

THEA 2050-09 Self Staging Spring 2019

Instructor Information

Instructor: Christine Fuchs
Class Days/Time: T/TH 3:30-4:45pm
Classroom: Humanities, #231
Office Location: Martha Munro, #204A

Office Hours: Mon 12:30-5:30pm,
Wed 2-5pm
Office Phone: 678.839.1859
Westga email: cfuchs@westga.edu

Support for courses

*Hyperlinks provided for accessibility throughout; full URLs are available at the end of the document.

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Course Information

Course Description

An introduction to the performative basis of oral communication and self-presentation.

Texts, Readings, Instructional Resources, and References

Required Text: *Speaking Your Way to the Top* by Marjorie Brody
ISBN: 978-0205268146

Course Objectives and Learning Outcomes

- To analyze the performative basis of identity in a range of settings and circumstances applicable to students' personal and professional goals
- To apply performance theory in creating practical individual identities and exploring others' performance of identity
- To develop the skills necessary to effectively communicate in a variety of situations and on a range of topics
- To gain a basic understanding of the art of both formal and informal presentations
- To develop leadership and collaborative skills necessary to communicating in groups
- To become active listeners who critically evaluate what they hear
- To develop communication and presentation skills necessary to meet changing career demands in the contemporary world

Assignments

| Assignment name | Description | Due Date | Points |
|---------------------------|---|------------------------------------|--------|
| Attendance | You must be in class in order to receive these points | | 100 |
| Introductory Presentation | You will give a brief introductory presentation on why you chose your college major and what you wish to do with it once you graduate (i.e. – what career you wish to pursue). If you have not yet declared a major, present one you are contemplating. Speeches should be between 2:30-3:00 minutes in length. You will be video taped during this presentation for the self-evaluation assignment. | Tuesday 1/15 & Thursday 1/17 | 50 |
| Self-Evaluation & Goals | Students will write a self-evaluation based on the video of their introductory speeches. Some things to muse on to get you started: What habits would you like to break? How's your volume? Articulation? Posture? Body language? Eye contact? Do you use fillers, such as "um" "uh"? What are you doing well? Do you look professional? If you were watching your presentation, would you be engaged/interested? What would you like to improve? What are your GOALS? Minimum 600 words. Must be typed, in MLA format. No pdf's or Pages documents accepted. Word documents only. <i>***Please do NOT write about watching yourself on camera. It is normal to feel awkward while watching yourself on film. To remedy this, I suggest you watch the video several times. Please keep this document and refer to it often. You will do a mid-semester check-in and final reflection.</i> | Tuesday 1/22 | 50 |

| | | | |
|-------------------------------|---|--|----|
| Rough Presentation | Students will give a rough presentation utilizing RESEARCH for feedback from the instructor. Visual aids are required . Students must use at least three (3) research sources in their presentation. Students will use an Outline handed out in class and/or uploaded to Course Den. The Outline must be typed and handed in on the day you present, along with your Works Cited (MLA format - typed). <u>Failure to hand in both Outline & Works Cited will result in a zero for the presentation.</u> | Tuesday 2/12 or Thursday 2/14 or Tuesday 2/19 | 50 |
| Rough Informative Outline | The Outline must be typed and handed in (physical copy) the day you present. | Due the day you present 2/12, 2/14, 2/19 | 15 |
| Rough Informative Works Cited | Minimum three (3) sources. Works Cited must be typed, in MLA format and handed in (physical copy) the day you present. <i>See OWL Purdue Works Cited for examples.</i> | Due the day you present 2/12, 2/14, 2/19 | 10 |
| Final Informative | The goal of this presentation is to provide new information to your audience in addition to what you already presented during your rough presentation. Visual aids are required . Students must use at least three (5) research sources in their presentation. Students will turn in an updated (and typed) Outline with their Works Cited (MLA format - typed) at the time of the presentation. Speeches should be between 5-7 minutes in length. <u>Failure to turn in both Outline and Works Cited will result in a zero for presentation.</u> | Thursday 2/21 or Tuesday 2/26 or Thursday 2/28 | 50 |
| Final Informative Outline | The Outline must be typed and handed in (physical copy) the day you present. New information must be added. | Due the day you present 2/21, 2/26, 2/28 | 25 |
| | Minimum five (5) sources. Works | Due the day you present | 25 |

