



LESSON PLAN

GRADE: 12

MEETING 12

DATE: 4/27/11

**THEME: Preparing for the
Culminating Presentation**

NAVIGATION 101:

CLEAR, CAREFUL, AND CREATIVE PLANNING FOR LIFE BEYOND HIGH SCHOOL

Announcements:

- ◆ Test your PowerPoint and/or other software with the hardware you are using tonight. Have a backup plan. The prep sheet says if you are using PowerPoint to have several backup plans, but your Ppt. should be in your network folder and **used before** the other methods. It will be faster and easier if the teacher in that room logs in and goes to the student folders. The seniors can access their folders faster than using a flash drive etc. That way students will not have to log in and out every time. Also this eliminates the problem of having your access open that evening.
- ◆ After school today, go to your assigned room and make sure you know where you will put your visual aids. Know where the judges will sit and where you will stand. Decide if you will take your visual aids with you when you leave or if you will leave them in the room.
- ◆ Seniors need to check in with Mr. Smith in the Auxiliary Gym for last minute changes to the schedule. He will also be looking for inappropriate clothing. You should be at the door of the room you are presenting in 10 minutes before your scheduled time. Arrive to school enough in advance to allow time to see Mr. Smith and get last minute updates. Do not hang out in or talk the hall before or after your presentation. You can meet back in the Auxiliary Gym or leave when finished.
- ◆ After seniors are finished presenting they need to turn in the metal rings from their note cards at the table by the Kristi's in the main entry way.
- ◆ **EMPHASIZE!!!** Dress for success. Wear **BUSINESS** attire (dress as if you want to impress an interviewer for a job you **REALLY** want!) tonight when you present. Keep in mind that what is "in style" right now may not necessarily be considered Business Attire. Remember the judges will expect you to look and be professional. For

girls: no low-cut tops or super short skirts; skirts or slacks are okay. For boys: slacks and at minimum a button-down shirt. No T-shirts for boys or girls. Make sure you have showered, etc. If necessary, borrow from a friend. You will not be allowed to present if you are not dressed appropriately.

◆You must take your portfolio with you into your presentation so your judges know you have completed the **Four Year and Beyond Plan**.

Students will and review the procedures for completing their Culminating Project Presentations **TONIGHT**.

Lesson Goals:

ESSENTIAL QUESTIONS:

Who am I?

How can I present myself clearly?

MATERIALS NEEDED:

Senior Fines (as applicable)

Manila folders with scoring sheets (one per student)

Culminating Project Room Assignment Schedule (one teacher copy)

Culminating Project Presentation Night Information Sheet (from Lesson 11)

CLASSROOM REVIEW:

Fine Reminder (5 minutes)

Remind students that ALL FINES MUST BE PAID before they get to walk at graduation. Students need to take care of all fines now! Unpaid fees will also prevent them from being able to have their transcripts forwarded to other educational institutions when applying for colleges, etc.

CLASSROOM ACTIVITY 1:

Culminating Project Night Prep (20 minutes)

1. Give students their manila folders. Direct them to **write their names neatly on the folder and the five/six scoring sheets in the folder**. Explain to students that they are to keep these folders and bring them tonight to give to their judges.
2. Share with students the room number, start time, and the judges they have been assigned on the **Culminating Project Room Assignment Schedule**. Have them write down the room number and start time.
3. Review with students the procedures and their responsibilities on the **Culminating Project Night** Information Sheet.
4. Go over the scoring sheets one more time. Emphasize that a 0 in any category means they fail. (If they are dressed inappropriately and get a 0 they fail.) They must get at least a 3 in each category to pass. They must **mention the three sections of their portfolio** so the judges know they covered it.

CLOSE:

**Culminating Project Presentation Night (5
minutes)**

Take a few minutes to give your seniors a pep talk for tonight's presentations.

Direct students to bring their mentors' addresses to our last advisory on Thursday, **May 12**. We will be writing thank you notes :-)

Good Luck To All

Culminating Project Presentation Night **April 27, 2011**

Preparation before the 27th: If you have a PowerPoint, Slide Show, or video check the school equipment you will use **before** the **27th** to be sure your software works. Have a back-up plan. Save your PowerPoint on a flash drive or CD in PowerPoint version 2003. If you are using a flash drive, have the presentation also on the network or a second source. Print out the handout for your slides as a last resort if the technology fails that evening. You will not have time to try and make it work.

In advisory on the 27th you will get a list of judges and the room you will present in. If you have a relative or someone who would be inappropriate as a judge for you, let your advisor know **immediately**. After school that day, go to the room you will present in and make sure the equipment there works with your presentation. Even if you do not need electronic equipment go to the room and decide how you will display your poster, display board, or props. Will you need tape or push pins to hold up your poster? Get them in the room after school. It is your responsibility to make sure everything is in the room that you need. We will try our best to have everyone with the equipment you need, but be sure to check. You may leave your posters, etc. somewhere in the room so you don't have to carry them in when you present.

In advisory on the **27th** you will be given a manila folder and scoring sheets for your judges. Neatly write your name on the folder and the scoring sheets and return them to the folder. Keep this folder; you will need to give the folder to the judges. The judges will also look to see if you brought your portfolio for your presentation.

Evening of April 27th. Arrive at the school dressed in business attire at 6:30 if you are presenting at 7 or 7:20 PM; arrive at 7:15 if you present at 7:40 or 8 PM. We will let you know at the next advisory where you are to wait to present. You should be outside your room 10 minutes before your scheduled time so you are ready immediately after the person in front of you finishes. The judges will need a few minutes to score so they will let you know when to come into the room.

When you enter the room you need to have your portfolio and the manila folder with the scoring sheets. Be sure your name is on the sheets.

Introduce yourself to the judges, shake hands and give them each a scoring sheet. Leave the folder on the table for the judges. Begin your presentation and ask for questions at the end. When the questions are finished say thank you and leave. After your presentation you must either leave campus or go to the waiting area if you are waiting for other students to finish. You will not find out the results of your presentation that night.

Important Note: During your presentation be sure to mention the sections of your portfolio as "Academic," "Career," and "Personal and Social Development." The judges will be listening for those specific words to see if you covered each area. They will also look for you have your portfolio with you.