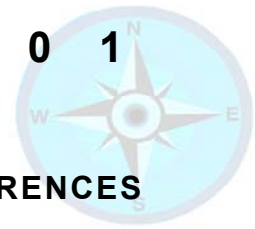

N A V I G A T I O N 1 0 1

GRADE: 7

LESSON: 16



THEME: PREPARING FOR STUDENT-LED CONFERENCES

LESSON GOALS:

- Review the purpose of the Student-led Conference.
- Review conference logistics and evaluation.
- Help students begin planning for their conferences

ESSENTIAL QUESTIONS:

- Who am I?
- How can I present myself clearly?

MATERIALS NEEDED:

- **Planning a Student-led Conference Handout** (*one for each student*)
- **Conference Evaluation Rubric** (*you will need one at each conference – also share with students in advance of their conferences so they understand how they will be evaluated*)
- **Parent, Student and Advisor Feedback Forms** (*will be needed at conferences*)
- **Conference video** (*from your lead advisor*)

CLASSROOM ACTIVITIES:

1. **Review the Student-led Conference.** The Student-led Conference is the centerpiece of the year. Distribute a copy of the **Planning a Student-led Conference Handout** to each student and review the first page. Remind them that this conference will be their chance to share their progress with you and their parents. Ask students to think about what they'd like to share with their parents. What can they show from their portfolios to demonstrate? (*5-10 minutes*)
2. **Review conference logistics and evaluation.** Explain when and where conferences will be held, and what role students will play in inviting their parents. Explain how course registration will be handled during conferences. Distribute the **Conference Evaluation Rubric** and explain how students will be rated. If you wish, have students watch the Conference video. (*10-15 minutes*)
3. **Begin planning conferences.** Review the second and third pages of the **Planning a Student-led Conference Handout** with students. Give students time to prepare by completing the outline in the handout. Remind them they'll have time during your next lesson too. (*5-10 minutes*)

STUDENT PRODUCTS:

Prepare for Conference. Students should begin their draft outlines for their conferences



PLANNING A STUDENT-LED CONFERENCE



WHAT IS A STUDENT-LED CONFERENCE?

The **Student-led Conference** is your chance to share your progress this year with your advisor and your parents or guardians. You'll use your portfolio to answer three questions:

What have I accomplished in school this year?
What do I want to do in the future?
Who am I?

The student-led conference is truly student-led: that means **YOU** are in charge. It's up to you to prepare well, introduce your parents and advisor, lead the discussion, and conclude the conference.

HOW WILL THE STUDENT-LED CONFERENCE WORK?

Here is a checklist of what you'll need to do before and during your conference.

- Invite your parents, guardians, or other guests.** Following your advisor's instructions, invite your parents, your guardians, or other guests for the date and time you've been assigned.
- Plan what you want to say.** Using the outline on the next page, plan what you want to say during your conference. Plan both what you'll say and what you'll show from your portfolio.
- Practice, practice, practice!** You'll have some time in advisory to practice for your conference, but you should also practice on your own. Get a friend to listen and ask you questions.
- Dress and behave appropriately.** Plan to wear dress clothes to your conference. You want to look and act your best!
- Be prompt and prepared.** Make sure you arrive on time for your conference, and make sure you have your portfolio with you.
- Be polite.** Start your conference by introducing your guests to your advisor. End your conference by thanking them for taking the time to attend.
- Be passionate.** This conference is your chance to share who you are – and what you want to get out of school – with your advisor and your guests. Make eye contact, and don't talk in a monotone!
- Reflect on your conference.** After your conference, use the **Conference Evaluation Rubric** to reflect on how you did. Your advisor will complete one too and will share your rating with you.
- Let us know what you think.** After your conference, complete an anonymous **Feedback Form** to help us plan for next year.



HOW SHOULD YOU ORGANIZE YOUR STUDENT-LED CONFERENCE?

Here's a sample outline for a student-led conference. **You don't need to cover every point in this outline.** Instead, use it as a guide. Take notes on the next page.

You'll have about 12 minutes for your conference. Plan to speak for about 10 minutes and leave the rest of the time for introductions and questions.

INTRODUCTION

- Introduce your parents, guardians, or other guests to your advisor.
- Introduce yourself to anyone you do not know.
- Thank everyone for attending.

EXPLAIN THE PURPOSE OF THE CONFERENCE

- Explain that the purpose of the conference is to answer three questions:
 - *What have I accomplished in school this year?*
 - *What do I hope to do in the future?*
 - *Who am I?*

ACADEMIC DEVELOPMENT (*What have I accomplished in school this year?*)

You should show and discuss at least three things from your portfolio

- Discuss your classes and teachers (don't forget to share work from your portfolio).
 - Which classes have you enjoyed? Which are the most challenging?
- Explain your plans to improve academically (share your Academic Inventory).
- Discuss the classes you plan to take next year.
 - Why do you want to take these classes? What do your electives say about you?
- Review your course registration form for next year.

CAREER DEVELOPMENT (*What do I hope to do in the future?*)

You should show and discuss at least three things from your portfolio

- What do you want to do when you grow up? What are your interests?
- Explain what you've learned about life after high school and postsecondary education.

