

## **COM 4930: Communication Practicum FALL 2016**

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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 early 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 part of the semester, in addition to class time, 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. Recommended Texts:**

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.

## **Assignments:**

2 Speeches	25 points (total 50 points)
Oral Exam on Intake with client	10 points
Listserv debriefs	10 points
Debriefs (1 per client)	10 points
Online certification trainings	20 points

**Total: 100 points**

## **Grading scale:**

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

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## **Assignment descriptions:**

### **2 Speeches (25 points each)**

Good consultants show strengths in their own public speaking skills as well as the ability to assess speeches. Therefore, students will create 2 speeches that will be submitted by video. You do not need an audience for your speech. However, you should record the speech in a classroom or library space.

- A. Informative speech: 5-7 minutes. (25 points)
- B. Persuasive speech: 5-8 minutes. (25 points)

Along with each speech, students will submit both a 1 page word document analyzing the strengths and weaknesses of the speech, as well as a rubric grading their own speech.

Grades will be based upon the strength of the speech itself as well as the accuracy of the evaluation of the speech.

### **Oral Exam on Client Intake (10 points)**

In order to assess student effectiveness with the consultation process, each student will complete a 30-60 minute intake with the instructor. The instructor will play the role of a client coming into the lab for help with a speech. Students will demonstrate the interpersonal, administrative, and public speaking skills learned in the class portion of this practicum.

### **Listserv Debriefs**

For each client contact, students will post a debrief on the class listserv. Spring-11CA-L@lists.ufl.edu. The debrief should be about 1 paragraph in length and should

focus on students 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. Be sure to protect client identity in your debrief. The post is more about you as a consultant than the client. Debriefs are due within 5 days of the client contact.

### **Online Trainings**

Since you are working with students' academic information, you are required to complete both the FERPA basics training and Preventing Harassment training through UF.

- Go to myufl, my self service, and my training. You can then search both trainings and take them online.
- Submit proof of completion by 9am September 20, 2016 via canvas. You can take a screen shot of the certificates.

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### **Attendance:**

Punctuality and Dependability are important in professional settings. A practicum is intended to be a move beyond the classroom and into professional practice. In addition to class, students must hold 3 office 'hours' (not periods) in the speech lab per week from 9/20 at 9am -12/7 at 5pm.

The following policies apply (to class and lab hours):

#### Absences:

- Students get 1 unexcused absence from class or lab. Each additional unexcused absence will result in a 5 point reduction from your overall grade.
- Whether documented or not, all hours missed from the speech lab must be 'made up.'

Tardiness: Tardiness means you are 1-9 minutes late to your lab hours. After 9 minutes, you are considered 'absent,' not tardy.

- each incidence of tardiness will result in a reduction of 3 points from your overall course grade.

#### **Late Work:**

Listserv debriefs are due within 5 days of client contact. Late posts will reduce your grade in the class by 2 points per occurrence.

Online trainings are due as noted in the schedule of topics. Late trainings will result in a 5 point deduction per day late.

**Dress Code:** Business casual in lab and during workshops.

**Professionalism:** 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 should be partnered with another lab consultant 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).**

**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 on Canvas.**