

DESCRIPTION

Jobs for Montana's Graduates (JMG) students belong to the Montana Career Association (MCA), a professional student organization. Each JMG class represents a unique MCA chapter. Individual JMG students will demonstrate their comprehension of career exploration and preparation by researching and compiling information about a specific career choice.

PURPOSE

Provide JMG students an opportunity to showcase their understanding of career exploration and opportunities in a specific career field.

ELIGIBILITY

Open to 10th, 11th, and 12th grade JMG students currently enrolled in the MCA and on the Job for America's Graduates eNDMS roster as verified by JMG state staff.

ENTRIES

Maximum of two entries per grade, for a total of six possible entries per chapter.

OBSERVERS

Chapter Manuals will be on display at the IGNITE Montana Conference for all in attendance to view.

COMPETITIVE EVENT TIMELINE

Exploratory Career Notebooks will be post marked on or before the JMG registration deadline, which will be within the last couple weeks of March. Date will be set and communicated to Career Specialists each year. Exploratory Career Notebooks will be distributed to judges approximately one week after received in the JMG state office. Exploratory Career Notebook judges will have 3 business days to score notebooks.

EVENT RULES

1. Student competitors will use a 3-ring standard binder to record career research materials.
2. Internal contents will be on 8 1/2" x 11" paper. Dividers will be used between sections.
3. Student competitors will type using 12-point font or neatly hand write in black ink. Pages will have 1" margins.
4. The following outline will be followed:
 - **Binder Front Cover**
 - Student Name, Grade Level
 - School Name, School Year
 - Exploratory Career Notebook, [selected career title]

COMPETITIVE EVENT GUIDELINES

for **EXPLORATORY CAREER NOTEBOOK**

- **Section 1: Table of Contents (maximum 2 pages)**
 - Page numbers on the bottom of the page
 - **Section 2: Career Essay (maximum 2 pages)**
 - Introduction
 - Supporting Paragraphs (appropriate topic and transition sentences) based on why the career was selected and then what was learned in researching that career
 - Conclusion
 - **Section 3: Student Resume (maximum 2 pages)**
 - **Section 4: Student Interest Inventory with supporting documentation (in sheet protectors)**
 - Examples include but are not limited to: MCIS Skills Sort, Cops/Caps/Copes test results, or any other credited interest inventory supporting career choices.
 - **Section 5: On-Site Research Narrative (maximum 20 pages)**
 - Research one career field on-site, describing the career, including any of the following:
 - Interviews and visitations, contact information and pictures describing the career
 - Written requests for research materials, written communication between student competitor and contact person holding selected career position
 - Information gathered by writing or visiting areas of interest: articles, job description, and career ladder
 - **Binder Back Cover**
 - Collage of selected career
5. All materials in the notebook will be designed, implemented, and presented as the work of the student competitor. Information provided will be factual, cited and based on actual happenings.
 6. Exploratory Career Notebook event submissions will be judged based on the criteria in the scoring sheet.
 7. The “Points Possible” column on the score sheet indicates the maximum number of points available for each section. It is appropriate to record “Points Achieved” in a range from 0 to the maximum number.
 8. Judges' decisions are final.

Judge # _____

HIGH SCHOOL NAME	
STUDENT NAME	

"POINTS ACHIEVED" CAN BE AWARDED IN A RANGE FROM 0 TO MAXIMUM "POINTS POSSIBLE"	POINTS POSSIBLE	POINTS ACHIEVED	COMMENTS (Comments are very helpful for students' learning and are highly encouraged)
COMPOSITION			
• Binder front and back covers present	2		
• Front Cover includes: Student name and grade level	1		
• Front Cover includes: School name and school year	1		
• Front Cover includes: Event name and researched career title	1		
TABLE OF CONTENTS			
• Maximum of 2 pages	1		
• Page numbers on bottom right of each page	1		
• Clear and concise; organized	3		
CAREER ESSAY			
• Double-spaced, 12-pt font, 1-inch margins. Maximum of 2 pages (deduct 1 point for each extra page)	5		
• Introduction Paragraph introduces audience to student's career choice	5		
• Supporting Paragraphs explain career selection and what the student learned	10		
• Conclusion Paragraph wraps up any loose ends and concludes students' choice	5		
STUDENT RESUME			
• Maximum of 2 pages (deduct 1 point for each extra page)	5		
• Free from grammar, spelling, and punctuation errors	5		
• Reader is impressed by content, layout, and formatting	15		
INTEREST INVENTORY			
• Interest Inventory included in sheet protector	5		
ON-SITE RESEARCH NARRATIVE			
• Double-spaced, 12-pt font, 1-inch margins. Maximum of 20 pages (deduct 1 point for each extra page)	5		
• Thorough research conducted through interviews, visitation, contacts, and pictures	15		
• Documented communication, cited between student and contact in researched career	15		
To provide additional comments, please use the back of this page.			