

EDMONTON SCIENCE OUTREACH NETWORK CLASSROOM SPEAKERS PROGRAM-PROCEDURES

Making the Request

- TEACHER** Initiate the process by providing ESON with the information required on the Speaker Request Form. Allow about 6 weeks notice.
- ESON** Matches the request with a Speaker and gives the Teacher's contact information to them, as well as providing the speaker with the details from your request form.
- Notifies the Teacher that a Speaker has been matched with their request and to expect a call or email from them.
- SPEAKER** Contacts the Teacher and discusses the details of the presentation, as well as the classroom expectations.

Cooperative Planning Between the Teacher and the Speaker

The planning that occurs between the Teacher and the Speaker is essential to ensure that the visit is successful for everyone involved. ESON Speakers are invited guests into your school and are not legally responsible for the discipline or safety of the students. Teachers must remain in the room with the volunteer for the duration of the presentation.

- Set date and time. Confirm age/grade, number of students, number of presentations.

- Confirm the topic: detailed curriculum information can be obtained from the teacher, ESON or the Alberta Education website.

- Clarify both of your expectations (ex. purpose of presentation, behaviour of students, hands-on activities, special needs, vocabulary to use)

- Determine the Guest Speaker's requirements (ex. need for a display table, classroom set up time, lab supplies, glassware, microscopes, audio visual aids, computer, overhead projector etc.)

Follow Through

TEACHER Notify ESON of the set date and any details that weren't already stated on the Request Form

Notify ESON and the Speaker of changes or cancellations

Prepare your students for the presentations by discussing appropriate behaviour, who might like to introduce the guest, possible questions that they could ask, who will thank your guest etc.

SPEAKER Notify ESON and the Teacher of any changes or cancellations

ESON Depending on the timeline, will search for a replacement, if cancellations occur

The Day of the Presentation

TEACHER Notify the Office that you will be having a Guest in your classroom. Make arrangements for the Speaker to be escorted from the office to your classroom and from your classroom to the Office at the end of the presentation

Print required Feedback Forms

If you have a digital camera in the school, do take pictures of our ESON Volunteers in action and email them to ESON.

SPEAKER Speakers, please wear your organization's identification or an ESON name tag.

Enter the school through the main front doors and proceed to the office.

Wait for an escort, even though you may be familiar with the school.

Ask for an escort back to the Office after your presentation is complete