



Welcome to  
**Language**  
**in Motion**

*We invite you to host our college-student presenters who will share the world with you and your students.*

**Guidelines for Hosting  
Language in Motion Presenters:  
Tips for Teachers**

Language in Motion—Juniata College  
1700 Moore St.  
Huntingdon, PA 16652  
Tel.: 814-641-3493  
lim@juniata.edu

<https://www.juniata.edu/academics/departments/international/language-in-motion/>

**For a program description and FAQ, please see the Language in Motion (LiM) program brochure on our website and other relevant pages.**

**See below for information on:**

|  |     |
|--|-----|
| 1. Choosing Presenters.....                            | 2   |
| 2. Scheduling Presentations.....                       | 3-4 |
| 3. Preparing Presenters.....                           | 5-6 |
| 4. Preparing Your Students.....                        | 7   |
| 5. Hosting Presenters.....                             | 8-9 |
| 6. Follow-up Activities.....                           | 10  |
| 7. Last-minute Cancellations or Schedule Changes ..... | 11  |

# Choosing Presenters

**Communication:** We value working well with you and communicating clearly. Most communication between teachers and Language in Motion is done by email. If at any point you would like us to communicate in a different way with you, please let us know. We want to use what works.

**OPTION 1: FUN:** If you can, come to the **Meet the Presenters: Showcase and Dialogue**, usually held on a Tuesday or Thursday from 3:30-5:30 pm or 4:00-6:00 pm during the second or third week of each Juniata College semester. If we have your email address, you will get a Save the Date email ahead of time.

At this meeting, you will be asked to introduce yourself and describe your school, your students, why you host our presenters, and your expectations of presenters. After hearing from all the semester's presenters, you will then have a chance to speak with any of interest to you and discuss scheduling, so please bring your calendar and class schedule along.

**Advantages to YOU for coming:**

1. You meet the presenters before all other teachers do.
2. You get to know in detail what presentation ideas they are considering.
3. You get first choice of your preferred presenters.
4. It's fun.

**OPTION 2: Look over the enclosed list of presenters** available this semester, find those of possible interest to you, and email us for further details about their topic and activity ideas. All presenters have prepared a **one-page handout describing themselves and their ideas**, which we will gladly email to interested teachers.

# Scheduling Presentations

- **Choose a date** or dates on which you would like a presenter to come. We prefer that you choose dates when YOU will be present. We have occasionally had some problems when substitute teachers, instead of the regular teachers, are with our presenters because substitutes don't always know what to expect or how to help. Besides, as one Spanish teacher noted: "*I do [LiM] for me, too!*"

## IMPORTANT: TEACHER INFORMATION SHEET

**To save yourself time**, please **complete and return the Teacher Information Sheet** attached to this email and found on our website; **choose either the one for Elementary Teachers or the one for Middle and High School teachers**. That gives Language in Motion the basic information we need to schedule with you.

Ideally, you should get this form to us **within three weeks of receipt of this information unless you are requesting a presenter for sooner than that**.

If you will be co-hosting with another teacher, we request that you provide your class subjects (example, AP French IV) and student numbers by class/class period SEPARATELY from those of the other teacher. We will also need to know the number of periods/blocks (or length of time at an elementary school) the presenter will meet with your students during the day.

Feel free to add any information that will help us understand your classroom and students and will help us communicate with you smoothly and efficiently: for example, you prefer phone calls at a particular time of day over email, or you don't want us to call unless there is an emergency, or you check email only in the mornings.

Again, the Teacher Information Sheet, both elementary and secondary, is **available by email from us or on our website**:

<https://www.juniata.edu/academics/departments/international/language-in-motion/teachers-hosting-presenters.php>

- **Email Language in Motion ([lim@juniata.edu](mailto:lim@juniata.edu)) with your requests**. Tell us:
  - Whom you would like to host
  - When (a range of dates or selection of a few possible dates helps us reduce email traffic)
  - For which class periods, blocks, or times
  - Your preferred topic: The topics listed by presenters are ideas about what they know and could share. If you prefer to let the presenter choose, tell

us. If you have another suggestion, let us know so the presenter can consider it. While presenters often welcome suggestions for topics that would fit your curriculum, the presenters will use their discretion in deciding what they are knowledgeable enough to present on. Whenever possible, we will let you know if they decline your topic.

