

Guest Speaker Guide

Introduction

This guide is designed to help design, structure and support Guest Speaker programs that work for students, employers and teachers. It is part of the Work-Based Learning Toolkit developed for NYS P-TECH that provides quality approaches and strategies to create high-quality, safe and legal Workplace Learning experiences for P-TECH students.

Guest Speaker Overview

Using Guest Speakers to support learning is a structured Career Awareness activity in which students listen to a presentation to learn about the speaker's career, business and industry and ask questions to help them consider whether they might like to pursue a career path in the industry. Guest Speakers can also address core academic concepts, or support an activity currently underway in the classroom. Guest Speaker presentations are designed and structured to meet specific learning outcomes, be educationally rich, and are linked to the curriculum. They also build awareness of the speaker's career pathway, the company he or she works for, its industry sector, its role in the economy and the career options it provides. Guest Speaker presentations are conducted at the school and involve preparation and follow-up in the classroom, including research and reflection by students. Guest Speakers are most effective when they are addressing topics related to the curriculum, and providing examples of the application of academic concepts in a real-world setting. In some cases, Guest Speakers may "visit" a classroom electronically via Skype or some other technology.

Guest Speaker presentations are designed to:

- Provide exposure to potential careers and jobs
- Build occupational knowledge
- Build knowledge about the education and training needed for a particular job and entry into the industry
- Create awareness of the business's role in the community, as well as its functions, processes and products
- Provide a context for learning and foster an understanding of how academic concepts are applied in a real-world setting

The Importance of Structured Activity

All Guest Speaker presentations should include structured activity before, during and after the experience. These activities help ensure that all involved parties have meaningful, productive experiences that result in enriched learning. Proper planning and preparation, attention to legal and logistical details, maximization of learning potential, and communication and support for the students and speakers will help ensure success.

Sustaining and growing Guest Speaker programs and all other Work-Based Learning types depend upon developing and maintaining positive relationships with the employers who are providing opportunities to the students being served. These employers should be treated as valued customers and partners with frequent check-ins to address participation needs as they arise.

Guest Speaker Support Materials

Tip sheets and checklists for P-TECH program coordinators, employer partners, students and teachers are provided in this toolkit to help design, structure and support Guest Speaker experiences to maximize learning. Each tip sheet supplements the Work-Based Learning essential elements described in section three of the toolkit, and provides a set of success factors and lists of activities or tasks to perform before, during and after the experience. A fact sheet for prospective employers is also provided.

Tip Sheets and Fact Sheets

Coordinator Tip Sheet: Guest Speaker Success Factors

A tip sheet for P-TECH coordinators or intermediary partners responsible for implementing and supporting Guest Speaker programs

Teacher Tip Sheet

A tip sheet for teachers hosting guest speakers in their classroom

Student Tip Sheet: Guest Speaker Success Factors

A tip sheet to help students get the most out of the Guest Speaker experience

Employer Tip Sheet: Guest Speaker Success Factors

A tip sheet for participating employers

- *What's my role as a guest speaker?*
- *What should I talk about?*
- *How does this work?*

Employer Fact Sheet: Guest Speaker

A fact sheet for employers that describes what's involved in a company providing a Guest Speaker