



UNIVERSITY of HAWAII'
WEST O'AHU

STUDENT EMCEE – FALL 2018 COMMENCEMENT CEREMONY

Deadline: October 19, 2018
Auditions: Week of October 29, 2018

The student emcee represents the undergraduate students of the University of Hawai'i - West O'ahu and plays an important role in the Commencement Ceremony. The selection of a student emcee(s) follows a process that includes fulfillment of predetermined criteria and an in-person audition.

Student Emcee Criteria:

- I. **High Academic Achievement**
The student must demonstrate academic achievement, as evidenced by a minimum cumulative GPA of 3.0.
- II. **University/Community Service**
The student must have a record of meaningful University and/or community service.
- III. **Minimum credits**
The student must have a minimum of 60 (sixty credits); at least 30 (thirty credits) completed at UH West O'ahu.
- IV. **Public Communication Skills**
The student must demonstrate the potential to communicate to a large audience in a graduation-related themed event in a meaningful, clear, and an expressive manner. The student must be able to facilitate and manage the commencement ceremony by being prepared and delivering their speeches professionally.

Procedure of Application:

1. Applicants who meet criteria I, II, and III will be invited to speak at an **audition session to be held during the week of October 29, 2018**. Should you be selected to audition, you will be given a sample speech to read. There will be a small group of judges present, but you will speak as if you are addressing those assembled at the graduation ceremony itself. There will be no microphone at the audition. Do note that this is an actual audition, so please come prepared. Dress appropriately in professional attire, as you would a job or internship interview.
2. Invitations to speak at the audition will be extended by e-mail. If you have not been reached by **Wednesday, October 24**, please contact Leila Wai Shimokawa by e-mail (lwai@hawaii.edu).
3. Final selection by the judges will be based upon the audition (along with academic achievement and service in especially close competition).

4. The student selected to be the student emcee will receive assistance from UH West O'ahu faculty and/or staff in reviewing the commencement program script to refine their speech and delivery.
5. The student selected to be the student emcee must practice with a podium and microphone at the UH West O'ahu Courtyard or other alternative location on Friday, December 7. Additional rehearsals may be required.

Please return the application to uhwocomm@hawaii.edu by 4 p.m. on **Friday, October 19, 2018**. Late applications will not be accepted.

If you have any questions, you may contact Leila Wai Shimokawa at lwai@hawaii.edu.



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APPLICATION FORM FOR STUDENT EMCEE - SPRING 2018

Please provide us with the information requested and return form to uhwoomm@hawaii.edu by **Friday, October 19, 4 p.m.**

Name: _____

Email: _____ (@hawaii.edu)

Phone: _____

Major: _____

GPA: _____

1. Please attach your resume to this application. Contact Loea Akiona (808) 689-2676 at [Career Services](#) for help with your resume.
2. List any academic honors or awards at UH West O'ahu:

3. List any campus and/or community service participation:

4. Describe the qualities or experiences that you believe make you qualified to represent your fellow graduates as the student emcee at Commencement:

5. Please provide one internal reference (faculty, staff, advisor):

Name: _____

Email: _____ Phone: _____

Relationship: _____

6. Please provide one external reference (family, friend, classmate, employer):

Name: _____

Email: _____ Phone: _____

Relationship: _____