Having Active Participation Prepares You

Professional Learning for Teacher Candidates

HAPPY Hour
Student Showcase
Presenter Handbook

UCF
College of Education and Human Performance

Handbook developed by Dr. Taylar Wenzel
Why Become a Student Presenter?

Dear Future Student Presenter,

One of the best ways to grow professionally is through participation in professional conferences. The HAPPY Hour Student Showcase, which highlights students as the presenters, gives you the opportunity to experience what it is like to present at a professional conference. This in-house conference duplicates the expectations of professional conferences and serves as a forum for teacher candidates to share their expertise with their peers.

Student presenters:
- Have a chance to share work of which they are proud
- Learn the process of submitting proposals for a conference
- Hone their presentation skills
- Participate in a real-life professional development experience
- Gain experience that they can include in their professional resumes and job interview portfolios
- Increase their marketability in today’s highly competitive job market
- Qualify for a $500 scholarship that will enable them to attend a professional conference of their choice

This HAPPY Hour Student Showcase Presenter Handbook provides you with a comprehensive collection of tools and resources to support you. In addition, faculty members, including those who comprise the HAPPY Hour Committee, are available to give you personal mentoring throughout the entire presentation process. Congratulations on taking the first step to advancing your personal and professional practice!

Sincerely,

Karen Verkler, Ph.D.
Karen.Verkler@ucf.edu
ED 220L
Becoming a HAPPY Hour Student Showcase presenter is a tremendous opportunity for professional development in which you can enhance your scholarship and presentation skills. This experience, which can be included on your professional resume, shows initiative and a desire to be a life-long learner, attributes highly valued by future employers.

An overview of the presentation process is depicted in the diagram below. Each of these important steps in the presentation process will be described in detail in the subsequent sections of this HAPPY Hour Student Showcase Presenter Handbook.

- Step 1: Deciding to Present (p. 3)
- Step 2: Preparing the Proposal (pp. 4-9)
- Step 3: Proposal Acceptance (p. 10)
- Step 4: Preparing the Presentation (pp. 11-13)
- Step 5: Scholarship Opportunity for Presenters (p. 14)
- Step 6: Future Presenter Opportunities (p. 15)
Step 1
Deciding to Present

Are you eligible to present? (all responses below must be “yes”)

- Are you enrolled in a PreK-12 teacher education program leading to initial teacher certification at UCF or a recent graduate (i.e., the semester just prior to the Showcase)?
- Are you committed to teaching as a full-time career?
- Will you prepare and submit a presentation proposal?
- Are you available on the date of the next HAPPY Hour Student Showcase (posted on the HAPPY Hour website)?

What are suitable topics for presentation?

- Assignments you have completed of which you are proud
- Strategies/activities you have learned in classes, workshops, field experiences, conferences, etc.
- Projects about which you are enthusiastic
- Talents related to education that can be easily taught to an audience
- A strategy that worked during your internship and/or tips for others’ upcoming internships
- Ideas/strategies/activities you have developed that have worked well

What are your first steps as a potential presenter?

- If possible, attend some of the early fall HAPPY Hour workshops on presenting at the Showcase.
- If possible, attend one of the fall workshops on how to write a proposal to present at the Showcase.
- Familiarize yourself with HAPPY Hour Student Showcase Presenter Handbook.
- Complete registration on the HAPPY Hour Showcase website—follow the Presenter registration link; in order to access the proposal submission form, you must first complete registration and payment as a Presenter.
Before completing and submitting the proposal, you will be asked on the proposal submission template to access and print out a copy of the Model Release Authorization Form (see below) for EACH presenter in your group. Complete the required information, sign and date the form(s), and scan all copies into one file. The file should be ready for uploading upon the submission of your proposal.

