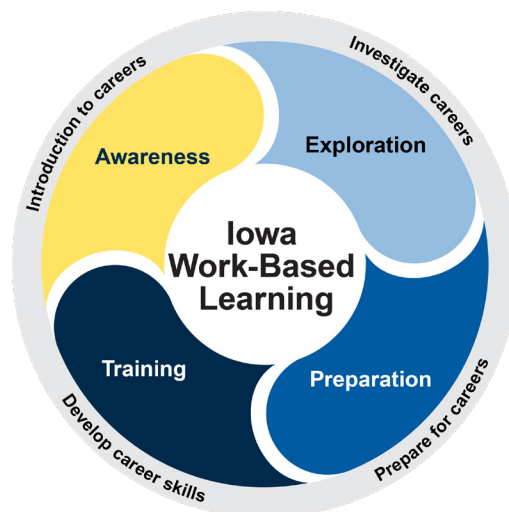


Classroom Speaker Toolkit

Classroom speaker definition:

Classroom speakers are a career awareness experience in which an industry expert is given a chance to share their perspectives in person or virtually on what their career is like, describe their passion for what they do, make connections with duties and daily activities of the job and offer career preparation advice. The speaker is also available for additional questions from the students and the instructor in the classroom. To maximize student career learning and engagement, students should spend time learning foundational career knowledge prior to the speaker's classroom visit.



Preparation for the Speaker Experience

Identify speakers who are a good match for the class

- As an educator or instructor, you know your student learners and their needs. Consider identifying a classroom speaker who:
 - can tailor the information to the age of your students
 - is open to direction on the length of presentation and can provide a hands-on experience (if applicable)
 - lives in your community or near your community (if possible)

Prepare students by providing academic preparation prior to the experience

- Provide age-appropriate career learning
Examples include:
 - reading a book about the career (ideal for elementary students)
 - watching a short video clip on the career
 - assigning a career and/or organization research assignment
 - sharing the speaker's biography with the students
- Support students to prepare questions to enrich the experience through additional research
Examples include:
 - providing a career research classroom activity or assignment
 - providing an organizational research activity or assignment

Provide the speaker with expectations for the experience

- Consider logistics for presenting
If the speaker will be visiting the classroom in-person:
 - share parking information
 - share information on the process to enter the building
 - » If applicable, identify a staff member who will meet the speaker in the front office.
If the speaker is joining virtually:
 - create an online calendar invite
 - make sure the video link used for the presentation is compatible with the computers of both parties

- Outline clear expectations to support learning goals.
 - Communicate key career components you would like the speaker to share.
 - Communicate the connections between the career of the speaker to student learning in the classroom.
 - » Share current concepts students are learning and ask that the speaker connect how those are used in their work.
 - » Share upcoming concepts that the speaker could provide a preview of or provide a work scenario to help extend student learning.
- Provide sample questions/topics for your speaker to share during the presentation to meet academic needs:
 - Introduce yourself, title and organization you work for
 - Describe a typical day at your organization
 - Share the educational and career path taken
 - Share how school/college subjects, experiences and habits have helped prepare you for success
 - If possible, share mistakes you have made and how you overcame them
 - If possible, make your presentation interactive with hands-on activities or by asking students questions

During the Speaker Experience

Support the guest speaker to ensure students are respectful

- Consider providing a simple reminder to students about expectations right before introducing the speaker.
- Be proactive to address potential disruptive distractions while modeling attentive listening skills.
- Assist the speaker with distributing materials, if applicable.
- Encourage students to ask questions.
 - Have your own list of questions/prompts to ensure the presentation meets learning objectives
- At the end of the speaker presentation, model gratitude by initiating applause and thanking the presenter.

Commemorate the guest speaker's visit

- Take pictures while being mindful of photo releases and your district's/college's policy with classroom photos.

After the Speaker Experience

Make note of the experience and collect feedback

- Collect feedback from the speaker, students and your own observations.
- Identify recommendations to improve future experiences.

Show gratitude to the speaker

- Send a thank you note to the speaker.
- Encourage students to write a thank you note as well.
 - Could be a group/class thank you or individual thank you notes

Connect the speaker experience with student ICAP through classroom

Note for college instructors: Although the acronym ICAP is used in K-12, the following examples provide valuable reflection activities applicable in supporting work-based learning for college students.

- Provide the students with an opportunity for reflection.
Examples include:
 - Think-Pair-Share
 - Complete an exit slip where students reflect on an aspect of the career
 - More examples are available on the [Department's Career and Academic Planning webpage](#)
- Consider small group extension activities to deepen connections between the classroom content and the guest speaker's career.
Examples include:
 - a research activity to learn more about the speaker's career path or organization
 - a presentation on a project related to the speaker's career path
 - an authentic project for the speaker's organization

Share photos with the speaker and your district/college

- Make sure you have photo releases prior to sharing.
- Publicize the presentation to demonstrate the value of the experience and the partnership with local industry.

Provide an extension of the experience for your classroom

- Ask the guest speaker to be a part of a classroom project or presentation.
- Connect with the guest speaker to develop an authentic project for students to see the content connection in solving a local organizational challenge.

Additional Preparation and Reflection Example Activities

Example Student Preparation Activities

Guest Speaker Research Activity (possible questions)

1. Guest speaker's organization name and website
2. Organization's location
3. Organization's mission statement
4. What is the organization's primary product or service?
2. What departments exist within the organization?
5. Who are at least two competitors of the organization that the guest speaker is employed with?
6. What are three questions you have about the organization, career path and/or speaker?

Career Research Activity

1. Name of the career
2. Education/training required for this career path
3. Typical tasks/responsibilities in this career path
4. Skills required for success in this career
5. Related careers that interest you
6. Typical earnings in this career path
7. Projected job openings in Iowa for this career

Example Student Reflection

Classroom Speaker Reflection Activity (possible questions)

1. Student name
2. Guest speaker and organization
3. What did you like about the guest speaker and the information presented?
4. Would you consider a career in the guest speaker's field? Why or why not?
5. What did you learn about the guest speaker's organization and its employees? Explain.
6. What knowledge or skills would you need to strengthen in order to be successful at a workplace like the guest speaker's? Please explain.
7. Identify your next steps based on the guest speaker. What courses are you interested in taking next? Are there related careers you would be interested in learning more about?