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: Seminar in Theory and Pedagogy, a one-unit training course, offered in the spring semester only. 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 in the RHCS 333 class 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 on-line and at the Speech Center. Completed applications must be submitted no later than October 14. An interview will be scheduled when the application is submitted. Applicants will be notified of selection by late October.
Approved applicants are responsible for registering for the RHCS 333 seminar 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 six hours each week. That time is divided into two three-hour sessions. Consultants are compensated for their service at the Speech Center.

Consultants who have successfully completed a minimum of one year as paid consultants are eligible for consideration in the Speech Fellows program.

**Dismissal**

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

**An application form is attached. Any questions should be addressed to the Speech Center Director at 289-8814. You may also e-mail the Speech Center:**

lhobgood@richmond.edu

Student Speech Consultant
Application

Please 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 reference(s): (please list name and extension)

____________________________________________________________________________

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: October 14 in Room 407 in Weinstein Hall.

Revised 10/7/2020