2023-24 Competitive Events Guidelines
Electronic Career Portfolio

FBLA
Future Business Leaders of America

Sometimes, a basic resume is not always enough. Electronic Career Portfolio provides members with the opportunity to present a portfolio showcasing their ability to combine all of their achievements, growth, vision, skills, education, training and career goals into an electronic format. This competitive event consists of a presentation component where the portfolio is shown to the judges.

Event Overview
Division: High School
Event Type: Individual
Event Category: Presentation
Event Elements: Presentation
Presentation Time: *3-minute set-up, 7-minute presentation time, 3-minute question & answer time*
[NACE Connections](#): Career & Self-Development, Communication, Critical Thinking, Leadership, Professionalism, Technology

Equipment Provided by Competitors: Technology and presentation items
Equipment Provided by FBLA:
- State — Look for updates from California FBLA before the conference
- National — Internet access and table for preliminary round presentation; Internet access, table, power, projector & screen for final round presentation

State
- <u>Number of Competitors per Chapter</u>: Each local chapter may enter **one individual**.
- At the State Leadership Conference, Electronic Career Portfolio consists of two parts:
  - a pre-judged 7-minute presentation
  - and a live, 7-minute final presentation for the top-8 individuals.
- Competitors are required to complete all parts for award eligibility.
- **The top four (4) places in state competition** will represent California at the National Leadership Conference.
- Middle school members who place in the top four **cannot** compete at the National Leadership Conference, per national guidelines.

- Scoring:
  - **Pre-judged Presentation:** A panel of judges will score the projects using the presentation sheet. The "presentation delivery" portion of the rating sheet will not be used to judge the prejudged submission, so members can focus on their project content. All decisions of the judges are final.
  - **Live Presentation:** A panel of judges will score the performances using the presentation sheet. All decisions of the judges are final.
  - **Final Score:** Only the live presentation score will be used to determine the final score. The pre-judged presentation score will not be used.
  - Five points will be deducted if competitors do not follow the dress code.
  - Five points may be deducted for each instance of not following guidelines.
- Project Guidelines:
  - No animals (except authorized service animals) will be allowed for use in any competitive event.
  - Presentation should cover the following aspects of the portfolio:
    - The portfolio is to be specific to the career goals and professional experiences that the student has completed; it is not a showcase of FBLA experiences.
    - All information should reflect the competitor's accomplishments and experiences that have occurred.
    - Facts and data must be cited and secured from quality sources.
    - The portfolio must include:
      - Resume
      - Career Summary: Including career choice, description of career, skills and education required, and future job outlook (e.g., monetary, advancement).
      - Sample Materials: These samples must include, but are not limited to, the following:
        - Career-Related Education: Describe career related education that enhance employability. Include a summary of school activities, career research projects, application of business education, and/or related occupational skills and their relationship to the career.
        - Educational Enhancement: Describe educational opportunities that enhance employability. Include career opportunities development planning, summaries of job shadowing, work-based learning experiences, internships, apprenticeships, informational interviews, community service projects, and products developed during these experiences.
        - Examples of Special Skills: Includes up to five examples of special skills, talents, and/or abilities related to job and career goals. Audio and/or video recordings may be included in the portfolio.
- Pre-judged Guidelines:

- o <u>Deadline:</u> Advisers must submit a URL of their chapter's pre-judged presentation in Blue Panda by 4:59 p.m. Pacific on **February 23, 2024**.
- o Video submissions should be URLs. The 7-minute videos should follow the digital submission guidelines established at the 2020 National Leadership Experience.
- o Key digital submission guidelines include:
  - ▪ **Members must be in FBLA Dress Code** while recording the video.
  - ▪ Videos shall be submitted in one take. This means that only one video per competitor/team may be submitted. **The submission shall not be edited.**
  - ▪ **Members may use projectors/presentations (example: PowerPoints)**, should they choose to use them.
  - ▪ Members can share their computer screen, but **members must still be seen in the recording at all times.**
- o Competitors are responsible for ensuring the URL is viewable by judges. If judges are unable to view the video, the pre-judge score will be zero.
- **<u>Live Presentation Guidelines:</u>**
  - o **Equipment Set-up Time:** 3 minutes
  - o **Presentation Time:** 7 minutes (one-minute warning)
  - o **Question & Answer Time:** 3 minutes
  - o **Internet Access:** Provided
  - o Pre-judged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
  - o When the equipment set-up time has elapsed, the timer will automatically start the seven-minute presentation time.
  - o If performing as a team, all team members are expected to actively participate in the presentation.
  - o Competitors may not view other competitors' presentations in their event.

National

Policy and Procedures Manual
- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on www.fbla.org.

