

GUEST SPEAKER GUIDELINES

AMSC invites various distinguished key leaders and managers for the Army to speak to the class, faculty, graduates, and guests of AMSC to enhance the program. Most speakers represent a specific link to the SBLM Program curriculum. As the titular leader of their organization, they represent the official position or policy of the Army. We make every effort to present a diversity of speakers. Depending on external conditions, selected speakers may cancel. Guest speakers rank among the top reasons the weekly-published schedule changes.

Every effort is made to ensure ample opportunity for speakers to answer student questions. Students have a variety of responsibilities during guest speaker sessions. Students must be prepared to ask questions. Using the rules of critical thinking, they should challenge the guest speaker with questions of interest to the program of study and other students. They should welcome, as a means to enhance their own learning, opposing perspectives presented by the speaker. They should make the speaker feel welcome and present at all times the image of the consummate professional in dress and in behavior.

General Policy

In order to afford the courtesies befitting the rank and stature of AMSC guest speakers please observe the following procedures.

- Turn off all watch alarms, beepers, cellular telephones and similar instruments calling for your attention.
- Wear appropriate attire: a Class A uniform for military students and a coat and tie or appropriate equivalent dress for civilian students. (Do not remove your jacket unless invited to do so by the Guest Speaker.)
- Be seated at least 5 minutes before the scheduled time, and do not leave your assigned seat until properly excused. Students with special problems who must leave the lecture hall out of cycle should work with their faculty on alternate seating.
- Rise when the speaker is announced, and be seated as directed.
- Applaud when the guest speaker is introduced.
- When asking questions, stand, identify yourself, your organization, and its location—not your seminar; ask your question and be seated. Ask one question at a time. You will be handed a microphone to ask your question so that everyone may hear the question as well as the answer. Please keep

your question short and focused. If you must ask a follow-up question, please request the microphone again by raising your hand.

- Speak loudly and clearly so everyone can hear you.
- Avoid asking multiple part questions.
- Remember the Nonattribution Policy (see below)!
- Applaud when the guest speaker finishes, but retain your seat until the student representative expresses the "thank-you" for your class.
- Rise and applaud when the representative finishes.
- Remain standing behind your assigned seat until we have escorted the Guest Speaker from the lecture hall.

Please volunteer to introduce guest speakers. If we cannot find a volunteer, we will assign an introducer. We will provide seminars with the names of guest speakers for this purpose. Each seminar may select its own volunteers. Protocol will provide background information on the speaker to help the student prepare the introduction. Keep introductions short and pithy, relating the speaker's expertise to the topic or area under discussion. It is inappropriate to simply read the Protocol-provided biographical information. Students must practice the introduction with a seminar faculty member. The student will have an opportunity to meet the speaker a few minutes in the Protocol Office prior to the presentation.

We encourage students to volunteer to thank guest speakers. Such representatives will be selected at the same time as introducers. This is an additional opportunity to meet the speakers for a few minutes prior to the presentation.

Nonattribution Policy

One aspect of learning requires open expression of thoughts and opinions in an atmosphere of academic freedom. To obtain open expression requires trust that those thoughts and opinions will not appear subsequently in other environments where the speaker may encounter consequences if those remarks are attributed to that speaker. The College is responsible for safeguarding this privilege of open, frank discussion—for upholding this covenant of trust. AMSC's policy of nonattribution during guest speaker sessions demonstrates our commitment to fulfilling that trust, and thereby enhances the educational

value of our Guest Speaker Program. To facilitate candid expression and learning, the nonattribution policy applies to all AMSC programs and sessions in which persons identified as guest speakers participate.

The nonattribution policy is this:

Any AMSC student, faculty member, or visitor may attribute nothing a guest speaker says during an AMSC presentation to the speaker. No AMSC student, faculty member, staff member, or visitor may discuss specific statements from any lecture or question-and-answer period in any way that would identify by name, rank, position, title, or other characteristics the guest speaker who made those statements.

The name or other identifying features of a previous guest speaker are not to be used when asking questions of or making comments to a later speaker.

Nothing a guest speaker says is to be attributed to the speaker during discussions, writings, or other discourse with any government or private-sector person, forum, publication, medium, or in any other way.

One exception to this policy exists: During scheduled academic events at AMSC when no other persons are present, AMSC faculty members and students may associate remarks with an identified guest speaker when doing so significantly aids learning at that time and place.

Recording Policy

Consistent with nonattribution policy, attendees at AMSC guest speaker presentations will not record them verbatim, by any means, without written permission in advance from the guest speaker. Accordingly, students, faculty members, staff members, and visitors will not bring tape or video recorders into any session. Bringing such equipment without express and advance written permission to record will be viewed as intent to record without permission, which constitutes an honor violation by students and an integrity violation by others.

Occasionally, the Commandant may desire to record or videotape selected guest speakers for use in other College programs or activities. The Commandant will obtain permission for such recording from the guest speaker or his/her trusted agent. Recorders/ operators will be identified in such cases to the guest speaker. No student, faculty member, staff member, or visitor should infer that he/she may also record in such circumstances.

Students, faculty, staff, or visitors who wish to record or video tape any presentation, discussion, counseling, or similar event given by an AMSC faculty

member, staff member, fellow student, or visitor must obtain permission in advance from the presenter to do so.

Functional Chiefs Representatives

The AMSC develops leaders and encourages them to understand the role, contributions, and relationships of all career fields to the Army. Thus, each seminar receives a balanced distribution of career fields in its student representation—to the extent possible based on class demographics. Integration of career fields to program enhances the learning process and the understanding of the Army.

The AMSC provides the opportunity for development within each career field. During the SBLM Program, AMSC will provide the student a unique opportunity to meet with his/her Functional Chiefs Representative (FCR). This executive highlights new programs and describes opportunities within their proponency. Students gain an appreciation and understanding of training, operational assignments, and self-development programs that improve technical and leadership skills. Students will need these skills to ensure continued outstanding performance within each career field.

Career Field gatherings provide a forum for students to meet with other students of the same career field. Often such acquaintances lead to life-long networking and professional friendships. A designated student is the host for each meeting. This host or hostess will offer a few words of welcome to the FCR, make introductions, and ensure the meeting flows smoothly. At the close of the meeting, the host will express the group's appreciation.

The AMSC Protocol Officer is the point of contact for all FCR meetings. Protocol will provide each seminar a listing of specific FCR meetings. If held during lunch, students will bring their lunches to the appropriate room. The FCR will eat with the students.

As you review the list and commit to attending your FCR meeting, please remember students may attend the meetings of any FCR scheduled. Students not currently in a career program may want to take advantage of this opportunity. You must inform the protocol officer if you wish to attend any FCR meeting. Once you commit to attending, please be sure you come. If you cannot come, please ensure you notify the protocol officer at least 24 hours in advance.