

Contest and Project Guide Introduction

Congratulations on your participation in SkillsUSA. Your choice to be involved in SkillsUSA aligns you and your training program with a national network of business, industry and education professionals who are committed to national technical standards and rigorous training techniques. This guide has been developed to assist you and your students in meeting the standards set by some of America's finest corporations and technical, labor and trade associations.

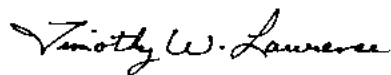
This guide is designed to assist you in preparing your students for state and national competition in the SkillsUSA Championships. However — and just as importantly — this guide should be used to help all students in your instructional program to practice national technical standards through the tests and projects included.

The technical standards have evolved into much more than a preparation guide for competition. The standards have been validated by some of the best subject matter experts in the nation and have been cross-walked to the academic areas of math, science and language arts. They are now the basis for what business and industry expect in entry-level employees in their respective occupational program of study.

You will find a variety of materials and tips inside to assist you in your instruction and contest preparation. To be sure you and your students receive the maximum benefit from these materials:

- The regulations and standards should be reviewed completely and followed exactly. Know the regulations and rules to be followed. In competition, a thorough knowledge of the rules is the first step to success.
- Analyze the rating sheets at: www.skillsusa.org/competitions/skillsusa-championships/contest-scorecards/. The rating sheet should be used as an evaluation tool to measure how well students perform to the standards and regulations.
- Practice using the contest projects for your event (if they've been included in this guide). These are the 2015 projects from the national competition. Using them gives you the advantage of practicing using a recent contest.
- Read the Insider's Guide from *SkillsUSA Champions* magazine. Reading them now may seem to be a low priority, but these tips are from those who have had a national competition experience, and there could be some small hints that give you big advantages (not all contests are covered in this section).
- Make sure students study related technical knowledge. A written test on technical and academic knowledge can count for up to 15 percent of the total possible score (see the General Regulations section). Students can also take a Skill Connect Assessment in their contest area to assure they have the knowledge required. Visit www.workforcereadysystem.org for more information.
- Check online for the contest updates. This will provide you with any recent changes to contest regulations. Find the updates at: www.skillsusa.org/competitions/skillsusa-championships/contest-updates/.
- Make sure students have an up-to-date, one-page résumé. The résumé is part of a competitor's score. A sample résumé is included in this guide.
- Finally, students need to be prepared to demonstrate solid employability skills. They will be tested with a Professional Development Test and through an Oral Professional Assessment. Have students brush up on interview skills, eye contact and a firm handshake. Make sure students study Levels 1 and 2 of the SkillsUSA Professional Development Program (PDP), including the SkillsUSA Student Workbook. Each year at the national competition, contest ties are broken using the score from the PDP test. If you do not have the PDP, go to: www.skillsusa.org/programs/professional-development-program-pdp/. Practice using the sample Professional Development Test included with this guide.

Being well prepared is not only an important aspect of success in competition, it's also important for success in life. The SkillsUSA Championships program is a motivator for excellence. It drives quality instruction and quality learning through testing to national standards. I hope this guide will assist you in continuing to provide a quality experience for your students as "Champions at Work."



Timothy W. Lawrence, Executive Director, SkillsUSA

INTRODUCTION

Many people consider the SkillsUSA Championships to be the preeminent showcase of public technical education in the United States. The championships recognize career and technical students who excel in their occupational and occupationally related areas, as well as in the leadership development activities that are such an integral part of the SkillsUSA program in the classroom.

The involvement of industry in the SkillsUSA Championships program is essential. Experts in leadership, health occupations, and skilled and technical sciences donate their time to serve as contest judges and as technical committee members. They assume responsibility for selecting the skills that are to be judged, determining the format of the contests and establishing the standards by which contestants will be judged.

Besides showcasing students' skills, the SkillsUSA Championships, by the very nature of competition, urges students to take pride in their work. It also provides prospective employers with an opportunity to see dedicated, motivated potential employees at work.

To continue to meet the needs of both these potential employees and prospective employers, the lines of communication between technical education schools and industry must be kept open. Educators need to be able to identify industry's needs and, in turn, develop appropriate curricula.

