project)