

Cover Sheet: Request 10713

LAW6XXX Public Speaking for Lawyers

Info

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| Process | Course New Ugrad/Pro |
| Status | Pending |
| Submitter | Dampier,Tanya tdampier@law.ufl.edu |
| Created | 1/29/2016 2:33:15 PM |
| Updated | 1/30/2016 9:00:41 PM |
| Description | This course will help students develop the skills relied upon by lawyers when engaged in public speaking situations other than in litigation settings such as speaking to lay groups, appearing before legislatures and municipal boards, presenting to colleagues, clients, potential employers and clients, and media. Students will examine communication theories, strategies and techniques needed for effective public speaking. |

Actions

| Step | Status | Group | User | Comment | Updated |
|-----------------------------------|----------|--|--------------------------|---------|-----------|
| Department | Approved | LAW - Juris Doctor 012406001 | Mashburn, Amy Rebecca | | 1/30/2016 |
| No document changes | | | | | |
| College | Approved | LAW - College of Law | Mashburn, Amy Rebecca | | 1/30/2016 |
| No document changes | | | | | |
| University Curriculum Committee | Pending | PV - University Curriculum Committee (UCC) | | | 1/30/2016 |
| No document changes | | | | | |
| Statewide Course Numbering System | | | | | |
| No document changes | | | | | |
| Office of the Registrar | | | | | |
| No document changes | | | | | |
| Student Academic Support System | | | | | |
| No document changes | | | | | |
| Catalog | | | | | |
| No document changes | | | | | |
| College Notified | | | | | |
| No document changes | | | | | |

Course|New for request 10713

Info

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Submitter: Dampier,Tanya tdampier@law.ufl.edu
Created: 1/29/2016 2:33:15 PM
Form version: 1

Responses

Recommended Prefix

Enter the three letter code indicating placement of course within the discipline (e.g., POS, ATR, ENC). Note that for new course proposals, in rare cases SCNS will assign a different prefix.

Response:
LAW

Course Level

Select the one digit code preceding the course number that indicates the course level at which the course is taught (e.g., 1=freshman, 2=sophomore, etc.).

Response:
6

Number

Enter the three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles. For new course requests, this may be XXX until SCNS assigns an appropriate number.

Response:
XXX

Lab Code

Enter the lab code to indicate whether the course is lecture only (None), lab only (L), or a combined lecture and lab (C).

Response:
None

Course Title

Enter the title of the course as it should appear in the Academic Catalog.

Response:
Public Speaking for Lawyers

Transcript Title

Enter the title that will appear in the transcript and the schedule of courses. Note that this must be limited to 21 characters (including spaces and punctuation).

Response:
Pub. Speaking/Lwys

Effective Term

Select the requested term that the course will first be offered. Selecting "Earliest" will allow the course to be active in the earliest term after SCNS approval. If a specific term and year are selected, this should reflect the department's best projection. Courses cannot be implemented retroactively, and therefore the actual effective term cannot be prior to SCNS approval, which must be obtained prior to the first day of classes for the effective term. SCNS approval typically requires 2 to 6 weeks after approval of the course at UF.

Response:
Earliest Available

Effective Year

Select the requested year that the course will first be offered. See preceding item for further information.

Response:
Earliest Available

Rotating Topic?

Select "Yes" if the course will have rotating (varying) topics in different terms. For rotating topics courses, the course title in the Schedule of Courses and the transcript can vary with the topic.

Response:
No

Amount of Credit

Select the number of credits awarded to the student upon successful completion, or select "Variable" if the course will be offered with variable credit and then indicate the minimum and maximum credits per section. Note that credit hours are regulated by Rule 6A-10.033, FAC. If you select "Variable" for the amount of credit, additional fields will appear in which to indicate the minimum and maximum number of total credits.

Response:
2

Repeatable Credit?

Select "Yes" if the course may be repeated for credit. Some courses, such as independent study courses, will have rotating (variable) topics. Students may be allowed to repeat these courses provided the content is different.

Response:

No

S/U Only?

Select "Yes" if all students should be graded as S/U in the course. Note that each course must be entered into the UF curriculum inventory as letter-graded or S/U. A course may not have both options. However, letter-graded courses allow students to take the course S/U with instructor permission.

Response:

No

Contact Type

Select the best option to describe course contact type. This selection determines whether base hours or headcount hours will be used to determine the total contact hours per credit hour. Note that the headcount hour options are for courses that involve contact between the student and the professor on an individual basis.