- If you would like to talk with a presenter about possible topics, the conversation might go one of the following ways:

*"I see from your information sheet that you are interested in the topic(s) of X (and Y). X would be especially interesting for my students and valuable for my curriculum because we are/have been/will be studying A, B, and C that are related. Would this be agreeable with you?"*

OR

*"While we see from your information sheet that you are interested in the topic(s) of X (and Y), we are/have been/will be studying A, B, and C about this country. Would you be willing to present on A, B, or C, or could you suggest a topic that you could present on that would somehow relate to A, B, or C?"*

**Then, ideally, there should be a follow-up question:** *Is there anything that you do not think you could/would be willing to talk about? We would like you to feel comfortable in our classrooms, and we can tell our students ahead of time that that topic or question is not something you are prepared to address.*

We will try to meet as many of your requests as possible, but our ability to do so will depend on the presenters' availability.

**IMPORTANT:** If you do not hear back within four days from a presenter whom you have contacted about presenting for you, please email them again and copy both LiM and the director, who will follow up with the presenter. **If your communication is more urgent,** let us know immediately when you become concerned.

## Preparing Presenters

- To ensure clear and consistent communication prior to a presenter's arrival at your school, LiM will send an email to you and the presenter to introduce you to one another so you can communicate directly.
- **Please copy LiM on all communications with presenters! We will copy you on emails to presenters about their topics and materials. Then just Reply-All to any email we send to you.**
- Share any important and relevant details about your classroom, your students, or the curriculum that is not on the Teacher Information Sheet. For example, if a presenter wants to show a YouTube video, must they email the link(s) to you ahead of time? OR This class has several struggling readers, so the presenter should allow for extra time for activities that involve reading.
- Share any specific goals, objectives, and/or expectations you have for the presentation.
- If you have something specific you want the presenter to include, please ask whether this is possible.
- If you are coordinating our presentation(s) with a curricular unit, give us the background the presenter needs to coordinate effectively—for example, is there particular vocabulary or other content your students will already know and you want them to practice or that you want the presenter to introduce? Will your students have read a textbook description or other material already?
- State whether you would be willing to assign a brief preparatory assignment before or a specific follow-up activity after the presentation for your students.
- Presenters may ask you to provide materials for an activity. Please let us know if you cannot supply those materials so we can.
- Again, **COPY LIM on all emails to presenters** so we can help and so we know what is happening.
- Sometimes there can be cross-cultural or language interference in communications with people who do not speak English natively. Be prepared for

that, and be helpful, patient, and specific. If you sense a possible miscommunication, please let LiM know.

- If we request information from you, we have good reasons for bothering you for it and need a response within three days if at all possible (unless you have a presenter scheduled for sooner than that or it is an emergency). If we haven't heard from you in that time, we will politely ask again.
- If you EVER have questions or concerns about anything related to LiM, please ask/let us know. We welcome them.

## Preparing Your Students

- Ask LIM for a preparatory activity, reading, video, information fact sheet, etc. if you want one.
- Show students where the country of presentation is and give them basic information about that country or topic.
- Help students develop questions to ask the presenter in case none come to mind for them during the presentation.
- If students may hold stereotypes about the country or the people from the country on which the presentation will be given, talk with them ahead of time about what stereotypes are and how they might be incorrect, problematic, and/or hurtful to others.
- Remind your students that the presenters are Juniata students with international experience or knowledge of another language or country.
- Tell your students in advance when the presenter's native language will differ from theirs. If the presenter is an international student, even from an English-speaking nation, he or she may not look or sound like people your students already know. They may have to work harder to understand and may have to speak more slowly and clearly when asking or responding to questions so the presenter can understand. That's OK; it's part of getting along with those who are different from those you already know. Choosing words that are common and not slang or local expressions also helps.
- Your students need to remember that such presenters, especially non-native speakers of English, are intelligent and courageous and are doing the best they can. Ask your students to consider how they would feel having to present in another language to a group of native speakers.
- The students are welcome to ask any appropriate question politely, but if the presenter declines to answer, that should be the end of that line of questioning.

