



# TOOLS

## Student Checklist for Guest Speaker Visits

Use this checklist as a quick reference to ensure you have completed all the steps needed to have a successful tour.

### ***Before the Guest Speaker Visit***

- Research the company or organization the speaker is representing.
- Assess how a guest speaker can support your ICAP goals.
- Find out how to act appropriately during the presentation.
- Develop, with teacher, questions about the work, career opportunities and connections to academics at this workplace.

### ***During the Guest Speaker Visit***

- Pay close attention to the presenter and take notes to document experience.
- Listen to see if the speaker has answered any of the questions you developed beforehand.
- If the speaker answers one of your questions but you want more details write that question down to ask when appropriate.
- Listen carefully as other students are asking question so as not to repeat questions.
- Prepare to maximize your learning by listening and learning from speaker.

### ***After the Guest Speaker Visit***

- Use your notes for individual and group reflection exercises.
- Participate in classroom activities that will help you think about the value of the workplace presenter.
- Write thank-you notes to guest speaker. Electronic methods are acceptable.
- Discuss the next step in learning about careers and your ICAP work-based learning.
- Complete an **Guest Speaker Evaluation**.