Response:

Regularly Scheduled

- Regularly Scheduled [base hr]
- Thesis/Dissertation Supervision [1.0 headcount hr]
- Directed Individual Studies [0.5 headcount hr]
- Supervision of Student Interns [0.8 headcount hr]
- Supervision of Teaching/Research [0.5 headcount hr]
- Supervision of Cooperative Education [0.8 headcount hr]

Contact the Office of Institutional Planning and Research (352-392-0456) with questions regarding contact type.

Degree Type

Select the type of degree program for which this course is intended.

Response:

Professional

Weekly Contact Hours

Indicate the number of hours faculty will have contact with students each week on average throughout the duration of the course.

Response:

2

Category of Instruction

Indicate whether the course is introductory, intermediate or advanced. Introductory courses are those that require no prerequisites and are general in nature. Intermediate courses require some

prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.

Response:
Joint (Grad/Pro)

- 1000 and 2000 level = Introductory undergraduate
- 3000 level = Intermediate undergraduate
- 4000 level = Advanced undergraduate
- 5000 level = Introductory graduate
- 6000 level = Intermediate graduate
- 7000 level = Advanced graduate

4000/5000 and 4000/6000 levels = Joint undergraduate/graduate (these must be approved by the UCC and the Graduate Council)

Delivery Method(s)

Indicate all platforms through which the course is currently planned to be delivered.

Response:
On-Campus

Course Description

Provide a brief narrative description of the course content. This description will be published in the Academic Catalog and is limited to 50 words or fewer. See course description guidelines.

Response:
Students will develop the skills relied upon by lawyers when engaged in public speaking situations other than in litigation. These include appearing before governmental bodies, speaking to lay groups, and presenting to colleagues, clients, potential employers, and media. Students examine communication theories, strategies and techniques needed for effective public speaking.

Prerequisites

Indicate all requirements that must be satisfied prior to enrollment in the course. Prerequisites will be automatically checked for each student attempting to register for the course. The prerequisite will be published in the Academic Catalog and must be formulated so that it can be enforced in the registration system. Please note that upper division courses (i.e., intermediate or advanced level of instruction) must have proper prerequisites to target the appropriate audience for the course.

Response:
None

Completing Prerequisites on UCC forms:

- Use "&" and "or" to conjoin multiple requirements; do not use commas, semicolons, etc.
- Use parentheses to specify groupings in multiple requirements.
- Specifying a course prerequisite (without specifying a grade) assumes the required passing grade is D-. In order to specify a different grade, include the grade in parentheses immediately after the course number. For example, "MAC 2311(B)" indicates that students are required to obtain a grade of B in Calculus I. MAC2311 by itself would only require a grade of D-.
- Specify all majors or minors included (if all majors in a college are acceptable the college code is

sufficient).

- "Permission of department" is always an option so it should not be included in any prerequisite or co-requisite.

Example: A grade of C in HSC 3502, passing grades in HSC 3057 or HSC 4558, and major/minor in PPHP should be written as follows:

HSC 3502(C) & (HSC 3057 or HSC 4558) & (HP college or (HS or CMS or DSC or HP or RS minor))

Co-requisites

Indicate all requirements that must be taken concurrently with the course. Co-requisites are not checked by the registration system.

Response:

None

Rationale and Placement in Curriculum

Explain the rationale for offering the course and its place in the curriculum.

Response:

This course will help students develop the skills relied upon by lawyers when engaged in these public speaking situations. Students will examine communication theories, strategies and techniques needed for effective public speaking.

Course Objectives

Describe the core knowledge and skills that student should derive from the course. The objectives should be both observable and measurable.

Response:

At the conclusion of the course, students will:

1. Know how to speak publicly so the audience will listen and understand.
2. Develop analytical listening and observation skills.
3. Construct and deliver effective impromptu public speeches.
4. Construct and deliver effective persuasive speeches before governmental bodies and civic organizations.
5. Know how to handle questions and answer sessions with a lay audience.
6. Effectively conduct job and client interviews.
7. Manage speech anxiety.
8. Know how to effectively use nonverbal communication to inform, persuade, enlighten, and impact your audience.
9. Be able to produce and employ effective visual aids in presentations.

