Commencement Student Speaker Recommended Guidelines 2017/18 (Revised 2/26/2018)

Criteria
Graduating seniors, Masters and Ph.D. students from each college are encouraged to apply for selection as the student speaker for the Commencement Ceremony. The speakers, who are selected through an application and competition held each semester, must be members of the graduating class they plan to address.

Application & Selection Process
Students may self-nominate or be nominated by a faculty member or their college dean. Students MUST fill out the "Student Commencement Speaker" application form to be considered. In addition to the completed application form, all prospective speakers must also submit a copy of their proposed speech and their resume as well as three to four lines about themselves (bio). Information and all materials can be found at http://provost.mst.edu/spring2018undergraduatespeaker/

Members of the selection committee will then review the applications (without identifiers) and speeches to determine the final pool of students who will be invited for in-person auditions. Students will be notified as early as possible of selection for audition. The committee will select one speaker from each college to address their peers at their respective commencement ceremony. A total of six students will be selected each semester for this opportunity.

A committee will choose the speakers. The content and style of presentation of the speech will be the primary criteria used by the selection committee. The delivery time of the speech must be no longer than 420 words and/or four (4) minutes. Students’ speeches should highlight their experience at Missouri S&T and share important lessons learned that will serve them in the future.

Upon selection, students will be notified of status as speaker or alternate and must formally accept in writing by the deadline indicated in the appropriate timeline.

Committee Members
Edna Grover-Bisker, Assistant Vice Chancellor, Student Affairs
Kate Drowne, Associate Dean for Academic Affairs, College of Arts, Sciences and Business, Co-chair
John Myers, Associate Dean for Academic Affairs, College of Engineering and Computing, Co-chair
Rachel Morris, Assistant to the Vice Provost, Academic Success
Cady Holmes-Muskovin, Compliance Specialist II, Institutional Equity, Div & Inclusion
Krista Chambers, Program/Project Support coordinator II, Provost Office, Commencement Coordinator
Steve Raper, Associate Professor and Associate Chair for Undergraduate Studies – EMSE, Commencement Committee Chair
Student Council Representative College Liaison's:
CASB: TBD
CEC: TBD
Ashley Berry, Office Support Assistant Sr., Chancellor’s Office, Staff Administrator of process:
Ashley.berry@mst.edu

Fall 2017 Timeline
August 15, 2017            Committee, process and infrastructure creation completed
August – September         Marketing and request applications
Monday, October 2, 2017 at 4:30 pm  Completed applications due
October 11                 Reading for selection of in-person audition candidates
Wednesday, October 11, 2017 at 4:30 pm  Selection for in-person auditions due
October 12-27              In-person auditions held
Monday, October 30, 2017 at 4:30 pm  Final notification of selected speaker
November, 3, 2017 at 4:30 pm  Acceptance letter and 3 lines of copy to
Friday, November 17, 2017 be included in the commencement program due from speaker
Saturday, December 16, 2017 Commencement program to print
                      Commencement

Spring 2018 Timeline
January - February         Marketing and request applications
Monday, February 26, 2018 at 4:30 pm  Completed applications due EXTENDED to March 5 at 4:00 PM
March 7                    Reading for selection of in-person audition candidates
Friday, March 9, 2018 at 4:30 pm  Selection for in-person auditions due
March 19-21                In-person auditions held
Friday, March 23, 2018 at 4:30 pm  Final notification of selected speaker and alternates
Monday, April 2, 2018 at 4:30 pm  Acceptance letter and 3 lines of copy to
                      be included in the commencement program due from speaker
                      Commencement program to print
                      Required speech practice (time tbd)
                      Commencement

Speech Submission
Submit the typed speech as an attachment in MS Word or pdf format to the application form and accompanying
documents via email to Ashley.berry@mst.edu by the February 26, 2018, EXTENDED to March 5 at 4:00 PM
Members of the selection committee will then review the applications and speeches to determine the final pool of
students who will be invited for in-person auditions. Students will be notified as early as possible of selection for
audition.

Commencement Speaker Application Content
The Commencement Student Speaker Selection Committee is seeking nominations for students to speak at the
upcoming Commencement Ceremony. The student commencement speech should be no more than 420 words
and/or four (4) minutes in length. The Selection Committee will review the applications and recommend the top
candidates.
Name of nominee:
Which ceremony scheduled to commence at (mark one): AM____  PM____

Email:
Cell Number:
Home Number:
College / School:
Department/Program:
Major/Minor (for undergraduate applicants):
M.S. or Ph.D.
Student Status:
Graduation date:
Degree(s):

Did anyone encourage you to apply for this opportunity? Y/N

Name:
E-mail:

Agreement: I verify that all responses to the above questions and information provided in the attachments are accurate. I agree to allow the Commencement Speaker Committee to review all information and make their selection based on the responses in this survey and live audition process. I understand that submission of this form does not guarantee selection to participate in the audition process and if I am selected, I must complete all requirements to be considered as a finalist. I agree to audition with the speech I intend to give at the commencement ceremony and will not deviate from the agreed upon final script as approved by the selection committee. I understand that I must maintain good standing throughout the semester, and that conduct violations, poor academic performance, or change of graduation date may be cause for disqualification.

Applicant Signature:

The following materials must accompany this application. The Selection Committee will not consider incomplete applications.

- Commencement student speaker application form
- Commencement speech—not longer than 420 words and/or 4 minutes
- Student Resume
- 3-4 line Bio to be used if selected for publicity