



# HOSTING A BENEDICT COLLEGE GUEST LECTURER

The Benedict College Career Pathways Initiative and Service-Learning Program is responsible for directing and coordinating a variety of career related services, activities, events, and workshops on campus while establishing business and community partnerships for the College. These services will enhance students personal and professional growth and development through their matriculation and well into their career field of choice. Hosting a guest lecturer is an opportunity to supplement instruction and extend learning for students. Guest lecturers bring topic related expertise and offer real-world, firsthand experience that may help contextualize theoretical pedagogy that students are learning in courses. Opportunities for students to engage with industry experts exposes them to a variety of career fields and workforce options.

## GENERAL PLANNING TIPS

These general guidelines can help you plan for a successful Guest Lecturer experience:

<b>SCHEDULING</b>	<ul style="list-style-type: none"> <li>• Determine how many students/faculty will attend the lecture.</li> <li>• Secure the facility/room that will accommodate the number of students/faculty you are expecting to attend.</li> <li>• When scheduling, review the College’s Academic Calendar and avoid holidays, exam dates, and spring break especially if the lecture will be scheduled outside of normal class times.</li> <li>• Coordinate with campus public safety to secure visiting and parking pass for guest lecturer.</li> <li>• Prepare to market the event ahead of time and promote the event through your departments communication and advertisement mediums.</li> </ul>
<b>GUEST LECTURER PREPARATION</b>	<ul style="list-style-type: none"> <li>• Ask guest lecturer to submit a professional bio, resume/vitae, and any copies of their published work.</li> <li>• Ask guest lecturer to submit presentation and handouts ahead of time along with technology needs for their presentation.</li> <li>• Review with the guest lecturer the course’s student learning outcomes, sequence of course topics, and the skills and knowledge that are being developed through the course so presentation can be aligned as close as possible.</li> <li>• Discuss the dynamics of the classes student engagement with the guest lecturer to help advance the course dialogue. (e.g. the students have particular interests or are struggling with a certain concept that the guest lecturer could expound upon or clarify).</li> </ul>
<b>STUDENT PREPARATION</b>	<ul style="list-style-type: none"> <li>• Encourage students to research guest lecturer, their business/organization, and their career field before the lecture.</li> <li>• Ask students to prepare questions and collect beforehand. This ensure students are prepared to engage with the lecturer and are familiar with the topic being discussed.</li> <li>• Encourage students to dress professionally for the lecture.</li> <li>• Reflect on the lecture and assess insights gained from students.</li> <li>• Follow-up with the guest lecturer with a thank you letter from the class and potentially an article highlighting the guest lecturer and event.</li> </ul>

For More Information, Contact:

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