

COM 4930: Communication Practicum Spring 2014

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I. Course Objectives

- Increase skills in the consultation and mentoring relationship.
- Develop awareness of liability issues in consultation.
- Continue to refine mastery of presentation skills across a variety of settings.
- Increase understanding of how scholarly training relates to life outside the classroom.

II. Course Description

The Communication Practicum is a 3-credit course combining traditional classroom instruction with practical, hands-on communication experience. This is a course for students that have already completed an advanced level public speaking course and are ready to move on to mentoring others in the speech preparation process.

In the first part of this course, we will examine concepts central to the consultation and mentoring relationship, including ethics, empowering others, and helping others with speech anxiety. We will focus on role-plays to and tools in preparation for working with the clients of the Public Speaking Lab. Students will also stretch their own speaking skills to consider speeches in professional settings such as teaching, dissertation defenses, and conference presentations.

During the second half of the semester, students will use their skills to assist others to develop presentations. Students will total 150 hours in consultation, record-keeping, reflection, and preparation (or 10 hours per week).

III. Texts: (optional)

Connor, M. & Pokora, J. (2012). *Coaching and Mentoring at Work: Developing Effective Practice*. Second Edition. McGraw-Hill Publishing.

Newton, F., Ender, S., and Gardner, J. (2010). *Students Helping Students: A Guide for Peer Educators on College Campuses*. Second Edition. Jossey-Bass.

IV. Assignments:

A. Individual consultations: Students must hold at least 3 hours per week for 9 weeks in the speech lab. During this time, students must complete a minimum of 10 hours of direct contact distributed across a minimum of 10 different clients. A max of 2 students can count any 1 client consult. If students cannot get enough contact hours during this time, they can schedule extra appointment times, or count online feedback. You should complete an intake form for each client and place in my mailbox.

*(contacts with friends do not count)

- a. Arriving late for office hours, or having to reschedule more than twice will reduce your grade in the class by 2 points per event.
- b. Failing to complete an intake form for a client will reduce your grade in the class 1 point per event.

B. Reflection blogs on Sakai: students will write a brief blog on Sakai of each of their own individual consultations throughout the semester, as well as their workshops. These blogs should be a reflection of skills that worked well as well as what could have been improved. Avoid reciting a play-by-play. Focus on what everyone else might learn from that consultation. Every client that comes to the lab presents a unique set of motivations and needs. Thus, blogs should capture that individual exchange. Blogs will be approximately 1/2-1 page in length, single-spaced. Each blog should finish with a quick segment about any liability watches for that client.

- a. Blogs are due within 5 days of the contact. Late blogs will reduce your grade in the class by 2 points per event.

C. Workshops: Students must conduct at least 5 hours of workshops on campus about Public Speaking. You can break the time across several different workshops. The audience for the workshops must be a minimum of 10 individuals. This assignment can be done in pairs (max 3 presenters). Good sites for workshops include: dorms, First Year Florida classes, Warrington Welcome classes, fraternities, sororities, honor societies, or professional fraternities.

- a. Blogs are due within 5 days of the workshop. Each person at the workshop should complete their own reflection. Late blogs will reduce your grade in the class by 2 points per event.
- b. You must submit an audience analysis, brief outline of your plan, and power point slides for each workshop at least 48 hours prior to the workshop to a 'returning' speech lab consultant for review. Late work will reduce your grade in the class by 2 points per event. You can submit the work on our sakai site.
- c. Late arrival (over 10 mins late for preparation time – not just the workshop) will reduce your percentage in the class by 3 points per event.

Dress Code: Business casual in lab and during workshops.

Expectations: You will get as much out of your practicum as you put in. This is an excellent opportunity to enhance your resume and learn more about consulting. You should learn a great deal and enjoy your practicum experience.

The Dial Center considers all practicum students representatives of the University. Students must maintain a courteous, professional attitude and protect the privacy and rights of clients (this includes not identifying any clients that come to the lab, and making no comments on social media about the lab or its clients).

You should behave as if you are working a salaried, full-time position. You will need to arrive at the lab on time and maintain regular hours. If you will be absent, you should contact Dr. Webster immediately as well as any appointment scheduled. If you have an appointment you must miss, you should arrange a substitute or a timely make-up to fit that client's needs. If you are in office hours and there is not client in the office, you should use the time to in some way improve the lab. For instance, you might make informative handouts or videos that help students (or that can be posted on our website).

Meanwhile, please protect your own safety at all times. If you work the lab between 5pm and 8pm, you must be partnered with another student at all times. Further, you should make sure to lock the lab behind you any time you leave the lab (even to go to the bathroom).

Grading 100 points

You start with all 100 points in the class. Tardy or missing work will reduce that score.

*Attendance – Training in the first 6 weeks is quick, and every class is important to your success as a practicum student. Consulting can bring great responsibility, and thus, we want to make sure you are ready. Each unexcused absence from class will reduce your grade in the class by 7 points. For lab hours, you can reschedule them within 1 week. Each missed lab (if not made-up within 1 week) will reduce your overall class grade by 7 points.

Grading scale:

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|----------|----------|----------------|
| 93-100 A | 80-82 B- | 67-69 D+ |
| 90-92 A- | 77-79 C+ | 63-66 D |
| 87-89 B+ | 73-76 C | 60-62 D- |
| 83-86 B | 70-72 C- | 59 and below E |

Accommodations:

Please inform me if I can do anything to make sure physical circumstances don't get in the way of your work. UF's official statement on ADA issues includes: "Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation." I'd appreciate your paperwork the first week of class.

Schedule of Topics: (subject to change)

Week 1: Introduction to class and speech lab. And Ethics. The responsibility of leadership and peer relationships: boundaries and liability. Confidentiality in lab and outside.

Week 2: The peer mentoring process: empathy and empowering others. Building confidence and handling speech anxiety. Handling negative or hostile clients.

Week 3:

Types of Public Speaking:

Public speaking at conferences

Public speaking for the TA

Team presentations around campus

Research presentations and Q&A

Reviewing outlines.

Week 4:

Administration and technology – in the lab and instruction on visual aids. Record-keeping and note-taking. The intake process.

Delivering an effective workshop.

Week 5:

Speeches – you will deliver sample workshops in pairs. Presentations will be 15-20 mins long on a topic you might deliver in a campus workshop. We will divide up the topics in class. These presentations will not include activities, but will be followed by Q&A. Power points are required, but presentations are not graded. You will receive feedback in class.

Week 6:

Test run – you will complete a full client consultation in the speech lab with a returning consultant this week. The consultant will give you feedback.

Application Starts: Students will work for 3 hours a week in the Speech Lab. Hours should be between 10am and 8pm, with the max in any time slot being 2.

Weeks 7-15: speech lab (no lab during spring break)

Week 16:

Class meets for Summary during the last Tuesday of the semester– ‘Looking forward.’
Generalizing skills into future mentoring and consultation relationships.