# Hosting Presenters

## Quote from a presenter:

*“At my first presentation, the teacher ... was extremely supportive. She helped me prepare and lay out all my necessary [materials]. She had the links I sent her up and ready to go, before I even began. During the presentation, she was supportive in maintaining the interest and control of the students. It was during my second set of presentations that I came to realize just how much I appreciated the quality of a good teacher. During my second [set of] presentation[s], I was immediately greeted with comments about her students being a bad group of kids and how certain kids were going to give me problems. She offered very little help in preparing and really only got the links I asked for midway through my presentation.”*

## • Our expectations of teachers:

1. **Presenters are guest speakers.** They are not teachers, nor are most of them preparing to become teachers. You need to be present and in charge of your classes at all times when our presenters are interacting with your students.
2. **We rely on your professional expertise.** Most presenters are not well prepared to manage a class alone. If you see that a presenter is having difficulty, please help.
3. Presenters may need or want your help with the (school's) technology, especially if the presentation is fully remote.
4. If a presenter wants the students to work in small groups, you will need to designate how the students are divided since you know the students and, in a virtual setting, control the virtual platform. Make sure the groups are the size the presenter needs.
5. **Teachers should model the patience and good will** sometimes needed when interacting with someone who does not share our language and/or our culture:
  - Ask politely for clarifications.
  - Ask the presenter to speak more slowly, clearly, or loudly.
  - Ask your students to speak more slowly, clearly, or loudly.
  - If you want a presenter to discuss a possibly sensitive topic, please ask in advance whether the presenter feels comfortable discussing it.



- Encourage students to ask thoughtful questions. Our presenters love good questions.
6. **Student attendance:** Please send LiM or tell the presenter the number of students present for each presentation. We need this information for reports to the state.
7. **Student evaluations**
- At the end of each presentation, we ask that your students evaluate the presentation. It is important to us that your students complete these forms. We use the results for presenter education, program evaluation, grant applications, and program statistics.
  - For them to do so, share the link we will have sent you for your students to complete an evaluation of the presentation. The form takes about 5 minutes to complete.
  - If you and another teacher are co-hosting (a) presenter(s), we will send you separate links to the evaluation form so that your students' responses will be kept separate from those from the other teacher.
  - After we have collected your students' responses, we will share an anonymous tally of them with you and with the presenter.
8. **Teacher evaluation:** Every teacher will be asked to complete one evaluation form for the presenter for all presentations done that day. Thank you in advance for that helpful feedback!

## Follow-up Activities

- As you already know, your students benefit if you have them do some sort of follow-up activity after the presentation. Here are some ideas:
  - Class discussion
  - Short writing assignment on the topic or the country
  - Map activity
  - Quiz
  - Extra-credit points for presentation-based questions on a quiz you give
  - Role-play based on the content
  - Comparison between the presentation material and class content
  - Review game
  - Poster about the country or presentation content
  - Other creative follow-ups (we welcome your ideas)
- Presenters occasionally wish to assign a follow-up activity for your students. Consider whether you would be open to such a suggestion from the presenter.

## Last-minute Cancellations or Schedule Changes

- If schools are **canceled** for any reason (usually bad weather), we will work with you to reschedule as soon as possible.
- If you or we know there might be a **cancellation, delayed start, or early dismissal**, please work with us to get a backup plan in place in advance so we don't have to try to figure that out at the last minute. Sometimes, though, as we all know, surprises happen. If an early dismissal is announced, please contact us (if in advance, also the presenter) immediately so we can retrieve the presenter earlier than originally planned and reschedule any presentations missed by the schedule change: [lim@juniata.edu](mailto:lim@juniata.edu)
- If your school surprises you with a **changed schedule** for the day of a presentation, please notify us as soon as you can. Since one of the most common responses from the K-12 students about how to improve the presentation is "more time," we encourage presenters not to present on days when periods have been shortened. We will happily reschedule.
- If there are technical difficulties on either side of the virtual connection that prevent a presentation from taking place, we will happily reschedule. Just let us know.

Thank you so much for all you do to make Language in Motion presentations such wonderful learning experiences for all involved!!

We are **SO** appreciative of your partnership and support. Let us know if we can help in any way or you have ideas to improve the experience.