Eligibility
- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- Members must stay in an official FBLA hotel in order to compete.
- Each state may submit four entries.

- Each competitor can only compete in one individual/team event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project).
- Only competitors are allowed to plan, research, prepare, and set up their presentations.
- Each competitor must compete in all parts of an event for award eligibility.
- All members of a team must consist of individuals from the same chapter.
- Picture identification (driver's license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.
- If competitors are late for a presentation time, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive events start in the morning before the Opening Session of NLC.

Recognition
- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

Event Administration
- This event has two parts: preliminary presentation and final presentation
- Preliminary Presentation Information
    - **Equipment Set-up Time:** 3 minutes
    - **Presentation Time:** 7 minutes (one-minute warning)
    - **Question & Answer Time:** 3 minutes
    - **Internet Access:** Provided (Internet access may not be Wi-Fi, so competitors should plan appropriately when selecting devices on which to present. Please note that internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case internet connections go down.)
    - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.
    - Competitors/teams are randomly assigned to sections.
    - Competitors present directly from a laptop/device. Screens and projectors are not allowed for use, and competitors are not allowed to bring their own. Power will not be available.
    - Competitors can present with and bring any of the following technology into the presentation as long as it fits on the small table in front of the judges' table or is held by the competitors:
        - Laptop
        - Tablet
        - Mobile phone
        - External monitor that is approximately the size of a laptop monitor
    - Visual aids and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.

- o When the equipment set-up time has elapsed, the timer will automatically start the presentation time.
- o If performing as a team, all team members are expected to actively participate in the presentation.
- o No animals (except authorized service animals) will be allowed for use in any competitive event.
- o Presentation should cover the following aspects of the portfolio:
    - ▪ The portfolio is to be specific to the career goals and professional experiences that the student has completed; it is not a showcase of FBLA experiences.
    - ▪ All information should reflect the competitor's accomplishments and experiences that have occurred.
    - ▪ Facts and data must be cited and secured from quality sources.
    - ▪ The portfolio must include:
        - • Resume
        - • Career Summary: Including career choice, description of career, skills and education required, and future job outlook (e.g., monetary, advancement).
        - • Sample Materials: These samples must include, but are not limited to, the following:
            - o Career-Related Education: Describe career related education that enhance employability. Include a summary of school activities, career research projects, application of business education, and/or related occupational skills and their relationship to the career.
            - o Educational Enhancement: Describe educational opportunities that enhance employability. Include career opportunities development planning, summaries of job shadowing, work-based learning experiences, internships, apprenticeships, informational interviews, community service projects, and products developed during these experiences.
            - o Examples of Special Skills: Includes up to five examples of special skills, talents, and/or abilities related to job and career goals. Audio and/or video recordings may be included in the portfolio.
- • Final Presentation Information
    - o **Equipment Set-up Time:** 3 minutes
    - o **Presentation Time:** 7 minutes (one-minute warning)
    - o **Question & Answer Time:** 3 minutes
    - o **Internet Access:** Provided (Internet access may not be Wi-Fi, so competitors should plan appropriately when selecting devices on which to present. Please note that internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case internet connections go down.)

o An equal number of competitors from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors from each section will advance to the final round.

o Final presentations may be open to conference attendees, space permitting. Finalists may not view other competitors' presentation in their event.

o Competitors can present with and bring any of the following technology into the presentation as long as it fits on the small table in front of the judges' table or is held by the competitors:
   ▪ Laptop
   ▪ Tablet
   ▪ Mobile phone
   ▪ External monitor that is approximately the size of a laptop monitor

o The following will be provided for the final round if it occurs in a conference room: screen, power, table, and projector. Competitors using laptops or other devices that do not have an HDMI port will need to provide their own adapters. It is up to final-round competitors to determine if they wish to use the technology provided.

o Visual aids and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.

o When the equipment set-up time has elapsed, the timer will automatically start the presentation time.

o If performing as a team, all team members are expected to actively participate in the presentation.

o No animals (except authorized service animals) will be allowed for use in any competitive event.

o Presentation should cover the following aspects of the portfolio:
   ▪ The portfolio is to be specific to the career goals and professional experiences that the student has completed; it is not a showcase of FBLA experiences.
   ▪ All information should reflect the competitor's accomplishments and experiences that have occurred.
   ▪ Facts and data must be cited and secured from quality sources.
   ▪ The portfolio must include:
      • Resume
      • Career Summary: Including career choice, description of career, skills and education required, and future job outlook (e.g., monetary, advancement).
      • Sample Materials: These samples must include, but are not limited to, the following:
         o Career-Related Education: Describe career related education that enhance employability. Include a summary of school activities, career research projects, application of business education, and/or related occupational skills and their relationship to the career.

