



EXPLORATORY CAREER NOTEBOOK

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

To 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, with up-to-date Jobs 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. Dates 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. All typed documents will use Franklin Gothic in 12-point font or handwritten neatly 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]



MONTANA CAREER ASSOCIATION

IGNITE MONTANA

CONFERENCE

APRIL 24 - 25, 2019

RED LION HOTEL & CONVENTION CENTER, BILLINGS, MONTANA



- **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.