OWNERSHIP OF LEARNING

LESSON 12-19 ▲ PREPARING FOR STUDENT-LED CONFERENCES I

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| **GRADE LEVEL FOCUS***Because of the importance of this topic, this lesson spirals itself each year from 6th through 12th grade, with a combination of consistent content and new content.* |
| The recommended focus for this Student-led Conference (SLC) lesson is as follows:* *Middle School: focus on all categories, especially “Who Am I?”*
* *High School: focus on all categories, especially “What Do I Want to Do in the Future?”*
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**LEARNING GOALS/OUTCOMES**

* Understand the student-led conference structure.
* Schedule conference and invite parents/significant adult to conference.
* Organize High School and Beyond Plan (HSBP) and additional artifacts to use in the conference.

**MATERIALS NEEDED**

* **Student Handouts:**
* Planning a Student-led Conference
* My SLC Outline
* Invitation for Student-led Conference (or use your school’s unique process)
* **Additional Materials** specific to your school for student-led conferences
* **Student Plans and Work Samples** to include as artifacts in conference preparation

**CLASSROOM ACTIVITIES**

*High School Focus: What Do I Want to Do in the Future*

*Since this lesson spirals (repeats itself with differing focus areas from grade to grade), a recommended emphasis for high school is focusing on what students are doing well (or need to improve) now and what they are thinking about the future. Some schools choose to add detailed themes by grade level.*

1. **Students prepare student-led conference tips.** If your students had the opportunity to participate in student-led conferences in prior years, begin the lesson by asking each student to name one thing that went right during last year’s conference and one thing they wish they had done better. List these points on the board. Discuss recurring themes (for instance, the need to have a better High School and Beyond Plan, or the challenge of speaking in public).
2. **Students review the format for student-led conferences.** Detailed description of activity. Distribute the Planning a Student-led Conference handout and review both pages. Inform students when and where conferences will be held, and the role they will play in inviting their families (there is a family invitation letter on the last page of the handout).
3. **Students fill in outline and organize materials into a presentation sequence for the upcoming.** Ask students to use the outline grid on the *My SLC Outline* handout as a guide to help them organize their thinking and their HBSP materials. They should reference the *Planning a Student-led Conference* handout. Students should note in each space on the grid what they will say and what they will show during their conference. Remind students that they may note use all the information in their HBSP, and that they can select specific artifacts and work samples to complement their presentation. Be sure that students include key items such as their HBSP and work samples they have saved this year. Instruct them to incorporate that work into their presentations so they will be able to show what they have learned this year.
4. **Schedule conferences and invite parents to student-led conferences.** Using the sample invitation included or other instructions provided at your site, initiate the scheduling and invitation process.

**STUDENT PRODUCTS**

* **Completed *My SLC Outline*** to use during conference.
* **Completed *Invitation for Student-led Conference*** to share with family.

**ADDITIONAL RESOURCES AND OTHER INFORMATION**

* **FACILITATOR NOTES**

**Conferences are a showcase event.** You may want to take more time than the allotted 2 lessons to prepare. When thinking about “beginning with the end in mind,” conferences are the culmination of advisory and Career Guidance activities, and to showcase your HBSP. You also may want to talk to students about appropriate attire.

**Sample Conferences.** Some schools record sample conferences or guide students to other examples online.

**Scheduling.** While we have included a paper invitation, many schools are using technology to build efficiency and effectiveness in scheduling.

**Data Collection.** For state, district and school level data, be sure to track core indicators, including 1) attendance (number of students represented by an adult), 2) satisfaction (ask students, parents staff “was this conference worthwhile).

* **Career Guidance Washington Handbook** <http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/default.aspx>

Contains a lot of good information on organizing and preparing for student-led conferences

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LESSON 12-19 STUDENT HANDOUT

 PLANNING A STUDENT-LED CONFERENCE

The student-led conference is your chance to share your progress on your High School and Beyond PLan this year with your advisor and your family. You’ll answer the overarching question, “What will I do with my life?”To make it easier to explain your answer, you’ll break that question down into three guiding questions:

* Who am I?
* What do I want to do in the future?
* What have I been working on?

The student-led conference is truly student-led: that means youare in charge. It’s up to you to prepare well, introduce your family 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.

* **Invite your guests.** Following your advisor’s instructions, invite your family 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 what you’ll say and show from your HBSP and supporting artificats.
* **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 High School and Beyond Plan and other materials.
* **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 your advisor know what you think. After your conference, you may be asked to complete an anonymous survey to share your thoughts about the conference.

Here’s a sample format for a student-led conference. You don’t need to cover every point in this framework. Instead, use it as a guide. Take notes on the next page to create your own personalized outline.

**INTRODUCTION**

* Introduce your 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 show progress on the High School and Beyond Plan and to answer the overarching question, “What will I do with my life?”To make that question easier to answer, you’ll focus on three guiding questions:
* Who am I?
* What do I want to do in the future?
* What I have been working on?

**WHO AM I?**Show and discuss items from lessons from these theme areas:

* Ownership of Learning (be sure to include work samples!)
* Metacognitive Skills (include relevant lesson handouts)

**WHAT DO I WANT TO DO IN THE FUTURE?**Show and discuss items from lessons from these theme areas**:**

* High School and Beyond Plan (be sure to include the plan itself!)
* Four-Year Course Plan for High School
* Career Interest Inventory Results
* Career & College Development (include relevant lesson handouts)

**WHAT HAVE I BEEN WORKING ON?** Show and discuss items from lessons from these theme areas:

* Academic Eligibility (we recommend you include current grades and/or transcript)
* Transition Skills (include relevant lesson handouts)
* Financial Literacy (include relevant lesson handouts)
* Learning Techniques (include relevant lesson handouts)

**ASK YOUR GUESTS IF THEY HAVE QUESTIONS FOR YOU**

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

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LESSON 12-19 STUDENT HANDOUT

MY SLC OUTLINE

|  |  |  |
| --- | --- | --- |
|  | **What I will say** | **What I will show** |
| **Introductions** |  |  |
| **Purpose of Conference** |  |  |
| **Who am I?** |  | *Lesson materials and other related sources**Themes: Ownership of Learning, Metacognitive Skills* |
| **What do I want to do in the future?** |  | *Lesson materials and other related sources**Themes: HS & Beyond Plan, Career & College Dev.*High School and Beyond PlanCareer Interest InventoryFour-Year Course Plan for High SchoolPersonalized Pathway |
| **What am I working on?** |  | *Lesson materials and other related sources**Themes: Academic Eligibility, Transition, Learning T.**Financial Literacy (Include work samples)* |

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LESSON 12-19 STUDENT HANDOUT

 INVITATION TO A STUDENT-LED CONFERENCE

We would like to invite you to join us for a **student-led conference** with your student and his or her advisor.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_

Advisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference date and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you would like to change the time of this conference.

During the student-led conference, your child will take the lead in sharing his or her work, accomplishments, and High School & Beyond Plan goals with you. You’ll learn about the progress your child is doing in school.

Please join us. We’re looking forward to seeing you.

Sincerely,

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(Please return this section to your student’s advisor)

\_\_\_\_\_ I will be able to attend the conference.

\_\_\_\_\_ I will not be able to attend the conference. A better time would be \_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please contact me at