MODEL RELEASE FORM

Photographer name

Photo Shoot/location/Date

Model name

For valuable consideration, hereby received, I irrevocably consent to and authorize the use and reproduction by University of central Florida (UCF), or anyone authorized by UCF, of any and all photographs which you have this day taken of me, negative or positive, mechanical or electronic, for any purpose whatsoever, without restriction, and without further compensation to me. All negatives, positives, video or audio tapes, electronic files, together with any prints shall constitute UCF property, solely and completely. I hereby release, discharge, indemnify and save harmless UCF, the UCF Board of trustees, the State of Florida and the Florida Board of governors and their respective agents, officers, employees and servants, the photographer, his/her representatives, assigns, employees, or any person or corporation acting under the permission of UCF or the photographer, including any firm publishing or distributing the finished product, even though the finished product may be distorted, blurred, altered or used in composite forms, in conjunction with factual or fictional text, either intentionally or otherwise and subject me to scandal, scorn, ridicule, reproach or indignity. I hereby waive any right to approve the finished photograph or any copy which might be used in conjunction with the finished photograph. If I am below the age of majority (18) in the legal jurisdiction applicable to this agreement, the agreement has been signed or approved by the parent or guardian.

Signature __________________________________________________ Date ____________________

E-mail __________________________________________________

☐ I consent to my name being used with my photograph.

FOR PARENTS OR LEGAL GUARDIANS ONLY (IF NECESSARY)

I hereby certify that I am the parent or legal guardian of the above named model, and for value received. I do give my consent without reservations to the foregoing on behalf of him, her, or them.

Name __________________________________________ Relationship _________

Signature __________________________________________ Date______
Step 2
Preparing the Proposal

Braaainstorm

Decide if you would like to present alone or with others. Then consider the following: 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?

You can also find additional ideas by looking through past Showcase programs under “Showcase Programs” within the “Student Showcase” button on the HAPPY Hour Website.

Completing the Presentation Proposal Form

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 and resources that you need.

The Presentation Proposal Form is available for online submission at the HAPPY Hour website, and is due near the end of the fall semester (see the website for the specific deadline for this year). The proposal includes the following fields:

• Presenter Information (and Co-Presenter if relevant)
• Time Needed
• Presentation Description
• Intended Audience
• Equipment Needed
• Interest in Faculty Mentoring, Observation, and Feedback

To support the preparation of your proposal submission, a proposal template and completed example with annotations on the subsequent pages have been included.
Pages 6-8 feature components of a completed HAPPY Hour Student Showcase Proposal Form. Each section includes the details about the types of information you need to include.

HAPPY HOUR STUDENT SHOWCASE  
UCF Teaching Academy, College of Education and Human Performance

<table>
<thead>
<tr>
<th>PRESENTATION PROPOSAL FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTER INFORMATION (Presenter submitting proposal will be the contact person for the presentation.)</td>
</tr>
<tr>
<td>Name: Dr. Karen Verkler</td>
</tr>
<tr>
<td>Cell Phone: 407-000-0000</td>
</tr>
<tr>
<td>Names AND email addresses of co-presenters (If there are co-presenters)</td>
</tr>
<tr>
<td>Susie Q. <a href="mailto:sq@knights.ucf.edu">sq@knights.ucf.edu</a></td>
</tr>
</tbody>
</table>

The names and e-mail addresses of all presenters must be included. The presenter listed above will serve as the main contact person of the group. This person will be responsible for submitting all of the required proposal information in its entirety and on time.

<table>
<thead>
<tr>
<th>PRESENTATION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation Format:</td>
</tr>
<tr>
<td>☐ Regular presentation:</td>
</tr>
<tr>
<td>Time needed for presentation: ☐ 30 minutes</td>
</tr>
<tr>
<td>☐ 30-minute poster session (Each poster presenter displays his/her poster in a gallery with other poster presenters.)</td>
</tr>
<tr>
<td>Type of poster: ☐ digital poster (e.g., Glogster)</td>
</tr>
</tbody>
</table>

Indicate your type of presentation: regular or poster session. If a regular presentation, select the time needed for your presentation. If a poster presentation, select the type of poster.

| Title of Presentation/Poster: How Do I Group Thee? Let Me Count the Ways. |

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 presentation 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.”
Provide a description of your session. 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. Examples below include key words (in bold face) that you might want to include in your description.