SKILLSUSA WORK FORCE READY SYSTEM

The Work Force Ready System (WFRS) provides assessments for career and technical education that are supported by industry, education and policy leaders. Central to the WFRS are the expertise and industry-defined competencies compiled in the SkillsUSA Championships Technical Standards 2015–2016. All of the system's assessments and certificates are based on the procedures, protocols, competencies and criteria established by subject matter experts from industry and education.

Overview

Using a unique collaboration between employers and educators that simultaneously improves instructional programs, the SkillsUSA Work Force Ready System assesses and documents the entry-level technical proficiency of students. It helps teachers and advisors engage with the system to enhance instruction in classrooms and labs across the nation. The major components of the WFRS are:

1. Skill Point Certificate

Individuals achieving an industry-defined cut score can earn a Skill Point Certificate through the online system. Skill Point Certificates, however, are awarded only to SkillsUSA member students who reach or exceed a threshold score in a national championships contest. Competitors achieving the cut score will be awarded the Skill Point Certificate, regardless of contest ranking or medal standing.

All “official” national championships competitions will award Skill Point Certificates.

Along with a national gold, silver or bronze medal, the Skill Point Certificate represents the pinnacle of achievement in demonstrating proficiency and workplace readiness in the student's occupational specialty. Each Skill Point Certificate may carry the logos and names of the organizations represented on that contest's national technical committee.

2. Skill Connect Assessments

Both SkillsUSA and non-SkillsUSA students will have an opportunity to purchase and take an assessment (online, proctored paper and pencil, or hands-on testing) based on the competencies and criteria established in the championships technical standards. Those candidates achieving a cut score in the assessment test will be awarded a Skill Connect Certificate, very similar to the Skill Point Certificate.

SkillsUSA has created fee-based Skill Connect assessment tests in more than 40 technical contests plus employability.

For more information on the Work Force Ready System, visit:
www.workforcereadysystem.org.

SKILLSUSA CHAMPIONSHIPS ORGANIZATION

The SkillsUSA Championships is governed by policies established by the board of directors of SkillsUSA Inc. These policies cover donations and awards as well as SkillsUSA Championships committees' composition and responsibilities.

The SkillsUSA Championships is organized as follows:

1. Board of directors of SkillsUSA Inc.
2. SkillsUSA Championships Executive Committee
3. SkillsUSA Championships director
4. Individual technical committees for each area of competition
5. National Education Teams

INTRODUCTION OF NEW CONTESTS

There are many requests for the establishment of new contests in the SkillsUSA Championships program. In determining the addition of new events to the SkillsUSA Championships, either for demonstrations or for final approval as an official contest, the staff of SkillsUSA will apply the following principles as a test of need:

Go to www.skillsusa.org/compete/downloads.shtml to download the "Application for Demonstration Contest" form. To be considered, the following time frame must be followed. If not followed, the contest will have to wait until the next open application period.

1. Applications submitted between Jan. 1 and July 1 of that year will be considered for the following year's NLSC. Example: Feb. 2, 2015, would be for 2016 NLSC; Sept. 13, 2015, would fall to the 2017 NLSC.
2. All applications submitted within the enrollment period will be reviewed and placed before the state association directors in their August meeting.

3. State association directors would then need to have their votes back to the SkillsUSA Championships director by Nov. 15 or sooner.
4. The SkillsUSA Championships director would then notify the state directors and the technical committees and post the results of which contests are going to be offered by Jan. 15 or sooner.

Some of the criteria to consider:

1. Are there a significant number of members in SkillsUSA who want to compete in the contest?
2. Are there jobs in the occupation and an industry that is nationally significant?
3. Special attention should be given to areas of new and changing technology as driven by industry.
4. Leadership contests will be added based upon solid proposals from the memberships that indicate value to students in relationship to future employment.

The following areas will be considered before a new contest can be approved:

1. A minimum of 10 state associations must commit to conducting the contest at the state level for a contest to be seriously considered.
2. A SkillsUSA Championships technical committee representing at least two different companies or professional organizations must be established to develop contest rules and establish the necessary support for personnel, contest equipment and prizes to introduce the contest. There also will be a need to establish a custodial account to help cover the cost of the contest. A financial commitment will be needed to cover costs in setting up the space and contest needs. The fee will be dependent upon the type of contest (Leadership, Occupationally Related, or Skilled and Technical Sciences) and the potential amount of consumables needed.
3. Preliminary contest rules will be printed and distributed to all state association directors with states invited to conduct the

contest and participate in the national demonstration.

