



HOSA Lesson Plan

Lesson Title	Partnerships and Professionalism
Overview	When guest speakers are invited to the classroom, students take an active role in facilitating the process.
Duration	Varies
Objectives	<ol style="list-style-type: none">1) Demonstrate professionalism.2) Other objectives appropriate to the guest speaker's career and topic of discussion.
Materials	Contact information for guest speaker, including topic, date, etc. Speaker's resume (for introduction) HOSA Certificate of Appreciation Digital camera Media contact information Thank you notes
Instructional Input	<ol style="list-style-type: none">1) The instructor makes the initial contact for a guest speaker. Once the professional agrees to speak, the instructor explains that students will extend a formal invitation (phone call or personal visit), follow up in writing, ask for a resume (for the introduction), etc.2) Assign all leadership roles related to the guest speaker to students in the class. Be sure students understand the importance of professional behavior in hosting a guest speaker.3) Assure that students understand and carry out their roles as assigned.4) Take notes during the speaker's presentation.5) The day after the speaker, ask students questions to assess their understanding of the presentation.6) Praise/recognize students for their successful completion of leadership roles.

Assessment

Verbally or in writing, provide each student with feedback on his/her performance. Did the student meet professional standards in carrying out his/her assignment related to the guest speaker?

**Accountability
Criteria**

*(National Health Care
Skill Standards)*

- 2.1 Oral communication skills
- 2.2 Written communication skills
- 4.2 Interpersonal communications
- 4.3 Personal Growth and Development
- 11.1 Communication Technology

Vocabulary

- Students should be familiar with the career and topic of the speaker. BE SURE the students involved can pronounce the speaker's name, topic and profession correctly.

Notes to the Teacher

- An "Assignment Sheet" is provided that explains the expectations for each role in facilitating the guest speaker.
- Different students should be selected to perform different roles with each speaker. Most HOE/HSTE classrooms invite at least 4 guest speakers a year.

Integrated Skills



Author

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Partnerships and Professionalism

Assignment Sheet

Speaker Topic Date	<hr/> <hr/> <hr/>
Student	Assignment
	Invitation – Obtain contact information from the teacher. Place the phone call, introduce yourself, and invite the speaker. Offer to answer any questions. Ask if any equipment is needed. Explain that written confirmation will follow via E-mail or mail.
	Written Confirmation – Write a letter or E-mail that confirms date, time and topic. Explain that a HOSA member will meet the speaker in the school office at a specified time to escort the speaker to the classroom. Include details like the number of students in the class, any equipment that will be available, etc.
	Media Contact – Call or E-mail local newspaper. Inform education reporter of speaker and invite media coverage. Provide all appropriate details (date, time, location, etc.) If possible, call 2-3 hours before the speaker to determine if a reporter will be present. Greet/host reporter.
	Host – Be sure you know about the speaker, his/her profession, employer, and scheduled topic. You will need to carry on a conversation with the speaker on the way to the classroom. Go to the office 15 minutes prior to the scheduled arrival of the speaker and wait. Introduce self and provide assistance as necessary. On the way to the classroom, explain WHY the class is eager to hear what the speaker has to say. Use the opportunity to explain HOE/HOSA. Introduce the speaker to the student making the introduction. When the speaker is finished, walk the speaker back to his/her vehicle.
	Introduction – Obtain the speaker’s resume from the teacher and write an introduction. Greet the speaker upon arrival to the classroom, help with the speaker’s equipment/materials, and make the introduction when the speaker is ready.
	HOSA Certificate of Appreciation – Prepare a certificate of appreciation. Thank the speaker after the speech and present the certificate.
	Reporter – Bring a digital camera and take a picture of the speaker. Make notes of the speech. Write a news article about the speaker and key points made during the speech. Submit the news article to the HOSA Newsletter, school newspaper, PTA newsletter, and/or school website for publication.
	Thank you – Write and mail a handwritten thank you note on behalf of the HOSA chapter and entire class.