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.
Submission Tips:

- Access the online proposal form by completing registration at the Presenter Registration link on the HAPPY Hour Showcase web page.
- Complete the Model Release form for EACH presenter and prepare it for submission.
- Complete each field of the online proposal form.
- Review your proposal for accuracy and completeness.
- Proof for any typographical, spelling, and/or grammatical errors.
- Make a copy for your own files.
- Submit the proposal by the deadline indicated on the HAPPY Hour website.
- **Respond PROMPTLY to the email that you will receive immediately after you submit your proposal. Failure to do so can prevent you from presenting.**
# Blank Proposal Form

*It is highly recommended that you print this page and complete each field prior to online submission.*

## PRESENTATION PROPOSAL FORM

### PRESENTER INFORMATION (Presenter submitting proposal will be the contact person for the presentation.)

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone:</td>
<td>Email Address:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Names AND email addresses of co-presenters (If there are co-presenters)

### PRESENTATION INFORMATION

**Presentation Format:**

- ☐ Regular presentation:
  - ☐ Time needed for presentation:  ☐ 30 minutes  ☐ 45 minutes
  - ☐ 30-minute poster session (Each poster presenter displays his/her poster in a gallery* with other poster presenters.)
    - Type of poster: ☐ digital poster (e.g., Glogster)  ☐ tri-fold poster

**Title of Presentation/Poster:**

Use the space below to briefly describe your presentation/poster. 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. Limit your description to 75 words or less. To create a catchy and attention-grabbing description, refer to sample descriptions within the HAPPY Hour Student Showcase Presenter Handbook and to descriptions in the programs of past Showcases.

**Intended Track(s):**

- ☐ Accommodating Learners  ☐ Classroom Management  ☐ 21st Century Technologies
  - ☐ STEM  ☐ Professionalism  ☐ Literacies  ☐ Social Sciences  ☐ Other

**Intended Audience(s):**

- ☐ Early Childhood  ☐ Elementary  ☐ Secondary  ☐ K-12  ☐ Exceptional Ed

**Room Needs:**

- ☐ Computer Lab  ☐ Theatre-style  ☐ Tables and chairs for group work
  - ☐ Poster Session: *Morgridge International Reading Center (MIRC) Gallery

**Equipment Needed:**

<table>
<thead>
<tr>
<th>☐ None</th>
<th>☐ Chart &amp; Markers</th>
<th>☐ CD/DVD Player</th>
<th>☐ Document Camera</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Internet Access</td>
<td>☐ Computer and Projector</td>
<td>☐ Interactive White Board (IWB)</td>
<td>If IWB, how many? ______</td>
</tr>
</tbody>
</table>

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

**Faculty Mentor (Optional):**

- ☐ I would like to have a faculty mentor for guidance.
  - ☐ My preference is: ________________________________

**Faculty Feedback (Optional):**

- ☐ I would like to have a faculty member observe my presentation and provide me with constructive feedback.
  - ☐ My preference is: ________________________________ (We will try our best to accommodate you.)

An electronic form of this proposal can be obtained at [http://education.ucf.edu/happyhour](http://education.ucf.edu/happyhour). Please complete the form in its entirety and submit it electronically. Have all UCF Model Release forms (one form per presenter in the same presentation group) completed, scanned, and saved in the same file. This file will need to be ready PRIOR to submitting your proposal. **SEE THE WEBSITE FOR THE PROPOSAL SUBMISSION DEADLINE.**
Step 3
Proposal Acceptance

When you submit your proposal, you will immediately receive an email notifying you of the acceptance of your proposal. If there is more than one presenter per presentation, EACH presenter will be individually notified by email.

Once you receive this e-mail, EACH presenter must IMMEDIATELY reply with an e-mail confirming your intention to present. You will NOT be permitted to present unless you send your confirmation e-mail. Your confirmation indicates your commitment to present. Unless an emergency occurs, you will be expected to present at the HAPPY Hour Student Showcase. Dropping out for other reasons demonstrates a lack of professionalism on your part.

If you indicated on your presentation proposal that you would like to have a faculty mentor, one will be assigned to you shortly. Your mentor will be available to you to assist in ANY way with your presentation. Do not hesitate to contact him/her.
Step 4
Preparing the Presentation

Congratulations on your proposal acceptance! If you have co-presenters, NOW is the time to plan meetings to prepare your presentation. In addition, check the HAPPY Hour workshop schedule for workshops in mid-January that are offered to support Showcase presenters in refining and delivering their presentation.

Plan your presentation as you would plan a lesson that you will teach. Develop your activities and choose your instructional materials. Do a trial run to gauge the timing of your activities.

