**Leadership Guest Speakers Assignment**

Presentation Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This assignment requires you to arrange for a guest speaker to come into the class and talk about a topic related to leadership. You may wish to bring in a family member, a friend, or someone from the community. The length of the presentation will depend on the guest speaker but should be a minimum of 30 minutes. Use the following checklist to assist your further.

**Prior to presentation**

* Brainstorm a list of potential speakers. Consider family members, friends of family members or other people you see as leaders. From this list choose someone you think would be a good guest speaker. Consider whether the person has the flexibility to come in to the class and whether they would feel comfortable speaking to students. Also, would the person be a dynamic presenter?
* Tentatively book a time for the speaker to come in to the class with Ms. Cain (preferably Mondays)
* Once your date has been approved by Ms. Cain contact the person and ask if they are willing to speak to the class. Be sure to provide him/her with details including date, time and location of the school.
* Confirm the date and the topic of the presentation with Ms. Cain
* Contact the speaker and discuss what he/she will be talking about. Answer any questions he/she has. You may wish to provide him/her with the information sheet attached. Ask the speaker if he/she can allow for a 5-10 minute question and answer presentation at the end of the presentation. Be sure you have a good understanding of what the presentation will be about.
* Write a 1/2 page typed rationale explaining why this particular guest was chosen (skills, public speaking, leadership experience, etc.) and what he/she will be talking about. Submit at least 2 days prior to the presentation.
* Create a list of at least 10 questions you can ask your guest and submit the list at least 2 days before the presentation (with the rationale)

**Day of Presentation**

* Meet the presenter in the main office at least 10 minutes before the presentation. Bring them to the class and help them set up.
* Provide a bottle of water for your guest.
* Formally introduce your guest speaker to the class. This should be approximately 1 minute in length including his/her background, experience etc. Remind students to turn off cell phones and encourage them to take notes.
* Keep track of time and remind the guest speaker if necessary.
* Make notes or record your guest speaker (with permission).
* During the Question and Answer session if no students ask questions pose one of the questions you submitted with your rationale.
* Present the speaker with a hand-written thank-you card (and small gift?) at the end of the presentation.
* Lead the guest speaker to the main office to sign out and thank him/her once again prior to departure.

**After the Presentation**

* Create a follow-up assignment for your peers about the presentation. This could be in the form of a written reflection, written responses to questions or a short quiz. Submit to Ms. Cain within 2 days of the presentation for proofreading
* Make any necessary revisions and resubmit to Ms. Cain
* Send a short follow-up to your guest thanking him or her for coming. This could be by email or by mail. Keep a copy of what you sent for your final project.
* Submit your final project to Ms. Cain within 1 week of the presentation. This should include the following:
* Title Page
* Rationale explaining why you chose the guest speaker
* 10 questions you would ask the speaker
* 1 minute speech you used to introduce the speaker
* Notes you took during the presentation
* Copy of follow up assignment you created for the class
* Copy of the follow-up email/letter you sent after the presentation
* 2 page typed reflection about your experience. Be sure to include what you learned and whether you would recommend this guest speaker.
* This checklist
* Rubric

**Marking Scheme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Level 4** | **Level 3** | **Level 2** | **Level 1** |
| ½ page Rationale**(Communication)** | Detailed ½ page rationale explaining why guest speaker was chosen | Rationale is missing detail | ½ page rationale is lacking detail with grammatical/spelling errors | Rationale is less than ½ page, lacks detail and contains several grammatical/spelling errors |
| 1 minute speech**(Communication)** | Introduction is 1 minute in length, includes detailed information and is memorized | Introduction is 1 minute in length, includes detailed information and student uses notes but maintains eye contact | Introduction is less than 1 minute in length, lacks detail and student does not use eye contact | Introduction is less than 30 seconds, lacks detail and student reads directly from notes |
| Personal Reflection**(Communication)** | Personal reflection is a typed 2 page in depth evaluation of the student’s experience with several specific examples to support his/her thoughts | Personal reflection is a typed 2 page evaluation of the students’s experience with some specific examples to support his/her thoughts | Personal reflection is a typed 2 page evaluation of the student’s experience but lacks specific detail and examples | Personal reflections is less than 2 pages, contains grammatical/spelling errors and lacks detail |
| 10 questions**(Thinking/Inquiry)** | All 10 questions show advanced thinking/inquiry skills | All but 2 questions show advanced thinking/inquiry skills | Questions are simplistic and do not demonstrate advanced thinking/inquiry | Less than 10 questions included and/or questions contain several grammatical/spelling errors |
| Follow-up Assignment**(Thinking/Inquiry)** | Follow up assignment indicates in depth understanding of guest speaker’s information and includes thought provoking questions and is creative | Follow up assignment indicates a good understanding of guest speaker’s information and is creative | Follow up assignment indicates some understanding of guest speaker’s information but lacks creativity | Follow up assignment indicates a lack of understanding of guest speaker’s information and/or lacks creativity |
| Time Management**(Application)** | All timelines met | All but 1 timeline met | All but 2 timelines met | Several timelines not met |
| Required Elements**(Application)** | Water providedThank you card prepared prior to presentationFollow up email sentAll written components submitted  | Water providedThank you card prepared day of the presentationFollow up email sentAll written components submitted  | One of the required elements and/or written components was not completed | Two or more of the required elements and/or written components was not completed |