



TED KALEIDOSCOPE GUIDELINES

Section 1. Composition

Two student representatives to the TED executive board will be appointed each year for a term of two years such. The terms are staggered allowing for mentoring of first year representatives by second year representatives. TED student members self nominate for this position through submission of a completed application packet (see requirements under Section 2).

Section 2. Student Representatives

(a) In May of each academic year, an invitation to apply for the student representative positions will be posted in TEDLines and disseminated to all professional and student members via the membership email list (refer to Call for Student Representative – separate document). Individuals interested in applying for a leadership position must complete an application packet consisting of the following:

- 1) Letter of intent to include:
 - Current contact information including name, affiliation, complete address, telephone number, and email address;
 - Your CEC membership number, the divisions of CEC to which you belong, and your level of involvement in these divisions;
 - Your status in the doctoral program (first year, second year, ABD, etc.);
 - Your past involvement with TED/Kaleidoscope;
 - Your interests in serving in a Kaleidoscope leadership position;
 - Two goals you would like to accomplish as a Kaleidoscope co-chair. (e.g., increase student membership, recruit more doctoral student representatives who are members of traditionally underrepresented groups); and,
 - A brief description of what you bring to the organization.
- 2) Letter of support from a program faculty member
- 3) Curriculum vitae

Current student representative will review the applications packets and submit their recommendations for nominations along with supporting documents to the TED President for

approval. Selected new student representatives will be notified by the senior student representatives upon receipt of approval by the President.

Co-chair Responsibilities:

Student Representative 1:

Plan and organize the Kaleidoscope program at the annual Teacher Education Division (TED) Conference and Council for Exceptional Children (CEC) National Conference

1. Create Call for Proposals for Kaleidoscope program
2. Distribute Call for Proposal
 - a. Paper copies during Kaleidoscope sessions at both TED and CEC Conferences
 - b. Email Call for Proposals via membership email list and TED Lines asking faculty members and students in TED to distribute to other doctoral students in their programs
 - c. Create program for Kaleidoscope including; Dissertation Award Winner as Keynote (For TED conference only), Faculty Panel and/or presentations, Free registration winner.
 - d. Coordinate the Kaleidoscope session
 - i. Contact the conference coordinator on room needs/ordering food, if available (table arrangements, pens/pads, water, etc.)
 - ii. Name cards for round table presentations
 - iii. Number cards (corresponding to program) for poster presentations
 - iv. Sign-in sheets – faculty and student
 - v. Preparation for raffle
3. Host the Kaleidoscope session
 - a. Welcome statement
 - b. Introduction of Dissertation Award Winner (TED only)
 - c. Introduction of Panel Discussion/Presenters
 - d. Chair Panel Discussion
 - e. Introduction of Poster Session/Presenters & Round Tables
 - i. Monitoring of time for presenters
 - ii. Direct attendees to presenters
 - iii. Have faculty evaluate presentations
 - f. Conduct raffle
 - g. Closing Statement (Thank you statement for participating and transition into raffle/reception) & return completed evaluations

Attend Executive Board Meetings at the annual TED Conference and CEC conference. One senior student representative and one junior representative will be in attendance.

1. Report to the Board on committee status and details of program created for the Kaleidoscope session
2. Coordinate recruitment reception with conference coordinator/chair

Attend Conference Committee meeting at TED and CEC conferences

1. Collaborate with committee chairperson to determine needs for the Kaleidoscope session
2. Provide chairperson with Call for Proposals for upcoming conferences

Facilitate process of selecting/coordinating new student representatives

1. Create a flyer announcing the student representative position (including date of closing of submission, requirements, e-mail of Job 2 for assistance)
2. Select a student representative based on requirements (discuss with Job 2)

Mentor incoming Student Representatives during the CEC Kaleidoscope session and for the upcoming TED conference (for your specific job)

1. Provide incoming representative with list of responsibilities and timeline
2. Provide incoming representative with materials used during previous Kaleidoscope sessions
3. Maintain contact with incoming student representatives regarding status of program plan

Student Representative 2:

Plan and organize the Kaleidoscope program at the annual Teacher Education Division (TED) Conference and Council for Exceptional Children (CEC) National Conference

1. Maintain database of doctoral students interested in conducting peer reviews
2. Maintain database of students who attend TED/CEC Kaleidoscope
3. Work with web manager on proposal submissions, providing an updated list of peer reviewers and scoring method
4. Make final determination on proposal acceptance
5. Notify those who submitted proposals of acceptance/revise and resubmit
6. Continued contact with graduate students about opportunities/answering questions and notification to student presenters regarding time and location of presentation
7. Coordinate the evaluation of poster and round table sessions including printing the names of the sessions on the evaluation sheets, coordinating faculty to do the reviews, and returning review sheets to presenters
8. Host the Kaleidoscope session

- a. Welcome statement
- b. Introduction of Dissertation Award Winner (TED only)
- c. Introduction of Panel Discussion/Presenters
- d. Introduction of Poster Session/Presenters & Round Tables
 - i. Monitoring of time for presenters
 - ii. Direct attendees to presenters
 - iii. Have faculty evaluate presentations
- e. Conduct raffle
 - i. Put ad in *TEDLines* requesting items for raffle
 - ii. Send out e-mail requesting items from presenters
- f. Closing Statement (Thank you statement for participating and transition into raffle/reception) & return completed evaluations

Attend Executive Board Meetings at the annual TED Conference and CEC conference. One senior student representative and one junior representative will be in attendance.

1. Report to the Board on committee status and details of program created for the Kaleidoscope session
2. Submit Board reports according to board requests/schedule and present information at business meetings
3. Submit information to *TEDLines* (4 time a year)

Facilitate process of selecting/coordinating new student representatives

1. Manage a list of students who may be interested in becoming a student representative.
2. Respond to e-mails and collect student representative applications
3. Select a student representatives based on requirements (discuss with Job 1)
4. E-mail acceptance/denial about student representative applicants

Mentor incoming Student Representatives during the CEC Kaleidoscope session and for the upcoming TED conference (for your specific job)

1. Provide incoming representative with list of responsibilities and timeline
2. Provide incoming representative with materials used during previous Kaleidoscope sessions
3. Maintain contact with incoming student representatives regarding status of program plan

Section 3. Kaleidoscope Committee Membership

Membership in Kaleidoscope is open to all graduate student members of CEC/TED who are full or part-time students during the academic year at an accredited college or university.

Kaleidoscope provides a venue for student researchers early in their doctoral careers to present professionally and receive constructive feedback from faculty reviewers. Kaleidoscope also provides professional development opportunities specifically tailored to future teacher educators. Student voice is valued by TED. Thus, Kaleidoscope members are encouraged to participate in all standing committees providing opportunities for students to engage in national service, participate in professional discussions on special education teacher preparation, and develop leadership skills.

Kaleidoscope is a venue for graduate students to learn how to present at professional conferences and should be viewed as an initial learning experience for graduate students early in their program. One goal is to scaffold the development of early doctoral students by providing opportunities to share their work and gain feedback in a professional venue. Thus, it is expected that as students progress through their program of study and into candidacy they will submit their work to the broader audience of TED.