COM 4905: Communication Practicum/Speech Lab Consulting
Spring 2020

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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 Speech Lab training is a 3-credit course combining online 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 spend 40 contact hours in online instruction (video trainings, practice consultations, and your oral exam) preparing you to be a consultant. 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 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.

After the first 3 weeks 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. Optional Texts:

Assignments:

<table>
<thead>
<tr>
<th>Assignment Description</th>
<th>Points</th>
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<tbody>
<tr>
<td>Online certification trainings</td>
<td>30</td>
</tr>
<tr>
<td>Practice 2608 consultation and feedback with</td>
<td>20</td>
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<tr>
<td>Past lab undergrad consultant</td>
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<tr>
<td>Practice 3218 consultation and feedback with</td>
<td>20</td>
</tr>
<tr>
<td>Past lab undergrad consultant</td>
<td></td>
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<tr>
<td>Oral Exam on Intake with client with</td>
<td>20</td>
</tr>
<tr>
<td>Listserv debriefs</td>
<td>10</td>
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</tbody>
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Total: 100 points

Grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Letter</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>A-</td>
<td>90-92</td>
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<tr>
<td>B</td>
<td>87-89</td>
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<td>60-62</td>
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<td>E</td>
<td>59 and below</td>
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</table>

Assignment descriptions:

**Online Trainings (30 points)**
Since you are working with students’ academic information, you are required to complete both the “FERPA basics” training and the “Maintaining a Safe and Respectful Campus” 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 February 4th. You can take a screen shot of the certificates.

**2 Practice Consultations (20 points each = 40 points total)**
You will complete a role play with a returning undergraduate consultant where you play the consultant and the role play a client coming in for help. This will be done in the speech lab. You will role play a case for 15 minutes. Then you will get feedback and an opportunity for questions for another 15 minutes. You will do one 2608 case and one 3218 case.

**Oral Exam on Client Intake (20 points)**
In order to assess student effectiveness with the consultation process, each student will complete a 30-60 minute intake me before starting in the speech lab. I 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 online training portion of this practicum.
**Listserv Debriefs (10 points)**

For each client contact, students will post a debrief on the class listserv. Speechlab-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.

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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. Students must hold 3 office hours in the speech lab per week. We will not have lab hours during Spring Break.

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

**Absences:**

- Each unexcused absence will result in a 5 percentage 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 1-15 minutes late to your lab hours. After 15 minutes, you are considered ‘absent,’ not tardy.
  - each incidence of tardiness will result in a reduction of 1% point 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 1% point per occurrence.

Online trainings are due as noted in the schedule of topics. Late trainings will result in a 3 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 conduct yourself 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).** The lab will have UF equipment and we have absolutely had computers stolen in Rolfs before. Failing to lock up after your shift will result in a 1% penalty from your overall grade in the course for each incident.

**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.**
(This is a hybrid course. You are completing all training online. Practice consultations, the oral exam, and office hours will be live).

**Week 1-2: Jan 6-12 – ‘Intro to Lab and Ethics.’** Review syllabus and finish both part 1 of module 1 on the lab and ethics.

**Week 3: Jan 13-19 – ‘Building the consulting relationship.’** You will explore active listening in this lecture. Online Certifications are due.

**Week 4: Jan 20-26 – ‘Helping with different types of presentations.’** You should schedule and possibly complete your practice presentations this week. Remember that you need to do 2, 30-minute practice rounds (one for 2608 and one for 3218). These should be done with a returning undergraduate consultant or with Mary Roca, Graduate Coordinator, mdroca@ufl.edu. See canvas for contact information.

**Week 5: Jan 27-Jan 31 – ‘Oral Exam.’** You should have finished both of your practice consultations by now and you should do your Oral Exam with Dr. Webster this week. Please set this up in advance to be sure our schedules coordinate.
**Weeks 6-16 – Feb 3-April 22nd.** Begin holding 3 office hours per week working in the Speech Lab.