A recommended sequence of activities is as follows:
- Do an anticipatory set or “hook” to get your audience immediately involved.
- Spend a few minutes talking about your topic.
- Engage the students in group work for 10-15 minutes.
- Have students share their ideas, products, etc.
- Solicit ideas from students regarding how they could apply the topic in their own classroom. (You might want to give them 5-10 minutes to brainstorm.)
- Allow time for questions and answers at the end of your workshop. At this time, a student assistant will be distributing and collecting evaluation forms for your workshop.
- The time has flown by and your workshop is over!

Creating a Handout
You will need to create a handout about your topic for audience distribution. If you are teaching a strategy, for example, you should include the steps for implementing the strategy. You want the audience to be able to duplicate in the future what you’ve taught them in your presentation. You should also include the name(s) and contact information of all presenters. A sample handout is included for you on the next page.

You will need to make a plan for distributing your presentation handouts. There is no way to know ahead of time how many people will attend your presentation. Some handout distribution ideas include:
- Preparing hard copies. Copies of your handout can be made for free at the Student Government Office in the Student Union on the Orlando campus.
- Providing a link (like a QR code) to an electronic copy.
- Circulating a sign-up sheet for participants requesting copies to write their names and email addresses. (Be sure to follow-up).
Grouping strategies can contribute to a positive learning environment. Creative grouping procedures can add humor, variety, and a mode by which students can channel their energy. They also can positively enhance the interactions between you and your students as well as between your students and their peers.

**List of materials:**
- index cards with well-known songs
- index cards with different actions
- puzzles having only 4-5 pieces
- different objects – 5 cars, 5 jacks, 5 balls, 5 letters, etc.

**Directions:**
Instead of grouping your students the same old way over and over again, add some novelty to your grouping techniques and keep your students laughing and guessing as to what you will do next! Each strategy takes only minutes to implement. Once the students are grouped, they are then assigned the actual group task to complete. Below are some ways that you can creatively group your students and add some levity to your classroom:

1. **By Songs:** The number of different songs should equal the number of desired groups. For example, if you want six groups, select six different songs with which you are relatively certain the students are familiar. Then write the titles of these songs on index cards, one title per card. Divide the number of students by the number of desired groups to determine the number a song title has to be replicated. Randomly distribute the cards to the students, telling them that they are to softly hum the tune of the song on the index card and find another student who is humming the same tune. All students hummin the same tune become a group.

2. **By First Name:** Have the students line up by first name. Depending upon the number of students you want per group, section off the students once the line is formed. For example, the first five students will work together. The second five students will work together, etc. This is a great ice breaker.

3. **By Birthday:** Have the students line up by their birthday. This is another good ice breaker. Section off the students once the line is formed. For example, the first four students work together. The second four students work together, etc.

4. **By Height:** Have students line up by height. Section off the students once the line is formed. For example, the first five students work together, etc.

5. **By Action:** The number of actions should equal the number of desired groups. On index cards, write an action (e.g., clapping hands, patting one’s head, hopping on one foot, etc.). Write one action per index card. Then distribute the cards randomly to the students, instructing them to perform the action on the card and to find another student performing the same action. All students doing the same action will work together.

6. **By Puzzle Piece:** Puzzles with only 4-5 pieces can be purchased very inexpensively at discount stores such as K-Mart, Wal-Mart, and Target. Using these puzzles (the number of pieces/puzzle is equal to the desired number of group members), mix up all of the pieces from all of the puzzles. Randomly distribute the pieces to the students, instructing them to find other students having pieces belonging to the same puzzle. Once they have found each other, they are to complete the puzzle to verify their group placement. All students completing the same puzzle will work together.

7. **By Object:** Obtain a number of small objects, making sure that you have some duplicates. The number of different objects will equal the number of desired groups. Place the objects in a container near the classroom entrance and instruct students to select an object as they enter the class and take it to their seat for the class period. When it is time for group work, students with the same object will work together.
Presenter Checklist