- o Educational Enhancement: Describe educational opportunities that enhance employability. Include career opportunities development planning, summaries of job shadowing, work-based learning experiences, internships, apprenticeships, informational interviews, community service projects, and products developed during these experiences.
- o Examples of Special Skills: Includes up to five examples of special skills, talents, and/or abilities related to job and career goals. Audio and/or video recordings may be included in the portfolio.

Scoring
- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties. All judges' decisions are final.

Americans with Disabilities Act (ADA)
- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations
- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

Penalty Points
- Competitors may be disqualified if they violate the Competitive Event Guidelines or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late for their assigned presentation time.

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Electronic Career Portfolio Presentation Rating Sheet (Pre-judged)

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Resume	*Resume not included or demonstrated*	*Provides a review of resume including experiences, qualification, and special skills*	*Provides a review of resume using multiple visual aids*	*Provides a review of resume and integrates interactive features of technology into presentation*	
	0 points	1-6 points	7-8 points	9-10 points	
Career Research	*Career research not included or demonstrated*	*Shares research on desired career*	*Shares research on desired career and correlates personal qualifications to this career*	*Shares research and qualifications for career and incorporates statistics, data, salary, and obstacles*	
	0 points	1-6 points	7-8 points	9-10 points	
Career Related Education	*No demonstration of career related education*	*Shares information about school activities and work experiences*	*Shares information about school activities and work experiences and how one prepared for the other*	*Correlates experience and education and provides details about a career research project*	
	0 points	1-9 points	10-16 points	17-20 points	
Special Skills or Proficiencies	*No demonstration of special skills or proficiencies*	*Shares about one special skill or proficiency related to desired career*	*Shares about one special skill or proficiency related to desired career they have earned and how it makes them qualified for their selected career*	*Shares and correlates at least one special skill or proficiency related to desired career skill that is linked to a certification or endorsement*	
	0 points	1-9 points	10-16 points	17-20 points	
Substantiates and cites sources used while conducting research	*Sources are not cited*	*Sources/References are seldom cited to support statements*	*Professionally legitimate sources & resources that support statements are generally present*	*Compelling evidence from professionally legitimate sources & resources is given to support statements*	
	0 points	1-6 points	7-8 points	9-10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (70 points)					

Name(s):	
School:	
Judge Signature:	Date:
Comments:	

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Electronic Career Portfolio Presentation Rating Sheet (State Final and National)

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Resume	*Resume not included or demonstrated*	*Provides a review of resume including experiences, qualification, and special skills*	*Provides a review of resume using multiple visual aids*	*Provides a review of resume and integrates interactive features of technology into presentation*	
	0 points	1-6 points	7-8 points	9-10 points	
Career Research	*Career research not included or demonstrated*	*Shares research on desired career*	*Shares research on desired career and correlates personal qualifications to this career*	*Shares research and qualifications for career and incorporates statistics, data, salary, and obstacles*	
	0 points	1-6 points	7-8 points	9-10 points	
Career Related Education	*No demonstration of career related education*	*Shares information about school activities and work experiences*	*Shares information about school activities and work experiences and how one prepared for the other*	*Correlates experience and education and provides details about a career research project*	
	0 points	1-9 points	10-16 points	17-20 points	
Special Skills or Proficiencies	*No demonstration of special skills or proficiencies*	*Shares about one special skill or proficiency related to desired career*	*Shares about one special skill or proficiency related to desired career they have earned and how it makes them qualified for their selected career*	*Shares and correlates at least one special skill or proficiency related to desired career skill that is linked to a certification or endorsement*	
	0 points	1-9 points	10-16 points	17-20 points	
Substantiates and cites sources used while conducting research	*Sources are not cited*	*Sources/References are seldom cited to support statements*	*Professionally legitimate sources & resources that support statements are generally present*	*Compelling evidence from professionally legitimate sources & resources is given to support statements*	
	0 points	1-6 points	7-8 points	9-10 points	
Presentation Delivery					
Statements are well-organized and clearly stated	*Competitor did not appear prepared*	*Competitor was prepared, but flow was not logical*	*Presentation flowed in logical sequence*	*Presentation flowed in a logical sequence; statements were well organized*	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	*Competitor did not demonstrate self-confidence*	*Competitor demonstrated self-confidence and poise*	*Competitor demonstrated self-confidence, poise, and good voice projection*	*Competitor demonstrated self-confidence, poise, good voice projection, and assertiveness*	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates the ability to effectively answer questions	*Unable to answer questions*	*Does not completely answer questions*	*Completely answers questions*	*Interacted with the judges in the process of completely answering questions*	
	0 points	1-6 points	7-8 points	9-10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					

Name(s):	
School:	
Judge Signature:	Date:

Comments: