



CAVIT CAREER SPEAKER FORUM

Project Steps

Step One—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.

Step Two—Formalize Presentation Planning

3. Identify two possible speakers to visit your class.
4. Complete Speaker Forum form and submit to teacher for approval BEFORE contacting your speaker. Your teacher will meet with you at this point to discuss your plans.
 - Visitation date: See teacher for available dates.
 - Length of presentation: 20 minutes for career talk and 5-10 minutes for questions.
 - Available times: 7:30am, 8:00am, 8:30am, 10:00am, 10:30am, 10:45am, 12:45pm, 1:00pm and 1:30pm
 - School Address: 1789 W. Coolidge Avenue in Coolidge. Inform speaker to 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? Note 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.
5. Confirm date, time, and speaker information with teacher once speaker accepts visit request.

Step Three—5 Days Before Presentation Date

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

Step Four—Presentation Day

11. Confirm presentation with teacher.
12. 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 take a group photo, introduce yourself, and welcome the speaker. Small talk will be needed from the office to the classroom.
13. Assist the speaker with any needs. Introduce the speaker, ask your questions when the presentation is done, and provide your closing. Walk your speaker to the front office to check out. Hand them a speaker evaluation card and ask them to complete the online survey using the laptop in the front office.

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Participation Contract

Section I

Partner Names: _____ and _____

Career Area Interest: _____ or _____

Section II

Identified Career Speakers

1. _____ working at _____ as a _____

2. _____ working at _____ as a _____

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

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: _____

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Scoring Rubric

***Presentations must be delivered in class by December 4, 2019.**

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

Item	Point Value	Points Awarded	Comments
Career Chosen and Speaker Forum Form Section I completed by teacher's deadline	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		
Escorted to Classroom	10		
Assisted Speaker Needs	10		
Introduced Speaker to Class	10		
2+ Questions Delivered (Each Partner)	20		
Closing Remarks	20		
Escorted Back to Front Office	10		
Completed Picture and Survey	20		
Total Points Possible	200		

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.