



**CLASSROOM SPEAKERS**

<b>CEW Standard</b>	13.1.11.A, B, D; 13.2.11.C
<b>Recommended length:</b>	30-45 minutes per presentation
<b>Recommended frequency:</b>	One speaker per unit, theme, or quarter
<b>Targeted student age group:</b>	9-12 graders
<b>Logistics (Schools):</b>	<p>Schools should:</p> <ul style="list-style-type: none"> <li>• Utilize Career Street to identify and secure employers willing to provide guest speakers to the classroom</li> <li>• Attempt to secure speakers with varying levels of education during the course of the school year.</li> <li>• Find a suitable time and location to host speaker</li> <li>• Clarify with speaker any technology/audiovisual needs</li> <li>• Clarify with the speaker in advance what topics they should include in their presentation; ensure the guest speaker connects to subject matter and/or lesson plan</li> <li>• Properly introduce the speaker and his/her company</li> <li>• Ensure students are attentive and prepared to ask questions of the speaker</li> <li>• Ensure students thank the speaker</li> <li>• Ensure students complete an artifact</li> <li>• Ensure teacher remains in the room during presentation to introduce the speaker, facilitate discussion and help moderate Q and A.</li> <li>• Ensure appropriate Clearance policies are followed, if applicable.</li> </ul>
<b>Student Preparation/Follow-Up:</b>	<p>Before and/or during the experience, students should:</p> <ul style="list-style-type: none"> <li>• Research the company/industry/position which the planned class speaker will be representing</li> <li>• Prepare three questions, in advance, for the speaker; consider additional questions of interest during presentation</li> <li>• Remain respectful during the presentation</li> </ul> <p>After, students should:</p> <ul style="list-style-type: none"> <li>• Prepare a Thank You note for the speaker</li> <li>• Complete student artifact</li> </ul>

<b>Employer Preparation/Remarks</b>	<p>Speaker should:</p> <ul style="list-style-type: none"><li>• Touch base with teachers in advance of presentation to identify what topics should be covered and how long the presentation should be.</li><li>• Follow appropriate Clearance policies, if applicable.</li><li>• Introduce yourself and your company.</li><li>• Explain company mission and vision.</li><li>• Talk about the industry in which your company fits.</li><li>• Explain what the company does.</li><li>• Wear uniform (if applicable); Hard hat? Hair net? Safety glasses, etc. Could be passed around classroom.</li><li>• Bring products made by your company, if possible.</li><li>• Explain your position at the company.</li><li>• Address remaining topics desired by teacher. Could include the following, among others:<ul style="list-style-type: none"><li>• How you got your position; make connections between high school classes and what is expected on the job</li><li>• Extracurricular activities that could help if interested in a job like yours</li><li>• The amount and type of education/training beyond high school required</li><li>• Earning potential of various careers within the industry</li><li>• Career ladders (job advancement opportunities) within your company</li></ul></li><li>• Incorporate hands-on activity if possible and appropriate</li></ul>
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