

Knight **ED** Talks
**STUDENT
SHOWCASE**

PRESENTER HANDBOOK: **Why Become a Student Presenter?**

Handbook developed by Dr. Taylar Wenzel



College of Community
Innovation and Education

Why Present?

One of the best ways to grow professionally is through participation in professional conferences. The KnightED Talks Student Showcase, which highlights students as the presenters, gives you the opportunity to experience what it is like to present at a professional conference. This in-house conference duplicates the expectations of professional conferences and serves as a forum for teacher candidates to share their expertise with their peers.

Student presenters:

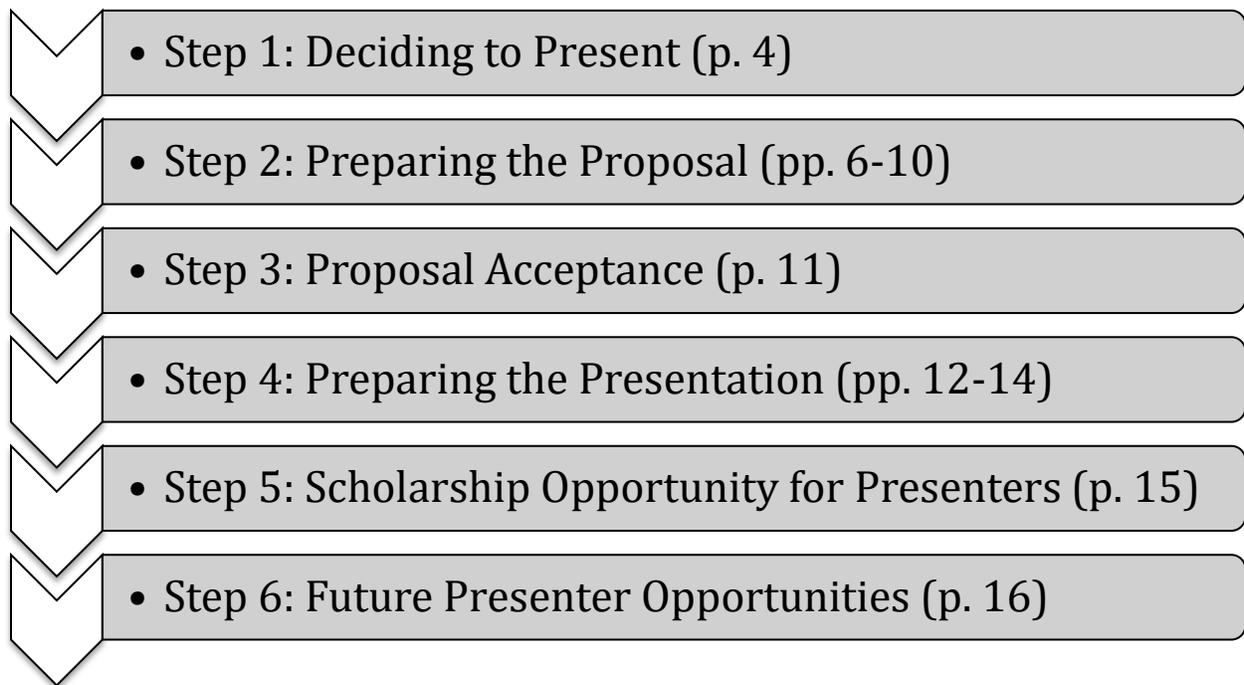
- **Have a chance to share significant work and research**
- **Learn the process of submitting proposals for a conference**
- **Hone presentation skills**
- **Participate in a real-life professional development experience**
- **Gain experience to include in professional resumes and job interview portfolios**
- **Increase marketability in today's highly competitive job market**
- **Qualify for a \$500 scholarship to attend a professional conference**

This KnightED Talks Student Showcase Presenter Handbook provides a comprehensive collection of tools and resources to support you. In addition, faculty members, including those who comprise the KnightED Talks Committee, are available to provide personal mentoring throughout the entire presentation process. Congratulations on taking the first step to advancing your personal and professional practice!

Process Overview

Becoming a KnightED Talks Student Showcase presenter is a tremendous opportunity for professional development in which you can enhance your scholarship and presentation skills. This experience, which can be included on your professional resume, shows initiative and a desire to be a life-long learner, attributes highly valued by future employers.

