
Valedictorian Selection Guideline

1.0 Students may be nominated by faculty or staff, fellow students, or themselves. Nominations are submitted to the Manager, Student Services for consideration by the selection committee.

The following criteria should be considered when preparing a nomination:

- Minimum **year to date** GPA of 3.5 for all students
- Interpersonal and teamwork skills
- Community and student activities involvement
- **Deadline: Minimum 12 weeks prior to graduation**

2.0 Students are contacted and asked to submit the following:

- Resume
- Strengths and volunteer activities
- **Deadline: Minimum 11 weeks prior to graduation**

3.0 Each student makes a formal presentation to the selection committee using the following guidelines:

- Five minutes in length
- Biography with a focus on activities and education that led to NBCC
- Answer the following questions:
 - What volunteering have you done on campus? In the community?
 - What impact has volunteering had on you and your life choices?
 - Why do you feel you should deliver the valedictory address to this year's graduates?
 - What message would you relay to graduates if you are chosen to deliver the valedictory address?
 - What do you feel you have learned at NBCC that would make you an exceptional employee and a responsible citizen in your community?
- Be prepared to answer questions. The Presentation Rubric will be used to critique the presentations (see next page).
- **Deadline: Minimum 8 weeks prior to graduation**

4.0 All valedictory nominees will be contacted within two weeks of their presentation to be notified of the results. The selected valedictorian will prepare a speech that is no longer than 4 minutes and submit it to the Chair, Valedictorian Selection Committee **no later than 6 weeks before graduation.**

5.0 **Scoring Standard for Oral Presentation** – [See Appendix.](#)

6.0 **Email template: First email to faculty, staff, and students:**

Graduation is just around the corner! It is time to start thinking about who will be the Valedictorian for this year's graduating class. Students may be nominated by faculty or staff, fellow students, or themselves.

The following criteria should be considered when preparing a nomination:

- Minimum year-to-date GPA of 3.5 for all students
- Interpersonal and teamwork skills
- Community and student activities involvement

Nominations should be received by [insert name here] no later than [insert date] and include a brief comment on how the nominee meets these three criteria.

7.0 Email Template: Invitation to Valedictorian Selection Committee

Good morning,

This message is to invite you to be part of the Valedictorian Selection Committee. The process is a simple, three-step process and your help is requested in Step Three.

Right now, we are on Step One. The following is a breakdown of each step and the deadlines:

- Step One:** Nominations are received by Chair, Valedictorian Selection Committee – **Due** [insert date]
- Step Two:** Students are contacted by Chair, Valedictorian Selection Committee and asked to submit a resume – **Due** [insert date].
- Step Three:** Students make a formal 5-minute presentation to committee – **To be scheduled sometime between** [insert date].

The presentation should include:

1. A biography with a focus on activities, education, life experience that led the student to NBCC.
2. Answers to the following questions:
 - What volunteering have you done on campus? In community? What impact has volunteering had on you and your life choices?
 - Why do you feel you should deliver the valedictory address to this year's graduates?
 - What message would you relay to graduates if you are chosen to deliver the valedictory address?
 - What do you feel you have learned at NBCC that would make you an exceptional employee and a responsible citizen in your community?

You will be provided with a copy of each nominee's resume along with a rubric for scoring the presentations.

As a group we will determine the most convenient time for the presentations to take place. If you have any dates in that time period that would work best for you (or not work at all for you), please let me know.

8.0 Email Template: First Email to Nominees

It is my pleasure to inform you that you have been nominated for Valedictorian for [location] campus. Congratulations!

The Valedictorian represents the entire graduating class at the Convocation ceremony and is invited to the stage to present a formal and reflective farewell address to fellow students,

families and friends. It is indeed an honour to be nominated! Additionally, if you are selected as Valedictorian, you will be required to take part in an interview with a member of NBCC's Strategic Communications team for a feature story.

Enclosed you will find a sheet explaining the next steps. If you are interested in participating in the selection process, please submit a resume by [insert date] that showcases your strengths and volunteer opportunities during your time here at NBCC.

Upon receipt of your resume, you will be contacted to set up a date and time for your presentation to the selection committee. Information on what you should include in your presentation is attached.

Please note: You are the presentation. Do not prepare any visual aids as you will not be allowed to use them during your presentation.

Please respond to this email upon receipt so that I can ensure you have received this message.

Thank you and I look forward to hearing from you.

Appendix

Scoring Standard for Oral Presentation

Non-Verbal Eye contact, gestures, facial expressions.	1 No eye contact or gestures, facial expressions nonexistent or inappropriate.	2 Minimal or no eye contact, few gestures, some facial expressions.	3 Limited eye contact, few gestures, some facial expressions.	4 Intermittent eye contact, some gestures, some facial expression.	5 Consistent eye contact, appropriate gestures above waist level, animated facial expressions.
Vocal Quality Tone, pitch, rate, volume.	Difficult to understand; too quiet, mumbles, too fast/slow.	Sometimes difficult to understand, no enthusiasm, inappropriate volume and/or rate.	Fairly easy to understand, limited enthusiasm, inappropriate volume or rate.	Easy to understand, some enthusiasm, a bit fast/slow/quiet at times.	Clear voice, easy to understand, speaks with enthusiasm appropriate to subject, not too fast or too slow.
Organization Introduction, conclusion, main points, transitions, use of allotted time.	Missing intro and conclusion, vague main points, no transitions.	Missing intro and/or conclusion, some main points unclear, few transitions.	Missing intro or conclusion, OK main points, some transitions.	OK intro and conclusion, clear main points, adequate transitions.	Clear intro, conclusion, main points and transitions that are easy to follow. Catchy intro and conclusion.
Content Ideas and information.	Strayed away from questions requested.	Covered less than 50 per cent of questions and strayed into unnecessary areas.	Covered 50 per cent and more of questions but strayed into unnecessary areas.	Covered less than 50 per cent of questions but stayed on task.	Covered all questions and stayed on task.
Engagement Connecting with the audience	Does not gain audience attention or establish credibility as spokesperson. Significant reading evident.	Gains minimal audience attention / minimally establishes credibility as spokesperson. Relies heavily on written material.	Gains audience attention / establishes credibility as spokesperson approximately 50 per cent of the time.	Gains significant audience attention and significantly establishes credibility as a spokesperson. Uses appropriate referencing of notes.	Captivates audience, speaks to entire audience, establishes credibility, brings audience along on speech and moves the speech forward.