| | | | |
|-------------------------------|--|--|-----|
| Final Informative Works Cited | Cited must be typed, in MLA format and handed in (physical copy) the day you present. <i>See OWL Purdue Works Cited for examples.</i> | 2/21, 2/26, 2/28 | |
| Team Presentations | <p>To develop group dynamics in presenting, students will put together a 20-25 minute research based presentation (Informative). Topics should be based on mutual interest from within the group, and have a direct impact on the audience of your peers. Each presenter will be responsible for a section of the presentation. Visual aids/technology required. This presentation must have at least five (5) research sources, which will be turned in on a single Works Cited (MLA format) page the day of the group's presentation. Each member of the Team will fill out Student Assessed Collaboration (SAC) sheets: See in Rubric Section.</p> <ul style="list-style-type: none"> • Team Presentation: 50 points • Works Cited: 20 points • SAC: 30 points <p><u>Failure to hand in Works Cited and SAC's will result in a zero for the presentation.</u></p> | Tuesday 3/12 or Thursday 3/14 | 100 |
| Rehearsal Reports | Each student is required to have a rehearsal "buddy" (Someone from class ONLY). Each student will write a rehearsal report for the Final Informative and Career Fair Pitch. 25 points each. MLA, typed, Word document only (pdf/pages not accepted), uploaded to Course Den. Minimum 250 words. | <p>1) Final Informative Rehearsal Report: Tuesday 3/5</p> <p>2) Career/Internship Fair Pitch Rehearsal Report: Thursday 4/18</p> | 50 |
| Mid-Semester Check-In | Refer to your original Self-Evaluation document: How's it going? What are you doing well? What still needs work? Have your goals changed? If so, why? | Thursday 3/7 | 50 |

| | | | |
|-----------------------------------|--|--|-------------|
| | Minimum 300 words. Must be typed, in MLA format. No pdf's or Pages documents accepted. Word documents only. | | |
| Career/Internship Fair Pitch | 1:30-2:00 minutes | Tuesday 4/16 | 100 |
| Reflection of Presentation Skills | Students will write a reflection on the presentation skills they have acquired throughout the semester. Write about EACH presentation critically and thoughtfully. Also, reflect on whether you reached your goals. Minimum 600 words. Must be typed, in MLA format. No pdf's or Pages documents accepted. Word documents only. Upload to Course Den. | Tuesday 4/23 | 75 |
| Mock Internship Interview | Students will engage in a mock interview for an internship that relates to your major . Interviews will take place during class time and/or during my office hours in my office. In order to secure a spot for your interview, you must sign up for a time slot, complete a resume and cover letter. <u>Failure to complete all the necessary steps in securing an interview will result in a zero for the interview, resume and cover letter.</u> | Mock Interviews will take place during class time in my office and/or during my office hours. 4/23 (regular class time) 4/24 (2-5pm) 4/25 (regular class time) 5/7 (2-4pm) | 100 |
| Resume | Career Services Presentation will go over criteria | Hard Copy due in class Thursday 4/4 | 50 |
| Cover Letter | Career Services Presentation will go over criteria | Hard Copy due in class Tuesday 4/9 | 100 |
| Total Points | -- | -- | 1000 |

Grading Information and Policy

Grading structure and point scale

| | |
|--------|---|
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| 0-50 | F |

Final grades are based on a total point system. You will be able to view your individual grades throughout the semester in Course Den.

Grading Rubrics

Informative Presentation 50 points

| | | 2 | 1 | 0 |
|---------------------|---|-----------|---|----------|
| Introduction | Attention Getting Strategy/Grabber | | | |
| | WIIFT | | | |
| | What makes you a reliable source? i.e. What makes you the expert? | | | |
| | Previewed Body of Speech (2-3 points – what you will be discussing in the Body) | | | |
| Body | Information is organized | | | |
| | “According to...” & cite your sources (minimum 3) | | | |
| | Transitions are clear | | | |
| | Information is substantial, reflects a high level of research and collegiate approach | | | |
| Conclusion | “Take away”/Summary of most important aspect of speech | | | |
| | Goes back to grabber/reinforces central idea/memorable statement | | | |
| Delivery | Speech is not rushed | | | |
| | Audible | | | |
| | Articulated words clearly | | | |
| | Did not use fillers | | | |
| | Communicated enthusiasm for the topic | | | |
| | Maintained eye contact with audience | | | |
| Other | Visual Aids enhanced presentation | | | |
| | Professionally dressed? | | | |
| | Presents self in a professional manner? | | | |
| | Student is rehearsed/doesn't read from slides | | | |
| | | 10 | | 0 |
| | Speech is within 5-7 minute time limit | | | |

