

**CHAPTER 5: STUDENT SERVICES
ADMINISTRATIVE PROCEDURE NO. 5551**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Student Graduation Speaker

Revision Date: 11/09; April 24, 2014

Responsible Office: Student Life

To select the student graduation speaker each year, the following process will be used:

Nomination of Speakers Candidates

Speakers can be self-nominated or may be recruited by any employee of the College. Nomination forms will be available at the end of March or beginning of April from the Student Life Office.

Nomination Criteria

- A. The graduation speaker should be an outstanding student at the College as demonstrated by possessing two or more of the traits listed below:
 1. Exhibit motivation and follow-through
 2. Achieve academic excellence as evidenced by their grades
 3. Demonstrate leadership abilities
 4. Participate in campus and community activities
- B. He/she should have a petition to graduate on file in Counseling Services (or have graduated in the prior semester).

Selection Committee

The Selection Committee shall consist of:

- Two volunteer faculty members (preferably one with communication/speech evaluation expertise)
- Two students who are selected by the Associated Student Board
- One staff member who is selected by the Administrative Support/Management or Classified staff

Selection Process

Selection Competition: The nominees will participate in a selection competition. This competition will be held sometime between mid-April and the beginning of May.

The Speech: Each year the committee will select a theme. The speech should be no more than five (5) minutes in length. The written speech must be submitted to the Student Life office two weeks prior to the competition. Only students who submit their speeches will be allowed to participate in the competition.

Selection Criteria: The following criteria will be used to evaluate speeches:

1. **Content:** Does the speech have a clear thesis that is supported with interesting, meaningful examples and ideas?
2. **Relevance of Theme:** Does the theme relate to graduation, COS, student's life while attending COS, etc.?
3. **Delivery:** How well is the speech received by the listener? Was there sufficient eye contact? Does the speaker talk with feeling?
4. Each candidate will be evaluated on a point basis, ten (10) points being the highest, and zero (0) being the lowest. Thirty (30) total points are possible.

Notification: Participants will be sent a letter thanking them for their participation in the competition and the winner will be notified. The winning speaker will meet with the Vice President of Student Learning prior to the graduation to discuss the commencement exercises.