

COM 4930: Communication Practicum (Speech Lab Consulting)

Spring 2022

Instructor: Dennis N. McCarty, PhD

Class Time: Tuesday 8:30-10:25 a.m.; Thursday, 9:35-10:25 a.m.

Class Location: Rolfs 314

Office Hours: By appointment; subject to alteration depending on the lab

Office: Rolfs 414

Email: d.mccarty@ufl.edu

Website: <http://lss.at.ufl.edu>

Phone: 501-388-0010 (We will also establish a GroupMe if you are able)

Course Objectives

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

Course Description

The Communication Practicum 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 - specifically, within the Dial Center's Public Speaking Lab.

In the early part of this course, we focus on tools in preparation for working with the clients of the Public Speaking Lab. We examine concepts central to the consultation and mentoring relationship, including ethics, empowering others, and helping others with speech anxiety. Students will also stretch their own speaking skills to consider speeches

in professional settings, such as teaching, dissertation defenses, and conference presentations. Finally, students will be asked to demonstrate their knowledge by preparing a workshop on one aspect of the speechmaking process – whether that be the narrowing and selection of a topic, the preparation of an outline, strategies for rehearsing and enhancing delivery, etc.

After the first 4 weeks of the semester, students will use their skills to assist others to develop speaking presentations. Over the course of the semester, students will spend a total of 150 hours in consultation, record-keeping, reflection, and preparation (or 10 hours per week).

Course Materials

Most of our resources will be provided on the Canvas site or supplied in person. Prior instructors of this course have also suggested the following texts for your optional consideration:

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

Online Trainings (20 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 on Canvas. You can take a screen shot of the certificates.

'Intro to Speech' Instructional Video (20 points)

Students will work in a group to create an instructional video for public speaking beginners.

Groups will first select a chapter from the SPC2608 course textbook (The Art of Public Speaking by Steven Lucas) to narrow the focus of their instruction (e.g., how to select a topic and purpose, speaking to inform, speaking in the online environment, delivery, etc.). Groups will then design a 6–10-minute ‘instructional’ video about that topic, supplementing the material from the course text with suggestions from peer-reviewed articles and group members’ own experiences. See Canvas assignment for more details.

Lab Advancement Data Collection (10 points)

Students will, coordinating with each other according to prescribed guidelines, collect information on the following from on-campus individuals (three per student):

- Awareness and interest in use of the public speaking lab
- Fears and impressions about public presenting, academically or otherwise
- Thoughts and concerns about campus support opportunities
- Most effective ways for support offices to reach clientele
- Other considerations that students have brainstormed

Students will present the results of this data collection to the instructor, according to the prescribed guidelines on Canvas.

Oral Exam on Client Intake (25 points)

In order to assess student effectiveness with the consultation process, each student will complete a 30–45-minute intake with 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.

‘Debrief’ Discussions (10 points)

For each client contact, students will post a debrief on the Canvas ‘Discussion’ page.

Each debrief should be about 1-2 paragraph in length and should focus on consulting skills that worked and those that could have been improved. Avoid reciting a play-by-play. Focus on what everyone else might learn from that consultation. Also, be sure to protect client identity in these debriefs. The post is more about you as a consultant than the client. Debriefs are due within 5 days of the client contact.

End of Semester Reflection (10 points)

Students will fill out an end-of-semester questionnaire reflecting on their time in the Public Speaking Lab and on their development as a peer mentor.

Course Schedule

This schedule is subject to change at the instructor's discretion, as determined by your preparedness to manage lab hours and our ability, as a team, to develop well-thought-out video content.

Week 1: 8/24-8/26

Review syllabus

Week 2: 8/29-9/2

Complete Module 1: 'Intro to Lab and Ethics'

Office Hours (availability for lab) due 9/2

Instructional Video Topic and Sources due 9/2

Schedule Data Collection and Oral Exam

Week 3: 9/6-9/9

Complete Module 2: 'Trainer-Trainee Communication.'

'Intro to Speech' Instructional Video due 9/9

Week 4: 9/12-9/16

Complete Module 3: 'Helping with different types of presentations.'

Data Collection due 9/16

Week 5: 9/19-9/23

Oral Exam due 9/20

Online Trainings deadline 9/22 (submit proof of completion on Canvas; try to get them done much earlier than this)

Weeks 5-15: 9/19-12/2

Hold 2 office hours per week in the Speech Lab

'Debrief' Discussions due weekly (on Canvas)

Week 16: 12/5-12/9

End of Semester Reflection due 12/5

Late Work

Canvas 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.

Lab Hours/Attendance

Depending on availability and demand, your Lab Hours will often be conducted via Zoom. I will share the links on our Canvas site.

When you use Zoom, please be sure to sign in using UF Zoom specifically and not just your personal zoom account. 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 hold lab hours on UF holidays, and remember to communicate with me well in advance regarding potential absences related to your participation in UF-sanctioned events.

Zoom guidelines:

If you are working with a graduate consultant, you can use break out rooms for privacy.

You should have your camera **on at all times**.

Be sure to use best practices for Zoom meetings with lighting, camera angles, limited distractions, and dress. Be sure that you are in a distraction free room with no other people as these meetings are FERPA protected.

Recordings: If a student wants a copy of a recording, contact me with their email address, and the date and time of your consultation. I will share the recording and screen to be sure we don't accidentally share anything else.

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.' You will also need to arrange a substitute for your originally scheduled time in the lab. If you get a sub and can't do a direct trade with them to take some of their hours in return, you will need to schedule the office hours you missed at some other time the speech lab is published as open. This ensures you continue to accumulate all practicum hours. In any case, make decisions that make it easy for clients to know reliably when the lab will be open for their use.

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.

Dress Code: Business casual in lab and during workshops (we'll clarify this).

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 protecting the identity of any clients that come into 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. McCarty immediately as well as any person with whom you have an 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 a 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). We'll talk about this more later, as the main goal here is to advance the utility and presence of the lab as a resource on campus.

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.