An overview of the presentation process is depicted in the diagram below. Each of these important steps in the presentation process will be described in detail in the subsequent sections of this KnightED Talks Student Showcase Presenter Handbook.



Step 1

Deciding to Present

Are you eligible to present? (All responses below must be "yes".)

- Are you enrolled in a PreK-12 teacher education program leading to initial teacher certification at UCF or a recent graduate (i.e., the semester just prior to the Showcase)?
- Are you committed to teaching as a full-time career?
- Will you prepare and submit a presentation proposal?
- Are you available on the date of the next KnightED Talks Student Showcase (posted on the KnightED Talks website)?

What are suitable topics for presentation?

- Assignments you have completed of which you are proud
- Strategies/activities you have learned in classes, workshops, field experiences, conferences, etc.
- Projects about which you are enthusiastic
- Talents related to education that can be easily taught to an audience
- A strategy that worked during your internship and/or tips for others' upcoming internships
- Ideas/strategies/activities you have developed that have worked well

What are your first steps as a potential presenter?

- Familiarize yourself with KnightED Talks Student Showcase Presenter Handbook.
- Complete registration on the KnightED Talks Showcase website-**follow the Presenter registration link**; in order to access the proposal submission form. you must first complete registration and payment as a Presenter.

Before completing and submitting the proposal, you will be asked on the proposal submission template to access and print out a copy of the Model Release Authorization Form (sample below). Complete the required information, sign and date the form(s), and scan all copies into one file. You will access the actual form during the proposal submission process. For group presentations, please have each presenter complete the Model Release Authorization. You will be allowed to upload the form for each presenter when submitting the proposal. Please only submit one copy of your group proposal. However, each presenter is required to complete

SAMPLE

MODEL RELEASE FORM

Photographer name

Photo Shoot/ location/ Date

Model name

For valuable consideration, hereby received, I irrevocably consent to and authorize the use and reproduction by University of central Florida (UCF), or anyone authorized by UCF, of any and all photographs which you have this day taken of me, negative or positive, mechanical or electronic, for any purpose whatsoever, without restriction, and without further compensation to me. All negatives, positives, video or audio tapes, electronic files, together with any prints shall constitute UCF property, solely and completely. I hereby release, discharge, indemnify and save harmless UCF, the UCF Board of trustees, the State of Florida and the Florida Board of governors and their respective agents, officers, employees and servants, the photographer, his/her representatives, assigns, employees, or any person or corporation acting under the permission of UCF or the photographer, including any firm publishing or distributing the finished product, even though the finished product may be distorted, blurred, altered or used in composite forms, in conjunction with factual or fictional text, either intentionally or otherwise and subject me to scandal, scorn, ridicule, reproach or indignity. I hereby waive any right to approve the finished photograph or any copy which might be used in conjunction with the finished photograph. If I am below the age of majority (18) in the legal jurisdiction applicable to this agreement, the agreement has been signed or approved by the parent or guardian.

Signature _____ Date _____

E-mail _____

I consent to my name being used with my photograph.

FOR PARENTS OR LEGAL GUARDIANS ONLY (IF NECESSARY)

I hereby certify that I am the parent or legal guardian of the above named model, and for value received. I do give my consent without reservations to the foregoing on behalf of him, her, or them.

Name _____ Relationship _____

Signature _____ Date _____

Step 2

Preparing the Proposal

Brainstorm

Decide if you would like to present alone or with others. Then consider the following: What might your peers be most interested in? What can they benefit most from?

As you decide upon a topic, take into consideration:

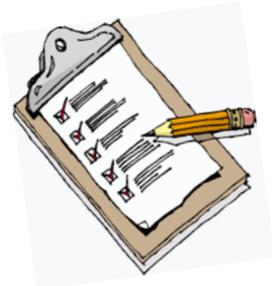
- Can it be realistically taught to an audience within 45 minutes?
- Does it allow for the audience to be actively engaged in the demonstration?
- Can it be easily adapted for different age levels? (This will draw a larger audience.)
- Can it be taught in an enjoyable way?

You can also find additional ideas by looking through past Showcase programs under “Showcase Programs” within the “Student Showcase” button on the KnightED Talks website.

Completing the Presentation Proposal Form

Once you have decided upon a topic, you are ready to start filling out the Presentation Proposal Form. It is of utmost importance that you fill out the entire form correctly.

