Speech Center Consultant Application  
Description and Requirements

Responsibilities

1. To listen to and review speeches and presentations with clients who visit the Speech Center for individual and/or group practice.

2. To give appropriate feedback, critically question and evaluate clients’ presentations.

3. To communicate promptly in writing to a student’s instructor regarding action taken during the appointment.

4. To assist in speech preparation without writing or creating the speech.

5. To responsibly maintain a professional demeanor at the Center by demonstrating an attitude of encouragement, adhering to operating procedures and tutoring guidelines, handling equipment and resources properly, maintaining client confidentiality, being prompt for appointments and exhibiting thoroughness in all Speech Center work.

Requirements

Student consultants must demonstrate a working knowledge of speaking competence and an ability to work with other students in a collaborative, mutually satisfying manner.

Consultants are selected in October of the academic year. They enroll in RHCS 333: Theory and Pedagogy, a one-unit training course that is only offered in the spring semester. Approximately six weeks into the semester, students in RHCS 333 begin shadowing current consultants at the Speech Center for no more than two hours per week. To be considered for a paid position in the fall, students must complete the course with a grade of B or above.

Eligibility

Students in their first, second or third year who have successfully completed Public Speaking-RHCS 100, Rhetorical Theory-RHCS 103, Interpreting Rhetorical Texts-RHCS 104, a First Year Seminar or any 100-, 200-, or 300-level course that is oral intensive are eligible. Candidates need not be majors or minors in Rhetoric and Communication Studies. Because of the time requirements for staff at the Speech Center, students who apply should maintain a minimum overall GPA of 3.0 in their courses of study. Involvement in school activities and related tutoring experience is helpful. Faculty recommendations will be sought, and an interview with the Speech Center Director is required.

Consultant applications are available online on the Speech Center’s website: [https://speech.richmond.edu/consultants/become.html](https://speech.richmond.edu/consultants/become.html). Completed applications must be submitted to Director Linda Hobgood at lhobgood@richmond.edu or in person at 407 Weinstein Hall no later than September 30. An interview will be scheduled when the application is submitted. Applicants will be notified of selection by October 20.
Approved applicants are responsible for registering in RHCS 333 for the spring semester.

Note: The number of applicants approved will vary each year depending on staff requirements.

**Hours and Compensation**

Student speech consultants are expected to tutor at the Speech Center approximately four hours each week. That time is divided into two two-hour shifts, which are assigned each semester based on consultant preference and the Center’s needs. If time and space permit, consultants may elect to schedule additional appointments outside of their assigned shifts. Student consultants are compensated for their service and are required to maintain a record of all time worked.

Qualified student consultants are selected each semester to participate in the Speech Fellows program. See our website for more information: [https://speech.richmond.edu/services/fellows/index.html](https://speech.richmond.edu/services/fellows/index.html).

**Dismissal**

Violation of operating procedures and tutoring guidelines or unsatisfactory performance will result in the immediate dismissal of a student speech consultant.

An application form is attached. Any questions should be addressed to the Speech Center Director at (804) 289-8814 or lhobgood@richmond.edu.

Visit our website – [www.speech.richmond.edu](http://www.speech.richmond.edu) - for upcoming announcements and information.
Student Speech Consultant
Application

Please clearly print or type the following:

Name________________________ Year in School___________

Email address ___________________________ Cell Phone________________

Major (if declared)_________________________ UR ID # __________________________

I would like to be considered for the position of student speech consultant at the Speech Center. Experiences with public expression include: ___________________________

I have successfully completed one of the following: RHCS 100, RHCS 103, RHCS 104 or the following oral intensive course taught by instructor____________________ in the fall/spring of year________ and earned a grade of ________.

My current overall GPA is_____________.

Other rhetoric and communication studies courses completed include:

Name of course ___________________________ Semester enrolled _________

_____________________________________________________________________

Extracurricular activities include:

Related Experience:

Faculty or advisors who may be contacted as references: (please list name and email)

_____________________________________________________________________

I have read and understand the responsibilities and requirements for a student speech consultant position and am prepared to fulfill them if selected.

_____________________________________________________________________

Student Signature

Please attach to this completed application a typed paragraph explaining why you would like to serve as a student speech consultant.

Deadline to submit completed application and paragraph: September 30

Revised 8/24/2023