



## Having Active Participation Prepares You Pre-Service Professional Development

### 2010 HAPPY Hour Student Showcase Guidelines

Sponsored by the HAPPY Hour Committee, Department of Teaching and Learning Principles

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The **HAPPY (H**aving **A**ctive **P**articipation **P**repares **Y**ou) **Hour Student Showcase** is a forum for students to share their best work with their peers in a mini-conference venue. This is a tremendous opportunity for professional development in which students can enhance their scholarship and presentational skills, and gain invaluable experience to increase their marketability.

Students will submit conference proposals to share their best work during a 30- or 45-minute presentation. Students will present at the **HAPPY Hour Student Showcase** from 8:30 a.m. – 3:00p.m. on Saturday, January 30, 2010.

#### **Benefits to Students:**

Students submitting proposals will

- have a chance to share work of which they are very proud.
- learn the process of submitting proposals for a conference.
- be able to hone their presentational skills.
- participate in a real-life professional development experience.
- gain experience that they can include in their professional portfolios and resource files.

#### **Eligibility Criteria:**

To be eligible to present at the Showcase, the applicant must:

- be a student enrolled in a PreK-12 teacher education program (leading to initial teacher certification) at the University of Central Florida (or a recent graduate – December 2009)
- be committed to teaching as a full-time career
- submit a presentation proposal
- be available to present at the HAPPY Hour Student Showcase on Saturday, January 30, 2010.

#### **Guidelines for Application:**

To apply to present at the Showcase, the applicant must:

- Complete in its entirety the presentation proposal form.
- Submit the proposal electronically by the deadline on the proposal.

#### **Where to Obtain a Presentation Proposal Form:**

- HAPPY Hour Webpage at <http://education.ucf.edu/happyhour>

#### **HAPPY Hour Student Showcase Scholarship – NEW!**

As a student presenter, you are eligible for the new HAPPY Hour Student Showcase Scholarship. For more information, go to the “Scholarship” link on the HAPPY Hour Webpage.

**For More Information, Contact:** Dr. Karen Verkler, HAPPY Hour Chair at [kverkler@mail.ucf.edu](mailto:kverkler@mail.ucf.edu), ED 220L.

**HAPPY HOUR STUDENT SHOWCASE**  
**Saturday, January 30, 2010, 8:30 a.m. – 3:00 p.m.**  
**UCF Teaching Academy, College of Education**

PRESENTATION PROPOSAL FORM				
<b>PRESENTER INFORMATION</b> (Presenter submitting proposal will be the contact person for the presentation.)				
Name:				
Home Phone: (     )     )			Cell Phone: (     )     )	
E-mail Address:				
Mailing Address:				
Time needed for presentation: <input type="checkbox"/> 30 minutes <input type="checkbox"/> 45 minutes				
If additional time slots are available, would you be interested in presenting more than once? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Names and addresses (email and snail mail addresses) of co-presenters (If applicable)				
<b>PRESENTATION INFORMATION</b>				
Title of Presentation:				
Use the space below to briefly describe your presentation. Include the session content, presentation method (lecture, group work, etc.), and benefits to the participants. This description will appear in the HAPPY Hour Student Showcase program. It will serve to advertise your presentation, so it must accurately reflect the content of your presentation. Please limit your description to 75 words or less. (Please refer to sample descriptions contained within this Showcase Guidelines handout and to descriptions in the programs of past Showcases. Showcase programs can be found on the HAPPY Hour website.) Please proof your description before submitting proposal.				
Type of Audience (Check all that apply): <input type="checkbox"/> Early Childhood <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> K-12				
Room Configuration: <input type="checkbox"/> Computer Lab <input type="checkbox"/> Theatre-style <input type="checkbox"/> Tables and chairs for group work				
Equipment Needed:	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Chart & Markers	<input type="checkbox"/> VCR/DVD	<input type="checkbox"/> CD Player
<input type="checkbox"/> Internet Access	<input type="checkbox"/> Computer and Projector	<input type="checkbox"/> Document Camera	<input type="checkbox"/> None	
Is there a possibility that you might use a video clip? <input type="checkbox"/> Yes <input type="checkbox"/> No				

**Please check any applicable boxes below so that we may better assist you:**

- I do not need a faculty mentor for guidance.
- I would like to have a faculty mentor for guidance.
- If you have a preference for a particular faculty mentor, please write his/her name: \_\_\_\_\_

An electronic form of this proposal can be obtained at the HAPPY Hour Webpage. Please complete the form in its entirety and submit it electronically.

**Deadline to submit the presentation proposal form is Tuesday, December 1, 2009.**

*Applicants will be notified by e-mail no later than Friday, December 4, 2009 of the acceptance of their proposals.*

## Writing a Presentation Proposal

### Background Information:

Presenting at professional conferences is one of the best ways to grow as a pre-service or in-service teacher. Presenting, which can help you enhance your presentational skills, addresses the Continuous Improvement section of your professional portfolio. In addition, it provides you with invaluable experience that you can add to your résumé.

Presentation topics can be any of the following (the list is not all inclusive):

- Assignments you have completed and of which you are proud
- Strategies/activities you have learned in your classes, workshops, and/or field experiences (including internships)
- Projects about which you are enthusiastic
- Talents related to education that you could easily teach the audience, or
- (If you are currently in or have completed an internship) A strategy that worked for you or some tips you have for remaining sane during your internship, etc.

You may not think that what you have to offer is any big deal, but it may be just the thing that a peer is seeking!

If possible: When selecting a topic, it is recommended that you choose an activity/topic/strategy that can be demonstrated by using the audience as active participants. Actively engaging your participants increases their level of enjoyment and allows them to better appreciate your experience. We learn best by doing.

