

# CAVIT CAREER SPEAKER FORUM

## Project Steps

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### Step One—Before Presentation Date Identifying a Career

1. Select a classmate to partner with on the project. You both will receive the same grade!
2. Come to agreement on the career area to be presented. Cosmo, fire, and law students should look at any careers within the Human Services pathway. Dental, Massage, Medical, Nursing, and Veterinary students should look at any careers within the Allied Health pathway.
3. Complete Speaker Forum form (Section I) and submit to teacher for approval before continuing. Once a career has been approved by the teacher, no one else will be allowed to choose that same career.

### Step Two—Before Presentation Date Finding a Career Speaker

4. Identify two possible speakers to visit your class.
5. Complete Speaker Forum form (Section II) and submit to teacher for approval BEFORE contacting your speaker. Your teacher will meet with you at this point to discuss your plans.
6. Contact speaker to visit class. Use Speaker Forum form (Section III) to notate information. Have visit date, time, specifics, and school information ready to share when you make your call.
  - Visit date: See teacher for available dates.
  - Length of presentation: 20 minutes for career talk and 5-10 minutes for questions.
  - School Address: 1789 W. Coolidge Avenue in Coolidge. Park in the front and come into the front office to check in. Students will be called to office to escort speaker to class.
  - Communication Method: Does speaker want to be contacted by phone or email? Notate preferred method of contacting speaker. Know your classroom telephone for speaker to contact teacher if needed.
  - Computer requests of speaker: No problem. Ask speaker to bring presentation on a jump drive which will be loaded on classroom computer for projection.
7. Confirm date, time and speaker information with teacher once speaker accepts visit request.

### Step Three—5 Days Before Presentation Date

8. Confirm with speaker either by phone or email no less than 5 days prior to the scheduled date.
9. Create 5 questions to ask presenter. Assign questions between partner.
10. Practice introduction of speaker and closing remarks so your group is prepared.
11. Prepare thank you letter in advance to hand to speaker when presentation is finished. Teacher must approve and grade letter before handing letter out.
12. Approve professional dress with partner and teacher.



### **Step Four—Presentation Day**

13. Confirm presentation with teacher. Wear your approved professional dress to CAVIT.
14. Pay attention for the phone call informing you your speaker is here. Teacher will release you to go to the front office to bring your speaker to the classroom. Be ready to introduce yourself and welcome the speaker. Take a picture with your guest in the front office. Small talk will be needed from the office to the classroom.
15. Assist the speaker with any needs. Introduce the speaker, ask your questions when the presentation is done and provide your closing. Your teacher will hand you your pre-written thank you card and evaluation card. Walk your speaker to the front office to check out. Hand them their thank you card and a speaker evaluation card and ask them to complete the online survey in the front office. Once your speaker begins the survey, return to class.

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## Participation Contract

### Section I

Partner Names: \_\_\_\_\_ and \_\_\_\_\_

Career Area Interest: \_\_\_\_\_ or \_\_\_\_\_

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### Section II

Identified Career Speakers

1. \_\_\_\_\_ working at \_\_\_\_\_ as a \_\_\_\_\_

2. \_\_\_\_\_ working at \_\_\_\_\_ as a \_\_\_\_\_

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### Section III

(To be completed when teacher meets with you)

Open Dates: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Times:      7:30am      8:00am      8:30am      10:00am      10:30am      10:45am  
                                 12:45pm      1:00pm      1:30pm

Approved to contact speaker for visit \_\_\_\_\_

Teacher Signature

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## Section IV

(To be filled out once speaker is confirmed)

Date of Visit: \_\_\_\_\_

Time of Visit: \_\_\_\_\_

Speaker First and Last Name: \_\_\_\_\_

Career Title of Speaker: \_\_\_\_\_

Works at: \_\_\_\_\_ in (town) \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Special  
Needs: \_\_\_\_\_

\*\*\*\*\*Any changes to this information needs to be given to teacher in advance of visit.

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Assigned Number \_\_\_\_\_

# CAVIT CAREER SPEAKER FORUM

## Scoring Rubric

**\*Presentations must be delivered in class by TBD.**

**\*No projects will be scored after that date. No exceptions!**

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Item	Point Value	Points Awarded	Comments
Career Chosen and Speaker Forum Form, Section I completed by TBD.	10		
Speaker Forum Form, Section II	10		
Continued Notation on Speaker Forum Form Sections III and IV	20		
Confirmed Speaker Visit and Communicates with Teacher	20		
Questions and Thank You Card Created	20		
Pre-Approved Professional Dress Worn	20		
Escort to Classroom	10		
Assisted Speaker Needs	10		
Introduced Speaker to Class	10		
2+ Questions Delivered (Each Partner)	20		
Closing Remarks	20		
Escort to Front Office	10		
Completed Picture and Survey	20		
<b>Total Points Possible</b>	<b>200</b>		

Teacher Signature: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

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

\*\*\*\*\*Teacher will attach a copy of the speaker's online evaluation to this rubric if available.