

***Intern-Mentor
Countywide
Presentations***

November 9-16, 2009



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October 27, 2009

Dear Intern/Mentor Student:

As you know, in early November you will have the opportunity to make a presentation to an audience of your peers. Consider this presentation a resource opportunity because the 10 to 15 students in your audience are interning in the same or related fields. They will be making presentations about their internships also. Please remember that you now have experiences and through your presentation you are joining a larger community of scholars.



Here are the most important logistical pieces:

- The presentations will take place at various high schools in the county on **November 9-16 from 3:00-5:00 p.m.**
- Each presenter is expected to attend one day for the entire two hours. You will need to **be at your high school by 2:45 p.m. You will not be allowed to enter late.** You must stay for the entire time.
- Professional dress only! Dress as you would for an interview.
 - Boys – belts, collared shirts tucked in, dress pants (no jeans), nice shoes
 - Girls – nothing too short or tight, nice pants/skirt/dress, nice shoes
- Each classroom will have a sign-up list for speaker order. Plan for a 4-5 minute presentation. As the students are getting settled, the Gifted and Talented Resource Teacher will ask for a volunteer timer and chairperson. They will help organize the peer evaluation process.
- You will be expected to evaluate several speeches and help with timing, chairperson duties, and/or paper management.

Attached you will find a sample of the Speech Evaluation that will be used the day of the presentation. I have put notes on it. **Prepare starting today.** Here are the most important highlights of the attached information:

- Prepare an outline, **transfer key points to note cards**, and then rehearse. This material is not to be read to the audience. **IDEALLY**, you should not need the note cards on the presentation date because you will be so well-rehearsed, and your visuals will provide cues to guide the presentation.
- Use **visual aids** that are beneficial and clearly visible.
 - You may use Power Point – there are guidelines in this packet for how Power Point may be used. You must email your Power Point to the teacher indicated on the schedule by the assigned date. If you choose Power Point, please summarize your slides onto 1-2 transparencies as a back-up in case there is a technology glitch at your presentation site.
 - You may also choose to make transparencies instead. You could make a Power Point or Word document and then we will print it in my classroom on transparencies. I have transparencies but you need to bring your visuals on disk for printing. We can print in color or black and white. Stick with bold, dark colors – light colors like yellow don't show up on overhead projectors – and large fonts.
 - Use visual aids to reinforce the main points, but remember they play a supporting role – the speaker should be the center of attention.
- Think of an introduction to your topic. This introduction can be a story, question, or quotation. When you have captured the audience's interest, tell them your name, your topic, your mentor's name, and the location of the internship.
- Describe what you do at your internship and discuss your research knowledge. Talk about the highlights and the stresses of your intern experience. Describe your experience in language that the audience can understand, but avoid patronizing them.

- In closing, discuss your product possibilities and predict outcomes for the rest of the year if you haven't already. Conclude by referring to your opening statement. Avoid saying "That's it." or "I'm done."
- The timer will indicate when your 4-5 minutes are up. Practice with a stopwatch so you'll know you've filled the 4-5 minutes. You will get a signal when there is 1 minute remaining (green card), 30 seconds remaining (yellow card), and when you must stop (red card).
- Your goal is to talk to us, sharing your energy and enthusiasm for your intern/mentor experience. If you are excited, your audience will be excited.

There are other key pieces of information you should know:

- You may not pass anything around while you are talking.
- You may make a handout, but it must be given out before you start talking or after you conclude. It is not required. If you give something out before you start, they are going to expect you to refer to it.
- You should not apologize if you mess up – just take a step back, regroup, and pick up where you left off.

If you have any questions or concerns, see me as soon as possible. I will return your student evaluations as soon as I receive them.

Enjoy!

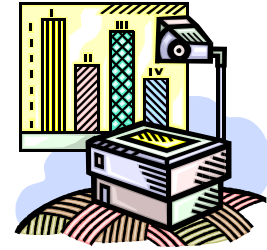
Dr. Kiehl



My Grading Criteria for the November Presentation:

- ___/25 Student rehearsed presentation during allotted time-frame
- ___/25 Student conducted the presentation and received the following feedback from the teacher and students:
- 25/25 ~ average of ✓+ on the feedback forms
 - 20/25 ~ average of ✓ on the feedback forms
 - 15/25 ~ average of ✓- on the feedback forms
- ___/25 Reflection of the presentation and the feedback you receive based on the following criteria:
- *Reflection is due 2 days after your feedback forms are returned.*
 - Critically evaluate the presentation – what was it like presenting, listening to others? How do you feel about your evaluations? What will you change in the future? Where do you need to work harder and what are your areas of strength?
 - Length should be no more than 1 typed page.

THE DAY OF YOUR PRESENTATION



- Arrive at the school by 2:45.
 - No late-comers – you will not be let into the room!
 - You must stay from 3-5pm.
- Find directions in advance... take a trial run if possible. Getting lost won't get you into the room if you're late.
- Make sure you sign up as soon as you arrive for the speaker order.
- Remember – you will be asked to evaluate a peer, be a timer, or a chairperson (organizer) at some point.
- Use non-verbal reinforcement:
 - Establish and MAINTAIN eye contact.
 - Present with energy and enthusiasm; you're taking their time – make it worth their while.
 - Body language Face the audience, not the screen.
 - Remember to use gestures and facial expressions.
- Be audible. Articulate clearly. Achieve tonal variety; avoid monotony of voice.
- NEVER CHEW GUM WHILE PRESENTING.
- Appropriate Dress:
 - No jeans.
 - Boys – collard shirts, tucked in, khaki pants
 - Girls – dressy, but not too short or too tight.
 - Think start-up conference dress.
- Center the transparency.
- PRACTICE, PRACTICE, PRACTICE.