Team Presentation Rubric

(50 possible points + SAC (30) + Works Cited (20) = 100 total possible points)

| | | 2 | 1 | 0 |
|---------------------|---|-----------|----------|----------|
| Introduction | Attention Getting Strategy/Grabber | | | |
| | WIIFT? Must specifically impact the audience | | | |
| | Previewed Body of Speech (3-4 points team will present) | | | |
| Body | Information is organized and logical | | | |
| | “According to...” & cite your sources (5) | | | |
| | Information is substantial | | | |
| | Information reflects a high level of research and a collegiate approach | | | |
| Conclusion | “Take Away”/Summary of most important aspects of speech | | | |
| | Goes back to grabber/reinforces central ideas/memorable statement | | | |
| Delivery | Speech is not rushed | | | |
| | Presents self in a professional manner | | | |
| | Articulated words clearly/Audible | | | |
| | Did not use fillers | | | |
| | Communicated enthusiasm for the topic | | | |
| | Maintained eye contact | | | |
| Team Work | Team is rehearsed | | | |
| | Team works well with one another | | | |
| | Executed Smooth Transitions | | | |
| Other | Visual Aids enhanced presentation | | | |
| | Entire Team is professionally dressed | | | |
| | | 10 | | 0 |
| | Speech is within 20-25 minute time limit | | | |

Evidence of Collaboration/Student-Assessed (30 total possible points)

Your FULL Name: _____ Collaborator's FULL Name: _____

Please consider the following statements as they relate to your presentation partners. Mark "Agree," "Somewhat Agree," or "Disagree" for each statement based on your experiences working with this collaborator on the Team Presentations. Agree = 3 points; Somewhat Agree = 2 points; Disagree = 0 points.

- This collaborator was on time and prepared for meetings and rehearsals.
- This collaborator completed work according to deadlines agreed upon by all members.
- This collaborator was cooperative and exhibited a willingness to help other group members.
- This collaborator was respectful throughout the group process.
- This collaborator was consistently open and honest with his/her communication.
- This collaborator communicated effectively in one-on-one and group interactions.
- This collaborator exhibited flexibility and a willingness to compromise around his/her ideas.
- This collaborator remained open-minded and did not exhibit blocking or aggressive behavior.
- This collaborator made tangible contributions to the overall group presentation.
- This collaborator worked effectively towards the group's established goals for the project.
- Total Points Earned: _____ (please do the addition)
- ***Additional clarifying comments may be added below.***

Mock Internship Interview Evaluation Sheet/Rubric (100 total possible points)

Promptness (10pts) _____

Was the interviewee on time?

If so, then the interview proceeds. If not, then the interview does not proceed and student fails assignment.

Dress (15pts) _____

- Is interviewee dressed professionally and appropriately? (10)
- Is the interviewee free of heavy perfume/cologne? (5)

Knowledge of the Company and position (15pts) _____

- Does interviewee "sell" their skills for the position?
- Is interviewee prepared and knowledgeable about the position they are applying for?
- Does interviewee reference items on their resume?

General attitude during the interview (30 pts) _____

- Does the interviewee appear confident and poised? (4)
- Does interviewee make eye contact with the interviewer? (4)
- Does the interviewee give an appropriate handshake before interview? (5)
- Does the interviewee give an appropriate handshake after interview? (5)
- Does interviewee come across as someone who can work well with others? (4)
- Does the interviewee give straightforward responses? (4)
- Does interviewee avoid distracting mannerisms, phrases? ("ums", tapping, hair twirling, etc.) (4)

Follow-up questions (15pts) _____

- Interviewee had at least three (3) questions to ask about the company and position.

All deadlines met (15pts) _____

- Handed in internship posting along with cover letter
- Handed in updated resume on the day of the interview
- Signed up for interview on 4/4

Please see the [Common Language for Course Syllabi](#) for official information on UWG's Academic Integrity Policy. Note that I will enforce this policy.