Course Textbook(s) and/or Other Assigned Reading

Enter the title, author(s) and publication date of textbooks and/or readings that will be assigned, or a representative list of readings.

Response:

David. J. Dempsey, Legally Speaking: 40 Powerful Presentation Principles Lawyers Need to Know (Kaplan, revised and updated edition, 2009).

Additional readings will be assigned during the semester and will be supplied on the course's TWEN page or will be placed on reserve in the LIC.

Weekly Schedule of Topics

Provide a projected weekly schedule of topics. This should have sufficient detail to evaluate how the course would meet current curricular needs and the extent to which it overlaps with existing courses at UF.

Response:

Week 1

- Class 1: •Course Introduction
- Class 2: •Conquering Speaking Anxiety
- Analyzing Your Audience

Reading: •Principles 1-7, 26, 32

Week 2

- Class 3: •Evaluating Speeches
- The Self Introduction Speech

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Reading: •Principles 16, 18

- Class 4: •Student Speeches (Self Introduction)

Week 3

Due: Self and Peer Evaluations

- Class 5: •Speech Delivery Mechanics

Reading: •Principles 9, 10, 12

- Class 6: •Speech Delivery Mechanics
- Studying Speakers and Speeches in History

Reading: •Principles 8, 11, 13-15

Week 4

- Class 7 •Studying Speakers and Speeches in History
- Speech Delivery Mechanics

Reading: •Principles 17, 19-25, 27, 29, 30, 31, 32

- Class 8 •Student Speeches (Mechanics Exercises)

Week 5

- Class 9 •The Informative Speech
- Class 10 •Student Speeches (Informative Speech)

Week 6

Due: Self and Peer Evaluations

- Class 11 •Using Visual Aids

Reading: •Principles 34, 35

- Class 12 •Student Speeches (Informative Speech using visual aids)

Week 7

Due: Self and Peer Evaluations

9

- Class 13 •Strategies for Q & A Sessions

Reading: •Principles 33

- Class 14 •Student Speeches (The Q & A Session)

Week 8

Due: Self and Peer Evaluations

- Class 15 •Persuasive Speaking

-Audiences including Government Bodies, Potential Clients, Legal Audience

Reading: •Principles 28

- Class 16 •Persuasive Speaking

-Audiences including Government Bodies, Potential Clients, Legal Audience

Week 9

- Class 17 •Student Speeches (Persuasive Speeches)

- Class 18 •Student Speeches (Persuasive Speeches)

Week 10

Due: Self and Peer Evaluations

- Class 19 •Impromptu Speaking

- Class 20 •Impromptu Speaking
- Week 11
- Class 21 •Student Speeches (Impromptu Speeches)
- Class 22 •Student Speeches (Impromptu Speeches)
- Week 12
- Due: Self and Peer Evaluations
- Class 23 • "Formal-Intimate Speaking" - job interview, client conferences
- Class 24 • "Formal-Intimate Speaking" - job interview, client conferences
- 10
- Week 13
- Class 25 •Student Speeches
- Class 26 •Student Speeches
- Week 14
- Due: Self and Peer Evaluations
- Class 27 •Commemorative Speaking
- Class 28 •Commemorative Speaking
- Week 15
- Class 29 •Student Speeches
- Class 30 •Student Speeches
- Due: Self and Peer Evaluations; Written Critiques of Speaking Engagement

Grading Scheme

List the types of assessments, assignments and other activities that will be used to determine the course grade, and the percentage contribution from each. This list should have sufficient detail to evaluate the course rigor and grade integrity.

Response:

Public Speaking for Lawyers is graded by letter and is subject to the mandatory grade curve

established by the College of Law (The College of Law's grade curve policy is available at:

<http://www.law.ufl.edu/student-affairs/current-students/academic-policies#9>).

Your final grade in the course will be determined by:

?Participation (550 points)

•Peer Evaluations and Self Evaluation (After reviewing videotapes posted on web page)

(400 points)

•Class Participation/Discussion (100 points)

•Presentation of your Dempsey "principle" (50 points)

?Speeches (550 points)

?Attendance at outside speech and written critique (50 points)

?No exam

Information on UF Law Grading Policies

Grade Points Grade Points

A (Excellent) 4.0

A- 3.67

B+ 3.33

B (Good) 3.00

B- 2.67

C+ 2.33

C (Satisfactory) 2.00

C- 1.67

D+ 1.33

D (Poor) 1.00

D- 0.67

E (Failure) 0.0

The law school grading policy is available at:

<http://www.law.ufl.edu/student-affairs/current-students/academic-policies#9>

Speeches: You must give me the final outline of your speech prior to delivering it, except for the impromptu speech.