PERSONAL & SOCIAL DEVELOPMENT (*Who am I?*)

You should show and discuss at least three things from your portfolio

- Discuss what's most important to you:
 - The activities you do in your free time.
 - The activities you're involved in at school. (Which activities? Why?)
 - Your contributions to the larger community (Volunteer Service).
- Explain what you've accomplished this year that is important to you.

ASK YOUR GUESTS IF THEY HAVE QUESTIONS FOR YOU

- Listen carefully to their questions.
- Answer respectfully and as completely as you can.

THANK YOUR GUESTS FOR ATTENDING YOUR CONFERENCE



Use the outline on the previous page as your guide. Take notes below. Remember that you don't need to cover every point but you should talk about three different things in each area. Use Post-it notes or paper clips to mark the pages you want to show from your portfolio.

Topic Area	What I should say	What I can show from my portfolio
<p style="text-align: center;">ACADEMIC DEVELOPMENT</p> <p style="text-align: center;"><i>What have I accomplished in school this year?</i></p>	<p>Example 1: _____ _____</p> <p>Example 2: _____ _____</p> <p>Example 3: _____ _____</p>	<p>For Example 1: _____ _____</p> <p>For Example 2: _____ _____</p> <p>For Example 3: _____ _____</p>
<p style="text-align: center;">CAREER DEVELOPMENT</p> <p style="text-align: center;"><i>What do I want to do in the future?</i></p>	<p>Example 1: _____ _____</p> <p>Example 2: _____ _____</p> <p>Example 3: _____ _____</p>	<p>For Example 1: _____ _____</p> <p>For Example 2: _____ _____</p> <p>For Example 3: _____ _____</p>
<p style="text-align: center;">PERSONAL & SOCIAL DEVELOPMENT</p> <p style="text-align: center;"><i>Who am I?</i></p>	<p>Example 1: _____ _____</p> <p>Example 2: _____ _____</p> <p>Example 3: _____ _____</p>	<p>For Example 1: _____ _____</p> <p>For Example 2: _____ _____</p> <p>For Example 3: _____ _____</p>





C O N F E R E N C E E V A L U A T I O N R U B R I C

DIRECTIONS: Students are expected to be proficient in each of the following areas. Please evaluate each student's performance in each area. Please also discuss with each student what the student did very well and how the student can improve.

Student: _____ **Grade:** _____ **Advisor:** _____

RATING	Distinguished	Proficient	Emerging (Comments)
Introduction	<input type="checkbox"/> 4 of 4 boxes checked	<input type="checkbox"/> Greets guests <input type="checkbox"/> Introduces self <input type="checkbox"/> Makes eye contact <input type="checkbox"/> Explains purpose of conference <i>(Need 3 of 4 boxes checked)</i>	
Appearance	<input type="checkbox"/> Wearing dress clothes	<input type="checkbox"/> Clothing is acceptable for presentation	
Academic Development <i>(Base assessment on student's grade level)</i>	<input type="checkbox"/> Shows and discusses at least three samples to describe academic performance <input type="checkbox"/> Explains why these samples were chosen	<input type="checkbox"/> Shows and discusses at least three samples to describe academic performance	
Career Development <i>(Base assessment on student's grade level)</i>	<input type="checkbox"/> Shows and discusses at least three samples to describe career exploration <input type="checkbox"/> Explains why these samples were chosen	<input type="checkbox"/> Shows and discusses at least three samples to describe career exploration	
Personal & Social Development <i>(Base assessment on student's grade level)</i>	<input type="checkbox"/> Shows and discusses at least three samples to describe personal interests or achievements <input type="checkbox"/> Explains why these samples were chosen	<input type="checkbox"/> Shows and discusses at least three samples to describe personal interests or achievements	
Conclusion	<input type="checkbox"/> PLUS has a neat, high-quality portfolio	<input type="checkbox"/> Answers questions promptly <input type="checkbox"/> Thanks parents and advisors	

Please circle student's rating: Distinguished Proficient Emerging



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P A R E N T C O N F E R E N C E F E E D B A C K



DEAR PARENTS: Thanks for taking the time to attend your child's conference. Please let us know what you thought, and how we can improve.

Was your child's student-led conference worthwhile?

Yes

No

Don't know

Should the school hold student-led conferences next year?

Yes

No

Don't know

Please share additional comments about your child's conference below:



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STUDENT CONFERENCE FEEDBACK



DEAR STUDENTS: Congratulations! You did it! You successfully organized a student-led conference.

Let us know what you think.

Overall, was your student-led conference worthwhile?

Yes

No

Should the school hold student-led conferences next year?

Yes

No

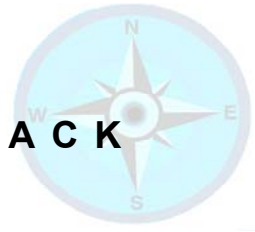
Please share additional comments about your conference below:



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ADVISOR CONFERENCE FEEDBACK



DEAR ADVISORS: Thank you! We made it! We've completed student-led conferences.

Let us know what you think about the conference structure.

Overall, were the student-led conferences worthwhile?

Yes

No

Should the school hold student-led conferences next year?

Yes

No

Please share additional comments about your conferences below:



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