### Steps in writing a conference presentation proposal:

1. Brainstorm either by yourself or with peers what you would like to present. 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 30 or 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?
2. 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; otherwise, you may not be provided with all the equipment, etc. that you need.
3. Fill out the presenter information.
4. Indicate your desired length of presentation: 30 or 45 minutes.
5. In the event that there are additional time slots available, please indicate whether or not you would be willing to present more than once.
6. If you will be presenting with other students, please provide their names and contact information. You, as the person filling out the presentation proposal form, will be responsible for submitting all of the required proposal information in its entirety and on time. You will be the main contact person of the group.
7. 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 workshop 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."*

8. Provide a description of your session. The description is to be 75 words or less. 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. Include expressions such as "participants will be actively engaged" (if that is indeed true, of course), "hands-on

participation,” “participants will receive a comprehensive handout,” “interactive activities,” and words that indicate fun, entertainment, enjoyment, etc.

Below are examples of catchy presentation descriptions that are 75 words or less (key words are bolded):

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**.*

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

*Want to keep your students **smiling, involved, and begging for more**? Learn how to create a positive learning environment through **cooperative activities and creative, interactive grouping strategies**. Workshop participants **will be actively involved** during most of the presentation, as the presenter utilizes them in demonstrating how to group students in **humorous and innovative ways**. Participants will **receive a comprehensive handout of grouping modes and cooperative activities**.*

9. Indicate the audience to whom your presentation will be directed. This will assist Showcase attendees in their selection of the presentations that will be of greatest relevance to them.
10. Indicate the room configuration you will need. This will assist the Teaching Academy in assigning you the type of room most appropriate for your presentation.
11. Indicate the equipment you will need. Do not neglect to provide this information. This information is CRUCIAL in scheduling your presentation in a way that meets your needs. There is a limited amount of equipment. If you do not indicate your equipment preferences, you may easily end up at your presentation lacking what you need. At that point, it is difficult, if not impossible, to make last-minute changes.
12. Indicate whether you might use a video clip. This will alert the Technology Lab that you will have special needs that will need to be addressed prior to the Showcase. The technology staff will work with you ahead of time to ensure that you do not run into technical difficulties the day of your presentation.
13. The HAPPY Hour Committee wants to make this experience as enjoyable and stress-free as possible for you. Thus, if you would like a faculty mentor for guidance, please indicate so. Most faculty members have presented at conferences and can provide you with valuable advice and assistance.
13. Review your proposal to make sure that all of the required information has been provided and that all of your information is accurate. Proof it for any typographical, spelling, and/or grammatical errors. Make a copy for your own files and then submit the proposal electronically. You can obtain an electronic copy of the proposal form at the HAPPY Hour Webpage. Submit the proposal by **Tuesday, December 1, 2009**.
14. You will be notified by email by Friday, December 4, 2009 of your proposal acceptance.
15. Once you have been informed of the acceptance of your proposal, you will have enough time to prepare for your presentation. Between the acceptance of your proposal and the Showcase, you will plan for your presentation as you plan for any lesson. Determine the activities, sequence of activities, and the materials necessary for your presentation. Create a handout for audience distribution. If you need assistance in preparing your presentation, it is recommended that you attend the HAPPY Hour Workshop on “Presenting Your Presentation.” That workshop will be scheduled in mid-January 2010. You may also contact a faculty mentor for assistance.

**\*SAMPLE HAPPY HOUR STUDENT SHOWCASE SAMPLE\***  
 Saturday, January 30, 2010, 8:30 a.m. – 3:00 p.m.  
 UCF Teaching Academy, College of Education  
**\*SAMPLE\* SAMPLE\*SAMPLE\*SAMPLE\*SAMPLE\***

PRESENTATION PROPOSAL FORM				
<b>PRESENTER INFORMATION: (Presenter submitting proposal will be the contact person for the presentation.)</b>				
Name: <i>Dr. Karen Verkler</i>				
Home Phone: ( 407 ) 000-0000			Cell Phone: ( 407 ) 111-1111	
E-mail Address: <i>kverkler@mail.ucf.edu</i>				
Mailing Address: 1234 Caribbean Lane, Oviedo, Florida 32765				
Time needed for presentation: <input type="checkbox"/> 30 minutes <input checked="" type="checkbox"/> 45 minutes				
If additional time slots are available, would you be interested in/willing to present more than once? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Names and addresses (email and snail mail addresses) of co-presenters (if applicable)				
None				
<b>PRESENTATION INFORMATION:</b>				
Title of Presentation: <i>How Do I Group Thee? Let Me Count the Ways.</i>				
Use the space below to briefly describe your presentation. Include the session content, presentation method (lecture, group work, etc.), and benefits to the participants. This description will appear in the HAPPY Hour Student Showcase program. It will serve to advertise your presentation, so it must accurately reflect the content of your presentation. Please limit your description to 75 words or less. (Please refer to sample descriptions contained within this Showcase Guidelines handout and to descriptions in the programs of past Showcases. Showcase programs can be found on the HAPPY Hour website.) Please proof your description before submitting proposal.				
<i>Want to keep your students smiling, involved, and begging for more? Learn how to create a positive learning via cooperative activities and creative, interactive grouping strategies. Workshop participants will be actively involved the presentation, as the presenter utilizes them in demonstrating how to group students in humorous and innovative Participants will receive a comprehensive handout detailing grouping modes and cooperative activities.</i>				
Type of Audience (Check all that apply): <input type="checkbox"/> Early Childhood <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input checked="" type="checkbox"/> K-12				
Room Configuration: <input type="checkbox"/> Computer Lab <input type="checkbox"/> Theatre-style <input checked="" type="checkbox"/> Tables and chairs for group work				
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