**Preparing for the Showcase:**

- Register and pay online for the HAPPY Hour Student Showcase.
- Invite friends, colleagues, and family (they can register in advance online, which is less expensive, or on site).
- Review pages 11 and 12 of the Happy Hour Student Showcase Handbook.
- Prepare presentation, materials, and handout.
- Decide how you will distribute your handouts.
- Access the conference program at the HAPPY Hour website to locate your assigned room and time for presentation. It may be helpful to identify whether or not there will be a presentation in your assigned room prior to your presentation. This will help you determine how much time you will have to prepare the room prior to your start time. The same is true for breaking down and clearing the room after your presentation is over.
- Check out your presentation room ahead of time to familiarize yourself with the layout, space available, etc.
- If you need a quick tutorial on how to use the computer console in the Teaching Academy rooms, check out the HAPPY Hour workshop schedule for several tutorial sessions that will be offered in mid-January. If you cannot attend any of these sessions, contact the Technology Lab at 407-823-6047 or edhelpdesk@ucf.edu to set up an appointment for a tech person to assist you.
- Have a Plan B in case there is a technical problem. For example, if using PowerPoint, you might consider: a) sending the presentation to yourself in an e-mail, b) saving your presentation on a jump drive, c) printing out your presentation slides and using the doc camera to project them on the screen, and/or d) printing out your presentation slides as transparencies to use on an overhead projector.

**The Day of the Showcase:**

- Dress professionally.
- Check in at Registration. Go to the “Student Presenters” registration line.
- Just prior to your presentation, go to room 103 in the Teaching Academy to check out a PowerPoint presentation remote control (optional).
- Be on time for your presentation.
- If you want to reconfigure the room for your presentation (there will be 15 minutes between each presentation), at the end of your presentation, reconfigure the room back to the way it was when you first entered the room.
- Have your assigned student assistant distribute materials quickly and efficiently so that you can start your presentation on time.
- End on time.
- After your presentation, break down and clear the room as quickly as possible so that the next presentation can begin on time.
- If you checked out a remote control, return it immediately to room 103 in the Teaching Academy.

**After Your Presentation:**

- A student assistant will give you the participant evaluation forms from your presentation. If you are the main contact for your group, make arrangements with your co-presenters to share the forms with them.
- Complete the HAPPY Hour Student Showcase Presenter Evaluation Form and drop it off at registration. Your input as a student presenter is invaluable.
Step 5
Scholarship Opportunity for Presenters: The HAPPY Hour Student Showcase Scholarship

HAPPY Hour is dedicated to the professional development of UCF’s teacher candidates. The HAPPY Hour Student Showcase Scholarship makes it possible for HAPPY Hour Student Showcase presenters to progress to the next level of professional development – attending a professional conference in the field of education. Two HAPPY Hour Student Showcase presenters who demonstrate a high level of commitment to professional development in education will each receive a scholarship to attend a state educational professional conference of their choice. The scholarship will cover conference registration and lodging up to $500.

To be eligible for this award, the applicant must:
• present at the HAPPY Hour Student Showcase
• have an overall grade-point average of 3.2 or higher
• be committed to teaching as a full-time career
• be committed to professional development in the field of education
• be able to stay through the Closing Session of the Showcase, when the scholarship will be awarded.

Helpful tips:
• To access the HAPPY Hour Student Showcase Scholarship Application Form, go to http://education.ucf.edu/happyhour and click on “Scholarship.”
• Several documents, including two letters of recommendation, must be submitted with the application in mid-January. Plan ahead and give yourself time to obtain these documents.
Step 6
Future Presenter Opportunities

Now that you have presented at the HAPPY Hour Student Showcase, what’s next? You can continue your professional growth by turning your presentation into a publication, an Honors in the Major (HIM) thesis, or a professional conference presentation! Regardless of your interest, College of Education and Human Performance faculty will help you pursue your goal! One to two weeks after the Showcase, attend a HAPPY Hour workshop designed specifically for you and specifically for this purpose.

To Present? (Local, State, Regional Conference)
- Want to take your Showcase presentation to a professional conference? See how easy it is to tweak your Showcase proposal for submission to a professional conference!
- Find out how YOU have what it takes to present at a professional conference!
- If you’d like, invite a faculty member to co-present with you.

To Publish? (Magazine, Online Resources, Journal)
- Want to see your name in print in a professional publication? Learn how you can submit your great ideas to publications that offer teaching tips.
- Find out which current publications are seeking what you have to offer.
- If you’d like, invite a faculty member to publish with you.

To Pursue? (Turning Topics to Research: Honors in the Major)
- Want to work with a faculty member to research, write, defend, and publish an original research project?
- Find out how you can participate in the only undergraduate research program on campus in which students are required to undertake original and innovative research as principal investigators.
- Have your thesis bound and archived in the university library and available to researchers worldwide through electronic databases.