Class Schedule Information

Syllabus and/or Course Schedule are subject to revision by the Instructor at any point during the semester

- Week 1

Tues Jan 8 - Introduction of Class & Discuss Syllabus

Homework: Read Chapters 3, 11, 12, 13

Thurs Jan 10 - Discussion of Chapters read. Discussion of Introductory Speeches/Criteria.

Homework: Prepare Introductory Speeches; Order will be posted on Course Den

- Week 2

Tues Jan 15 - **Introductory Speeches Day 1**

Thurs Jan 17 - **Introductory Speeches Day 2**

Homework: Read Ch. 4; Bring in three (3) Informative Topics for class on 1/22 (see Course Den for banned topics); **Write Self-Evaluation, MLA, typed, Word doc only, Minimum 600 words; due 1/22 BEFORE class begins. Upload to Course Den.**

- Week 3

Tues Jan 22 - **Self-Evaluation DUE**

Discussion of Experience. Present Informative Topics for approval. Assign rehearsal buddy.

Homework: Begin your research. Sample Outline Posted on Course Den.

Thurs Jan 24 - Informative Speech Topic *Approved*

(IF you were absent on Jan 22 and did not get your topic approved, you cannot move forward with the assignment. The only way to move forward is to meet with me during my office hours and present your three topics.) Order for Rough Informative Posted on Course Den.

Homework: Read Ch. 8

- Week 4

Tues Jan 29 - Discussion of Visual Aids

Homework: Begin your Visual Aids research

Thurs Jan 31 - Review Criteria for Informative Presentation (Grabber, WIIFT, Source Cred, Preview Statement); Watch Ted Talk.

Homework: Re-read pages 30-33. **Rehearsal Report due March 5th. Minimum 250 words, MLA format, typed; Word doc only; Upload to Course Den.**

- Week 5 – No classes - KCACTF

Homework: Work on your Rough Informative

- Week 6

Tues Feb 12 - **Rough Presentation of Informative Speeches Day 1**; Outline & Works Cited (hard copy handed in the day you present)

Reminder: Work with rehearsal buddy in preparation for Final Presentation of Informative Speeches.

Thurs Feb 14 - **Rough Presentation of Informative Speeches Day 2**; Outline & Works Cited (hard copy handed in the day you present)

Reminder: Work with rehearsal buddy in preparation for Final Presentation of Informative Speeches.

- Week 7

Tues Feb 19 - **Rough Presentation of Informative Speeches Day 3**; Outline & Works Cited (hard copy handed in the day you present)

Reminder: Work with rehearsal buddy in preparation for Final Presentation of Informative Speeches. Teams for Team Presentations Assigned.

Thurs Feb 21 - **Informative Speech Presentations Day 1** (same order); UPDATED Outline & Works Cited (hard copy handed in the day you present)

Homework: Rehearsal Report due March 5th. Minimum 250 words, MLA format, typed; Word doc only; Upload to Course Den.

- Week 8

Tues Feb 26 - **Informative Speech Presentations Day 2** (same order); UPDATED Outline & Works Cited (hard copy handed in the day you present)

Homework: **Rehearsal Report due March 5th. Minimum 250 words, MLA format, typed; Word doc only; Upload to Course Den.**

Thurs Feb 28 - **Informative Speech Presentations Day 3** (same order); UPDATED Outline & Works Cited (hard copy handed in the day you present)

Homework: **Rehearsal Report due March 5th. Minimum 250 words, MLA format, typed; Word doc only; Upload to Course Den.**

Homework: **Write your Mid-Semester Check-In, Minimum 300 words, MLA format, typed, Word doc only; due 03/07; upload to Course Den.**

- Week 9

Tues March 5 - **DUE: Rehearsal report in preparation for Final Informative**

Discussion of experience. Discussion of Team Presentation expectations.

Homework: Meet with your Team for the Team Presentation

Homework: **Write your mid-semester check-in, Minimum 300 words, MLA format, typed, Word doc only; due 03/07; upload to Course Den.**

Thurs March 7 – **DUE: Mid-semester Check-In.** Discussion of Team Presentation expectations.