? Self Introduction

-Description: You will briefly introduce yourself and discuss a legally relevant topic that interests you.

-Duration: 5 minutes.

-Grading: This speech will be ungraded and will serve as a baseline against which you can measure your progress as a speaker.

? Informative Speech

-Description: This speech's purpose is to share information with the audience. You will educate your audience about a historically significant trial in American history.

-Duration: 5 minutes.

-Grading: 75 points

? Informative Speech Using Visual Aids

-Description: This speech's purpose is to share information with the audience using visual aids. You will educate your audience about an event or controversy that has legally relevant significance.

-Duration: 8 minutes.

-Grading: 100 points

? The Q & A Session

-Description: This speech's purpose is to provide answers to questions raised by a lay audience regarding a legal topic (to be assigned). This exercise will give you practice in using strategies for handling Q & A sessions.

Duration: 5 minutes.

Grading: 50 points

? Persuasive Speech

-Description: This speech's purpose is to move the audience to change in beliefs or in action. This will be a pro/con style presentation in which you will speak to opposing sides of an assigned issue that might be significant to a government body or citizen group.

-Duration: 10 minutes.

-Grading: 150 points.

? Impromptu Speech

-Description: Impromptu speaking reinforces all aspects of good public speaking: quick thinking, sound argumentation, strategic word choice and engaged delivery. This speech is done with no prior preparation based upon a randomly selected topic to be assigned by

me. Your speech, which will be essentially informative, will be assessed based on your ability to come up with credible structure and points, which are appropriately arranged and effectively presented, within the constraints of the short preparation time allowed, and appropriately tailored to the simulated audience.

-Duration: 5 minutes of preparation followed by 5 minute speech.

-Grading: 75 points.

? "Formal-Intimate" Speech: Job and Client Interviews

-Description: The purpose of this speech is to convince a potential employer or potential client to hire you. This will require you to use techniques that you've practiced in the

other speeches that you've prepared and presented.

-Duration: 5-8 minutes.

-Grading: 50 points.

? Commemorative Speech

-Description: The purpose of this speech is to reach the audience in a personal way by creatively expressing important points from a person's life. This speech allows students to learn a completely different speaking style than they would use in traditional legal work but that they will likely be called upon to use at some point during their career. Select a person whom you would like to eulogize or pay tribute to

who has had a meaningful impact on your life. Research his or her life carefully. Identify the stories, attributes, and contributions most fitting to the occasion. Speak with warmth and animation, colorfully, and creatively.

-Duration: 5 Minutes.

-Grading: 50 points.

•Self and Peer Evaluations

? Self - Evaluations (Graded: 8 submissions, 50 points each) All speeches will be video-recorded and available to you digitally. This will allow you to view your speeches and to supply the required Self-Evaluations. You should provide comments that critique your speech's content and delivery. In addition to your physical performance, you should think about the structure, evidence and argument and present that critique in a clear insightful and accurate analysis. I will supply checklists for your use in preparing the self evaluations.

? Peer-Evaluations (Graded. 8 submissions, 50 points each) Each student must complete a Peer-Evaluation that critiques his or her peers' speech content and delivery. These evaluations should employ the same methods used in the self-evaluations. I will

supply checklists for your use in preparing the peer-evaluations. Both peer and self-evaluations are due by 9:00 a.m. on the Monday following the speech presentations. Peer critiques will be anonymously supplied to the speaker.

•Presentation of Dempsey Principle (Graded: 50 points)

Each of you will sign up to present one of Dempsey's Powerful Presentation Principles to the class. You will have 5 minutes for this presentation, which will be more informal than a "speech" but will allow you to practice teaching a small group.

•Attendance at and Written Evaluation of Speaking Engagement (Graded: 50 points)

Students will be expected to attend a relevant non-courtroom based speaking engagement and provide a three page minimum critique of the speech and speaker based upon principles learned throughout the semester. The criteria for the papers will be supplied. Written critiques are due on the last day of exams.

Instructor(s)

Enter the name of the planned instructor or instructors, or "to be determined" if instructors are not yet identified.

Response:

Henry T. Wihnyk