

COMPETITIVE EVENT GUIDELINES

for **ELECTRONIC PRESENTATION**

DESCRIPTION

Jobs for Montana's Graduates (JMG) students belong to an association, the Montana Career Association (MCA). Each JMG class represents a unique MCA chapter. Each JMG MCA chapter is required to develop a Program of Work, outlining activities the students plan to accomplish during the school year. Each Chapter will develop a PowerPoint Presentation and select one student to deliver the presentation exhibiting information collected while completing the Program of Work activities in the areas of: **Leadership Development, Career Preparation, Civic Responsibility, and Social Awareness.**

PURPOSE

Encourage JMG MCA students to plan and conduct activities related to the Program of Work goals and objectives and document these activities in a manual that exemplifies the success of and commitment to their MCA.

KEY LEARNING OBJECTIVES

The key learning objectives for students participating in this event are:

- Demonstrate understanding of the (4) pillars within the JMG Program of Work:
 - Leadership Development
 - Career Preparation
 - Civic Responsibility
 - Social Awareness
- Quality, engaging presentation through public speaking skills
- Neat, clear, and orderly digital presentation of materials through knowledge of Microsoft PowerPoint
- Examples of meaningful, collaborative work, within the (4) pillars of the Program of Work

ELIGIBILITY

JMG students, currently enrolled in the MCA, with up-to-date Jobs for America's Graduates eNDMS rosters as verified by JMG state staff.

ENTRIES

Only one entry per chapter may be submitted for scoring.

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OBSERVERS

Observers are allowed during the competition. Head judge will announce rules of observation:

- 1) Observers are permitted under conditions of professional behavior.
- 2) Observers may not communicate with competitors.
- 3) Observers may neither enter nor leave the room during a presentation.

COMPETITIVE EVENT TIMELINE

- The Electronic Presentation event begins promptly at 10:00 AM on Day 1 of the IGNITE.
- The Electronic Presentation event will end at approximately 3:00 PM on Day 1 of IGNITE.
- Overall judging time could vary depending on the number of entries.

Each competitor will follow the time segments below:

PREPARATION	10 MINUTES
SPEECH	7 - 10 MINUTES
JUDGING/FEEDBACK	10 MINUTES

EVENT RULES

1. The Career Specialist must indicate intent to participant in Electronic Presentation when they submit their IGNITE Montana registration. The JMG chapter must also submit all competition materials by the registration deadline.
2. **The only acceptable format for the Electronic Presentation is Microsoft PowerPoint.** A laptop with Microsoft PowerPoint software, speakers, and a projector will be provided for each competitor.
3. Competitor is required to bring two copies of the presentation either on a removable disk drive (flash drive/USB stick) or CD. It is recommended you bring two printed copies of the presentation to provide the judges.
4. Competitor is limited to using the following methods for the digital copy of their presentation: one virus-free CD or a flash drive.
5. Competitors will provide JMG a copy of their presentation. This will be accomplished by competitors placing a copy of their Electronic Presentation on the desktop of the competition computer. This copy will remain property of the Jobs for Montana's Graduates (JMG) program.
6. Presentation content will:
 - **Promote the values and purpose of JMG and the MCA**
 - **Showcase the MCA Program of Work**

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- **Include specific activities completed throughout the year**
 - **Engage the audience in the dynamic material**
7. Presentations will be developed according to the following guidelines:
 - **Images enhance the presentation.** Limit the number of images so they are relevant and do not distract from the message, but add to it. Pay special attention to layout and perspective when using images.
 - **Visual identity helps the audience.** Choose a font and style theme and stick with it, keeping in mind the audience will have an easier time reading certain fonts and colors over others.
 - **Stick to the purpose.** Transitions and special effects should be used sparingly and be consistent. Use no more than 6 bullets per slide with a suggested maximum of 8 words per bullet; use parallel syntax for each bullet: if you begin the first bullet with an action verb, then all succeeding bullets should begin with an action verb.
 8. There may only be one presenter for the Electronic Presentation event. The student selected to deliver the Electronic Presentation will only be allowed that one on-site event at the conference.
 9. Competitors will report directly to the Electronic Presentation competition room at their designed time. **Failure to report on time will result in disqualification.**
 10. Competitors will be judged based on the criteria in the scoring sheet.
 11. 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.
 12. 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)
ORGANIZATION			
• Information presented in logical, engaging sequence	5		
• Content is organized and formatted consistently, with smooth flow	5		
• Content is free from spelling, grammatical errors, and text is in presenter's own words	5		
SUBJECT KNOWLEDGE			
• Presentation flows well and reflects extensive knowledge of Chapter Activities	5		
• Promotes values and purpose of JMG / MCA by showcasing activities	10		
• Presents information regarding activities in Social Awareness	5		
• Presents information regarding activities in Leadership Development	5		
• Presents information regarding activities in Civic Responsibility	5		
• Presents information regarding activities in Career Preparation	5		
GRAPHICS AND SCREEN DESIGN			
• Graphics and images are relevant, engaging, and are explained	5		
• Fonts and text are readable and consistent	5		
• Color is used appropriately, in balance with white space and layout	5		
• Slide composition is consistent throughout presentation	5		
ORAL PRESENTATION			
• Presenter maintains eye contact with audience	5		
• Presenter pronounces all terms correctly, using proper diction and tone	5		
• Presenter delivers presentation with confidence, poise, and professionalism	5		
TECHNOLOGY CONNECTION			
• Comprehensive use of technology is apparent	5		
• Student is familiar and confident in using PowerPoint	10		
To provide additional comments, please use the back of this page.			