

Key Ideas:

- Be aware of new adults entering the classroom or shop area.
- Use a good handshake, have a clear voice and make eye contact during the introduction.
- Be able to quickly summarize the goal of today's class.
- Be able to show and describe a couple of specific things students are learning or working on in class.
- Give the guest a chance to ask questions.
- Finish the conversation by thanking them for coming and use the words "I need to get back to work now."

Classroom Ambassador Goals

Whenever a new adult enters the classroom or CTE program area, we want to have a student welcome the guest and explain what is happening. This helps the visitor understand what they are seeing and it helps the student develop strong professional and communication skills while participating in some authentic networking.

Sample Script:

Hello. My name is Terry Valdez. I am a 10th grader here at McNary and you are now in Mr. Melting's "Automotive II" class. Thanks for stopping by.

Today, students are learning how to change the oil in a car. We are practicing the safe operation of the hoist, identifying the drain plug, oil pan and filter, draining the oil, replacing the filter (without over or under-tightening anything) and replacing the old oil with new oil.

This is an interesting class because we are learning specific, applicable skills related to the automotive industry and Mr. Melting does a good job of showing us how these skills can help us save money or get a job.

Do you have any questions about this class or what we are doing?

Let the guest ask a couple of questions.

Thanks for visiting our class today. Feel free to look around and ask students questions about what they are doing. Right now, I need to get back to work. Thanks again for coming.

Classroom Ambassador Script

Script: Fill in the Blanks

Introduction: Come over and introduce yourself while shaking hands and making good eye-contact with your guest. Try to make the introduction within the first 2-3 minutes of the guest entering the room.

Student:

Hello. My name is _____. I am a ____th grader here at _____
(your name) (grade) (School Name Middle/High School)

you are now in _____ “_____” class. Thanks for stopping by.
(Teacher’s name) (class name)

Lesson/Objectives Description: Walk the guest over to be near whatever activity is the focus of the class, without interrupting your peers or the teacher. Follow safety protocols that are in place.

Point out things as you describe them.

Student:

Today, students are learning how to _____.
(Describe today’s class objective.)

We are practicing

(Describe the two or three learning targets for the day.)

Wrap-Up and Questions:

Student:

I like this class because _____.
(Describe 2 things you like about the class.)

_____ does a good job of _____.
(Teacher’s name) (Describe 1 thing that the teacher does that makes you like the class.)

Do you have any questions about this class or what we are doing?

If yes... answer the questions as best as you can. If you don’t know the answer, simply say, “That’s a good question, but I am not really sure about that.” If you would like to leave me your contact information, Mr. Melting will get back to you with an answer.

A graceful exit:

Student:

“If you don’t have any other questions, I need to get back to work. Thanks for visiting our class today.”