The Presentation Proposal Form is available for online submission after registering as a presenter at the KnightED Talks website, and is due near the end of the fall semester (see the website for the specific deadline for this year). The proposal includes the following fields:



- Presenter Information (and Co-Presenter if relevant)
- Presentation Title
- Presentation Description
- Intended Audience

Pages 7-9 feature components of a completed KnightED Talks Student Showcase Proposal Form. Each section includes the details about the types of information you need to include.

**KNIGHTED TALKS STUDENT SHOWCASE
College of Community Innovation and Education**

Presenter Information

(Presenter submitting proposal is the primary contact for the presentation)

Name *Karen Verkler*

Cell number *407-000-0000*

Email address *youremail@knights.ucf.edu*

Mailing address (include zip code) *Your mailing address*

If additional time slots are available, would you be interested in presenting more than once?

Yes

No

Name and email address of co-presenters (if applicable); each presenter must register to attend the conference for proposal acceptance.

Suzy Q. - suzyq@knights.ucf.edu

The names and e-mail addresses of all presenters must be included. The presenter listed above will serve as the main contact person of the group. This person will be responsible for submitting all of the required proposal information in its entirety and on time.

Title of Presentation: *How Do I Group Thee? Let Me Count the Ways.*

When writing the title of your presentation, try to develop a catchy title that also captures the essence/topic of your presentation. Participants often make decisions to attend a presentation based on whether or not the title captures their attention.

Below are sample titles:

For a workshop on higher order thinking skills: *"Have your students lost consciousness? Learn CPS! (Cognitive Processing Strategies)"*

For a workshop on grouping strategies: *"How do I group thee? Let me count the ways."*

Use the space below to briefly describe your presentation. This description will appear in the KnightED Talks Student Showcase program. Proof your description before submitting proposal. *Limit - 75 words*

Provide a description of your session. This description will be included in the conference program and will serve to advertise your presentation. This description will “sell” your presentation to the conference participants, so you want it to be catchy and inviting. Examples below include key words (in bold face) that you might want to include in your description.

For the workshop on higher order thinking skills: *“Have your students lost consciousness? Learn CPS! (Cognitive Processing Strategies)”*

*Are your students losing consciousness because of the huge quantity of material you are giving them? Bring them back to life with CPS (Cognitive Processing Strategies)! Become a certified CPS instructor as you learn numerous **innovative and humorous ways** to teach your students how to process large amounts of information. **Participants will be interactively involved** as the presenter uses them to demonstrate a variety of cognitive processing strategies. They will also receive a **comprehensive handout**.*



Intended Audience(s): Early Childhood Elementary Secondary K-12 Exceptional Ed

UCF Model Release Requirement: Follow the link below to download the UCF Model Release form (link will be visible on the actual proposal form), sign, and save to your computer as Last name, First name. After uploading to your computer, attach here. Your form must be signed and uploaded as part of submitting your proposal, in compliance with FERPA Guidelines.

Submission Tips:

- ❖ **Access the online proposal form by selecting Presenter at registration – the confirmation email received after registering will provide access to the proposal submission form.**
- ❖ **Complete the UCF Model Release form (link included on the proposal submission form).**
- ❖ **Complete each field of the online proposal form.**
- ❖ **Review your proposal for accuracy and completeness.**
- ❖ **Proof for any typographical, spelling, and/or grammatical errors.**
- ❖ **Make a copy for your own files.**
- ❖ **Submit the proposal by the deadline indicated on the KnightED Talks website.**
- ❖ **Respond PROMPTLY to all emails that you receive regarding your proposal submission. Failure to do so can prevent you from presenting.**

As part of presenting, it is your responsibility to provide any supporting consumables needed for your presentation (handouts, flipcharts, markers, etc.)

Are you interested in a peer observation from a member of Kappa Delta Pi?

Yes

No

The KnightED Talks Committee wants to make this experience as enjoyable and stress-free as possible for you. A representative of Kappa Delta Pi (KDP) will be available to observe and provide feedback on the day of the Showcase if you are interested. Select yes above to take advantage of this added benefit.

Step 3

Proposal Acceptance

After you submit your proposal, you will receive an email notifying you of the acceptance of your proposal. If there is more than one presenter per presentation, EACH presenter will be individually notified by email.

Once you receive this e-mail, **EACH** presenter must **IMMEDIATELY** reply with an e-mail confirming your intention to present. **You will NOT be permitted to present unless you send your confirmation e-mail.** Your confirmation indicates your commitment to present. Unless an emergency occurs, you will be expected to present at the KnightED Talks Student Showcase. Dropping out for other reasons demonstrates a lack of professionalism on your part.



Step 4

Preparing the Presentation

Congratulations on your proposal acceptance! If you have co-presenters, NOW is the time to plan meetings to prepare your presentation. In addition, check the KnightED Talks workshop schedule for workshops in mid-January that are offered to support Showcase presenters in refining and delivering their presentation.



Sequence of Activities

Plan your presentation as you would plan a lesson that you will teach. Develop your activities and choose your instructional materials. Do a trial run to gauge the timing of your activities.

A recommended sequence of activities is as follows:

- Do an anticipatory set or “hook” to get your audience immediately involved.
- Spend a few minutes talking about your topic.
- Engage the students in group work for 10-15 minutes.
- Have students share their ideas, products, etc.
- Solicit ideas from students regarding how they could apply the topic in their own classroom. (You might want to give them 5-10 minutes to brainstorm.)
- Allow time for questions and answers at the end of your workshop. At this time, a student assistant will be distributing and collecting evaluation forms for your workshop.
- The time has flown by and your workshop is over!

Workshop Hint

It may be beneficial to create something for your workshop participants to take away as a reminder of the important skills learned in your session.

Be cost-effective, creative and environmentally responsible in thinking about what to share with your attendees. Will a ten-page handout be useful? Will it be environmentally friendly or cost effective?

Some ideas include:

- Create a webpage with tips from your workshop, accessible by QR code (post the QR code or create small business cards of the code)
- A bookmark with tips, steps, etc. for reference to skills/tools learned
- Post references on a slide – encourage attendees to capture a photo of the references for later use
- Create a YouTube with quick tips for your attendees

These are just a few ideas to help you think of some fun ways for attendees to stay connected and utilize skills learned after the Showcase.

Step 5

Scholarship Opportunity for Presenters: The KnightED Talks Student Showcase Scholarship

KnightED Talks is dedicated to the professional development of UCF's teacher candidates. The KnightED Talks Student Showcase Scholarship makes it possible for KnightED Talks Student Showcase presenters to progress to the next level of professional development – attending a professional conference in the field of education. One KnightED Talks Student Showcase presenter who demonstrates a high level of commitment to professional development in education will receive a scholarship to attend a state educational professional conference of their choice. The scholarship will cover conference registration and lodging up to \$500.

To be eligible for this award, the applicant must:

- present at the KnightED Talks Student Showcase
- have an overall grade-point average of 3.2 or higher
- be committed to teaching as a full-time career
- be committed to professional development in the field of education
- be able to stay through the Closing Session of the Showcase, when the scholarship will be awarded.

Helpful tips:

- To access the KnightED Talks Student Showcase Scholarship Application Form, go to <http://education.ucf.edu/knightedtals> and click on "Scholarship."
- Several documents must be submitted with the application in mid-January. Plan ahead. Give yourself time to obtain these documents.

Step 6

Future Presenter Opportunities

Now that you have presented at the KnightED Talks Student Showcase, what's next? You can continue your professional growth by turning your presentation into a publication, an Honors in the Major (HIM) thesis, or a professional conference presentation! Regardless of your interest, College of Community Innovation and Education faculty will help you pursue your goal! After the Showcase, attend a KnightED Talks workshop specifically designed to assist you in furthering your research related to your presentation.

To Present? (Local, State, Regional Conference)

- Want to take your Showcase presentation to a professional conference? See how easy it is to tweak your Showcase proposal for submission to a professional conference!
- Find out how YOU have what it takes to present at a professional conference!
- If you'd like, invite a faculty member to co-present with you.

To Publish? (Magazine, Online Resources, Journal)

- Want to see your name in print in a professional publication? Learn how you can submit your great ideas to publications that offer teaching tips.
- Find out which current publications are seeking what you have to offer.
- If you'd like, invite a faculty member to publish with you.

To Pursue? (Turning Topics to Research: Honors in the Major)

- Want to work with a faculty member to research, write, defend, and publish an original research project?
- Find out how you can participate in the only undergraduate research program on campus in which students are required to undertake original and innovative research as principal investigators.
- Have your thesis bound and archived in the university library and available to researchers worldwide through electronic databases.

For information on Honors in the Major:

Dr. Sherron Roberts
Sherron.Roberts@ucf.edu

Notes

