

How to Run a Room

Leadership. Integrity. High Standards.

THE DAY BEFORE

Write the Audience Norms & Agenda on the board, with the names of presenters.

BELL SCHEDULE

Wednesday

8:30 - 8:45 Advisory
9:00 - 10:15 Defense 1
10:25 - 11:40 Defense 2
11:50 - 1:05 Defense 3
1:10 - 1:25 Advisory Debrief
1:25 - 1:45 Lunch
2:15 - 4:15: Staff PD

Thursday & Friday

8:30 - 8:50: Advisory
9:00 - 10:15: Defense 1
10:25 - 11:40: Defense 2
11:50 - 1:05: Defense 3
1:05 - 1:30: Lunch
1:45-2:30: Staff PD

AT 9 AM, DAY OF

1. WELCOME!
2. WHY DO WE DO PORTFOLIOS? *Metro students must EARN THE RIGHT to go on to the next level, by PROVING that they can KNOW, DO, REFLECT, by presenting an ARGUMENT that uses their best past projects as EVIDENCE as a metacognitive ASSESSMENT of him/her as a LEARNER in the WORLD in a COLLEGE-LEVEL FORUM. We believe in this as an AUTHENTIC TEST.*
3. WHAT IS IT GOING TO LOOK LIKE?
 - a. Student begins defense
 - b. Panelist Q&A after each artifact – (introduce panelists)
 - c. Audience Q&A – (limited time)
 - d. Student Concludes Defense
 - e. Deliberation – Introduce Student Supervisor (panel will leave the room)
 - f. Panel delivers decision: Pass, Pass with Distinction, Re-Submit
4. AUDIENCE NORMS & AGENDA
5. CLOSE – Introduce the first defender

AFTER EACH ARTIFACT – Hold Your Applause!

- Bookend encourages audience questions
- Ask your own questions DELIBERATELY (give opportunities to check unchecked boxes, dig deeper into areas of uncertainty, gather additional evidence)

AFTER EACH DEFENSE

- Applaud & thank the defender
- Bookend thanks the defender and hand the room over to the Student Supervisor
- Step outside and identify dissent – all boxes must be checked for Pass
- Use evidence to reach consensus (collaborate)
- For re-submits: Write a To Do List of action steps – BE SPECIFIC
- Plan your message:
 - Quotes from the deliberation
 - Choice warm & cool feedback
 - Things to remember (Words of Wisdom)
 - The Judgment
 - (Revision requirements) – make a list
- Communications enters judgment & action steps as a comment into the Google Doc

Portfolio Defense Audience Norms

Be present:

- All audience members must report to their assigned rooms, and be in seats ready to go at least 2 minutes before break is officially over
- Switch off all electronics, that means SWITCH OFF, not put on vibrate or silent
- Remember that this is one of the most important moments in the life of a Metro student – act as you would hope others would act for your defense

Be united:

- Respect the speaker - absolutely no comments, questions, or side conversation at any point during the defense presentation
- Participate in the defense by asking questions during the Q & A session that help the defending student to be successful
- Support the defending student and respect the decision of the panel – you will be doing both at some point, too!

Be aware:

- Avoid doing anything that would obviously distract the presenter. This includes:
 - No eating or drinking
 - No moving about the room, or leaving in the middle of a defense for any reason

Portfolio Defense Adult Roles

- **Techie:** Make sure your room has a camera, battery, tripod, computer, projector, dongle, and remote control, and return it at the end of the day.
- **Communications:** Make sure agenda & audience norms are on the board; take attendance for every defense slot, make sure your room has copies of the checklist, and enter the status of your room, along with any revision notes, into the google doc after every defense.
- **Bookend:** Give a stellar introduction at the beginning of the day, keep track of time, take care of transitions @ end of every defense, and close.

Remember! A resubmit is NOT a failure, and should never be communicated as such. If the panel feels like they are “failing” a student with a resubmit, they often lower their standards. This should NEVER happen. A resubmit is a vote of confidence!