

# Class Chats - Teacher Guide

Welcome to AFE Class Chats! Our Amazon Volunteers are thrilled to connect and share insights from their education and career journey with you and your students. As current Amazon employees, our Class Chat Volunteers have a rich set of experiences to draw from to help your students better understand the technology industry. Thank you for all you are doing to help inspire and encourage the next generation of student leaders in computer science!

Please utilize this step-by-step plan the most impactful Class Chat experience possible for your classroom. Reach out to [classchats@amazon.com](mailto:classchats@amazon.com) for any questions.

## Step 1: Pairing and planning (one month before)

30 minutes – teacher only

- ❑ Complete the [Teacher Class Chat Request form](#) at least one month in advance of your desired Class Chat date.
- ❑ Once you are paired, you will receive a confirmation email with your volunteer's name and email. Your volunteer should reach out to introduce themselves, but feel free to email and say "Hi!" after matching!
- ❑ After matching, send a calendar invite to your volunteer using your school's preferred conference system. *If your school does not have video system, ask your Amazon Volunteer to send an Amazon Chime link.*
  - **\*\*Note: We highly encourage you to schedule a test meeting with your volunteer, too (especially if you use Google Meet or Microsoft Teams). These platforms do not work with Amazon.com emails, so ask your volunteer to send the invite to a personal email OR use a different platform like Amazon Chime.**
- ❑ Work with your school to complete any necessary student releases and approve video conference links.
- ❑ Secure strong audio/video equipment to ensure all students can see/hear Class Chat adequately:
  - Option 1: Project video at front of classroom. Mute while the Amazon Volunteer is speaking.
  - Option 2: Provide individual video links for students to join on their Chromebook in class or virtually from home. Make sure students are muted during the chat.

## Step 2: Teacher Preparation (one week before)

30 minutes – teacher only

- ❑ Read through [all lesson plans](#) and materials to finalize plans for your Class Chat Lessons.
- ❑ Personalize any student-facing materials ([paper worksheet](#)/[digital worksheet](#) and [slide deck](#)).

## Step 3: Student Preparation Lesson (day before)

20 minutes - in class with students

- ❑ Complete Lesson 1 – Class Chat Preparation with students. Students should come to class the next day with their questions pre-planned and worksheets ready.

## Step 4: Class Chat Lesson (day of)

50 minutes - in class with students - **Please note that video recordings of Class Chats are not permitted.** If you have any questions regarding this, please reach out to [classchats@amazon.com](mailto:classchats@amazon.com)

- ❑ Complete Lesson 2 – Class Chat. All volunteers will have 15-20 minutes of prepared content and will leave 15-20 minutes for Q&A. Include time for student discussion and collect all student worksheets.

## Step 5: Class Chat Feedback (day after)

20 minutes – teacher only

- ❑ Complete the [Teacher Class Chat feedback form](#). Use collected student worksheets to submit requested results.
- ❑ **Celebrate on social media!** Post a selfie of you doing a Class Chat and tag #amazonfutureengineer so we can re-share! Don't include any up-close, identifying photos of students as that requires release forms. If you don't have social media, send to [classchats@amazon.com](mailto:classchats@amazon.com) to let us know how it went!

**Thank you for participating in Amazon Future Engineer Class Chats! We hope to see your students participating as Amazon Volunteers in a few years. 😊**