Commencement Student Speaker Recommended Guidelines Spring 2019 (Revised 2/2019)

Criteria
Graduating seniors, M.S. 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 resumes.

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. In the spring semester we now have three ceremonies. The committee will select one speaker from the undergraduate student body and one student from the graduate student body to speak at each ceremony during the spring commencement ceremony. A total of six students will be selected for the spring semester (as described previously) and a total of six students will be selected for the fall semester with one speaker from each of the colleges from the undergraduate student body and one student from the graduate student body for each commencement ceremony 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 375 words and/or three and a half (3 1/2) 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
John Myers, Associate Dean for Academic Affairs, College of Engineering and Computing
Rachel Morris, Assistant to the Vice Provost, Academic Success
Barbi Spencer, Interim Compliance Specialist II, Institutional Equity, Diversity & Inclusion
Deanne Jackson, Registrar, Registrar's Office  
Steve Raper, Associate Professor in Engineering Management, Commencement Committee Chair  
Krista Chambers, Program/Project Coordinator II, Provost Office/Commencement Coordinator  
Student Council Representative College Liaison’s:  
   CASB: Tea Thomas  
   CEC: Daniel Yoon

**Spring 2019 Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>January 2019</td>
<td>Committee, process and infrastructure creation completed</td>
</tr>
<tr>
<td>February 2019</td>
<td>Marketing and request applications</td>
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<tr>
<td>Monday, March 1 @ 8 AM</td>
<td>Completed applications due</td>
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<tr>
<td>March 4 – 7</td>
<td>Reading for selection of in-person audition candidates</td>
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<tr>
<td>Friday, March 8 @ 4:30 pm</td>
<td>Selection for in-person auditions notified</td>
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<tr>
<td>March 11 – 1:30 – 3 PM &amp; March 13 – 8 – 9:30 AM</td>
<td>In-person auditions held</td>
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<tr>
<td>March 21 by 4:30 PM</td>
<td>Final notification of selected speaker – finalists will be notified</td>
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<tr>
<td>Monday, April 1 at noon</td>
<td>Acceptance letter due from speaker and professional photo or schedule photo with Marketing and Communications</td>
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<tr>
<td>April 26 at noon</td>
<td>Final speech due to Krista Chambers, <a href="mailto:krista@mst.edu">krista@mst.edu</a> (no changes made after this point!) and sign up for practice time on May 17</td>
</tr>
<tr>
<td>April 26</td>
<td>Commencement program to print</td>
</tr>
<tr>
<td>Friday, May 17 - 10 – 11 AM</td>
<td>Speech Practice at Gale Bulman Multi-Purpose by Stage (speak to Krista Chambers <a href="mailto:krista@mst.edu">krista@mst.edu</a> if time is a problem ASAP)</td>
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<tr>
<td>Friday, May 17 &amp; Saturday, May 18, 2019</td>
<td>Commencement</td>
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**Speech Submission**

Submit the typed speech as an attachment in MS Word or pdf format to the application form at krista@mst.edu by **8 AM March 1, 2019**. 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 around 4:30 PM on Friday March 8 and the auditions will be on Monday, March 11 between 1:30 – 3:00 PM and on March 13 between 8:00 AM and 9:30 AM. Times will be first come first choice. We apologize for the short turnaround. Please watch your email. The email will be from krista@mst.edu. Thank you for understanding and best of luck!

**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 375 words and/or three and a half (3 1/2) 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): Friday PM___ Saturday AM____PM____
B.S. _________ M.S. _________ Ph.D. _________
Email:
Cell Number:
Home Number:
College / School:
Department/Program:
Major/Minor (for undergraduate applicants):
Student Status:
Graduation date:
Degree(s):
Did anyone encourage you to apply for this opportunity? Y/N Name: ____________________________
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. I agree
to notify the commencement speaker committee immediately if there is any reason I question if I will actually
meet graduation requirements this semester.
Applicant Signature:

The following materials must accompany this application. The Selection Committee will not consider incomplete
applications.
- Commencement student speaker application form
- Commencement speech –no longer than 375 words and/or 3 1/2 minutes
- Student Resume
- These will be submitted on the application form to krista@mst.edu by 8 AM March 1, 2019