Homework: Meet with your Team for the Team Presentation

- Week 10

Tues Mar 12 – **Team Presentations Day 1**; SAC's & Works Cited due

Thurs Mar 14 – **Team Presentations Day 2**; SAC's & Works Cited due

- Week 11 – Spring Break

- Week 12

Tues Mar 26 - Career Services will give a Resume presentation.

DO NOT MISS THIS CLASS.

Homework: Create your resume *based off the criteria given from the Career Services presentation*. **Resume due in class (physical copy) April 4th.**

Thurs Mar 28 - Career Services will give a Cover Letter presentation.

DO NOT MISS THIS CLASS.

Homework: Continue working on your resume.

- Week 13

Tues Apr 2 – No class – Convocation

Homework: Continue working on your resume.

Thurs Apr 4 - **DUE: Resume.**

Discussion/Review of Resume & Cover Letter.

Homework: Find an internship you want to apply for, *one that relates to your major/career*, print it and hand in a physical copy in class Tuesday April 9th. Also, create a Cover Letter based off the posting and hand in a physical copy in class Tuesday April 9th. Sign-up for Mock Internship Interview in class.

- Week 14

Tues Apr 9 – **DUE: Job/internship posting and Cover letter for job/internship posting**

***Resumes Returned with Feedback. **Bring updated/corrected resume to mock interview.*

Introduce Career/Internship Fair Pitch.

Thurs Apr 11 - Review criteria for Career/Internship Fair Pitch.

Homework: Rehearse with rehearsal buddy for Career/Internship Fair Pitch. **Rehearsal Report due Thurs Apr 18th. Minimum 250 words, MLA format, typed, Word doc only, Upload to Course Den.**

Homework: Prepare Career/Internship Fair Pitch

- Week 15

Tues Apr 16 – Pitches

Homework: **Reflection of all Presentations Due Tues Apr 23rd; Minimum 600 words. Must be typed, in MLA format. No pdf's or Pages documents accepted. Word documents only. Upload to Course Den.**

Thurs Apr 18 – **DUE: Rehearsal Report of Career/Internship Fair Pitch.**

Discussion of Mock Interview criteria. Cover Letters returned with feedback. Upload **CORRECTED** Cover Letter to Course Den *the day before your mock interview by 5pm.*

- Week 16

Tues Apr 23 – **DUE: Reflection of all Presentations (Introductory/Rough Informative/Final Informative/Pitch) on Course Den.**

Mock internship/job interviews. ***Bring updated/corrected resume to mock interview*

Thurs Apr 25 - **Mock internship/job interviews.** ***Bring updated/corrected resume to mock interview*

- Finals Week

Tues May 7th, 2-4pm - **Mock internship/job interviews.** ***Bring updated/corrected resume to mock interview*

***Note: All times are EST. Dates may change at the instructor's discretion. All changes will be posted in the Announcements section of Course Den. Major assignments and papers are in bold.*

Expectations of Students

Course Structure:

- Attendance is required in order to do well in this class. You will find observing your peers to be extremely helpful in your learning.
- Students may not miss class the day they are scheduled to present, unless in the case of an extreme emergency. What constitutes an emergency? Examples are: a death in the family, serious illness that prevents you from attending class, and things out of your control, such as a car accident. Being called into work is NOT an emergency; it is a constant. For all absences, you must bring documentation (i.e. a doctor's note). If you are **late** on the day you are to present, you may still present, **but you will receive a grade of zero.**
- Students are expected to remain in class the entire duration of class. Should you leave class early, you will not receive attendance points for that day. If you must leave class early, you are required to notify me prior to the beginning of class either by email or in person. Failure to do so – and you still leave class early – will result in a zero for attendance points that day.
- **Cell phones are not permitted during class.** If a student is using their cell phone (texting, checking email, social media, watching movies, etc.) during class, they will be asked to leave the class and will not receive participation points for that day.
 - If you have an emergency, which requires you to be accessible by phone, inform me before class begins (email before class time, if applicable). You can excuse yourself from the class to take a call in this instance.
- Late entry to class is not permitted unless discussed with instructor before designated class time. If you are late, don't bother coming in.
- When turning in physical copy of an assignment, it must be turned in at the beginning of the class the day it is due. **No late work or email submissions will be accepted.** All other assignments must be uploaded into Course Den, where there is a time stamp.

- Regarding professional dress: Since the majority of this class focuses on preparing you for the professional world, you are required to dress professionally.
- Regarding changing clothes for presentations: Do this either BEFORE class begins or AFTER class is over. Do not leave to change clothes during class; it is disruptive.
- Eating during class is not permitted; you may bring a beverage.
- THROW AWAY YOUR GARBAGE.
- You are responsible for all work missed. Check the syllabus regularly to make sure you are up-to-date on all assignments.
- Do not do other work assignments for your other classes. You will be asked to leave the class if I see this.
- Disruptive behavior will not be tolerated. If, in the opinion of the responsible faculty member, a student becomes disruptive in class, faculty may exercise their judgment on how best to address the situation, be it by requiring the student to leave, calling Campus Police, or taking other steps deemed necessary for the safety and well being of the class. Such action may affect the student's final grade and standing in the University.

***Athletes and members of UGA Student Organizations: Documentation regarding missing classes due to games, special events and award ceremonies is required from your advisor. Please get this to me as soon as possible.*

Course and UWG Policies

Attendance Policy:

In order to distribute Title IV funding (federal student aid), student attendance verification is required. I will take attendance every day.

Americans with Disabilities Act Statement:

If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the [Center for Disability](#). UWG also provides [Accessibility Statements for Technology](#) that you may be required to use for this course.

For more information on the Americans with Disabilities Act, UWG Email, Credit Hour, and UWG Honor Code policies as well as information on Academic Tutoring, Student Services, and Technical Requirements, Privacy Policy, and Accessibility Statements, please see the [Common Language for Syllabus](#) document.

I strongly recommend that students make an electronic copy of everything submitted to me via the dropbox.

Additional Support Information

Technical Support

Technical support for CourseDen, as well as the technological requirements, accessibility statements, privacy statements, tutorials, and other information can be found at [UWG Online Student Help](#).

Center for Academic Success

The new [Center for Academic Success](#) (CAS) provides services, programs, and opportunities to help all undergraduate students succeed academically. The CAS offers free appointment-based peer tutoring in

core courses, as well as supplemental instruction (SI)—which is peer-facilitated collaborative learning—in a variety of disciplines. Students seeking help with study skills and strategies can attend workshops through the Academic Success Workshop series, or work individually with either a staff or peer Academic Coach. Beginning Fall 2014, the CAS will also offer “Back on Track,” a voluntary academic recovery program designed for students who want to improve their grades and academic standing. The Center for Academic Success is located in UCC 200, and can be reached at [678-839-6280](tel:678-839-6280). Our email address is cas@westga.edu.

Smarthinking

Smarthinking offers online tutoring services and resources (including the Writing Center) for UWG students/instructors in all courses. A link to Smarthinking is available in CourseDen under Resources in the navigation bar.

Student Services

Here is a great resource of [Student Services](#) for all students at UWG, whether or not they are taking online courses. This link provides students with most of the information they need. If a student is experiencing distress and needs some help, check out [UWG Cares](#).

Full URL Support for Courses

- **CourseDen D2L Home Page**
<https://westga.view.usg.edu/>
- **D2L UWG Online Help** (8 AM – 5 PM)
<http://uwgonline.westga.edu/students.php>
online@westga.edu
- **24/7/365 D2L Help Center**
<https://d2lhelp.view.usg.edu/>
- **University Bookstore**
<http://www.bookstore.westga.edu/>
- **Common Language for Course Syllabi**
<https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php>
- **UWG Cares**
<http://www.westga.edu/UWGCares/>
- **Center for Disability**
<https://www.westga.edu/student-services/counseling/accessibility-services.php>
- **Student Services**
<http://uwgonline.westga.edu/online-student-guide.php>
- **Center for Academic Success**
<http://www.westga.edu/cas/>
- **Distance Learning Library Services**
<https://www.westga.edu/library/resource-sharing.php>
- **Ingram Library Services**
<http://www.westga.edu/library/>
- **Proctored Exams**
<http://uwgonline.westga.edu/exams.php#student>
- **Student Services**
<https://uwgonline.westga.edu/online-student-guide.php>
- **UWG Accessibility Statements for Technology**
<https://docs.google.com/document/d/16Ri1XqaXiGx28ooO-zRvYPraV3Aq3F5ZNJYbVDGVnEA/edit?ts=57b4c82d#heading=h.yrqueffvts1f>