4. New contests introduced at the national championships are given “demonstration” status. The contest is then reviewed and should qualify for “official” contest status by the third year. Demo status can be extended by the Executive Committee if warranted.
5. Contest operation and participation regulations will be reviewed by national staff to determine feasibility of official inclusion of the contest in the SkillsUSA Championships.
6. Official inclusion of new SkillsUSA Championships contests will be approved by the SkillsUSA board of directors. Industries may conduct technology demonstrations to solicit support from the states for a demonstration contest the following year.

ELIMINATION OF CONTESTS

There must be at least 12 contestants/teams in each official contest for the contest to be held. (Exceptions are Chapter Display, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board and health occupations contests.) In the event that fewer than 12 contestants participate for two years, the contest may be discontinued pending a decision by the SkillsUSA board of directors.

ABSORPTION OF CONTESTS

If an existing contest is facing elimination because of declining numbers, it is to be evaluated to determine if there is a new contest that may be similar. If so, the old contest guidelines would be reviewed by the championships director to determine if it could be absorbed within an existing contest. If so, the contest would receive temporary demonstration status so the state association directors have time to restructure and review the possibilities. This temporary demonstration status will cover a two-year period.

GENERAL REGULATIONS

1. These *SkillsUSA Championships Technical Standards* are written as guidelines for the administration of national contests.
 - a. They should serve as models for administration of local, regional and state contests but should not be considered binding upon state associations in conducting state-level SkillsUSA Championships.
 - b. Because of the changes that can occur within a contest area or a specific station, the scorecards or scoring criteria for all contests can be found on the SkillsUSA website under: www.skillsusa.org/compete/updates.shtml.
2. A careful and thoughtful analysis of the skills and knowledge required for successful employment in technical, skilled and service occupations, including health occupations, will identify a core of technical and scientific principles that students should understand. Knowing these principles will increase their chances of succeeding and progressing in their fields and form a basis for understanding and applying new technology as it is introduced in their respective fields. Competitors are expected to understand such principles as they apply to their skill areas. They will be expected to know and demonstrate the following:
 - a. Mathematics: addition, subtraction, division and multiplication of whole numbers, common fractions, decimal fractions, ratio, proportion, percentage, average, area, volume, metrics and written problems specific to areas of training
 - b. Engineering drawing/print interpretation and schematics related to specific areas of training
 - c. Reading comprehension/interpreting technical manuals
 - d. Completion of a job application form
 - e. Making an appointment for a job interview
 - f. Proper interview techniques
 - g. Responding clearly to oral questions
 - h. Safety knowledge (Some contests require evidence of safety training.

Students are encouraged to complete the Occupational Safety and Health Administration's [OSHA] 10-hour, Web-based CareerSafe course. For more, visit: www.careersafeonline.com. Participants completing the safety training course will receive a wallet card from OSHA.)

- i. Compliance with all copyright laws and software licensing requirements
3. Begin checking SkillsUSA's website in September for any changes to these printed guidelines. All changes to the current year's competitions will be at: www.skillsusa.org/compete/updates.shtml.
4. Professional Development Program (PDP) Test:
 - a. Each individual contestant in both leadership and skill contests (except Action Skills, Building Maintenance, Employment Application Process and Quiz Bowl contestants) will be given a test taken from Levels 1–2 of the Professional Development Program. The following procedures will apply:
 1. The tests will be administered by the state association directors at the National Leadership and Skills Conference before the SkillsUSA Championships begins.
 2. The test results will be used in the event of a tie to determine first-, second- and third-place winners only.
5. Technical Skills-Related Written Test:
 - a. Written tests and problem-solving exercises covering skills and related information will be included as a part of each contest (with the exception of the Building Maintenance contest). The number of points allowed will not exceed 15 percent of the total possible points and will be determined by the technical committee. The following procedures will apply:
 1. The test will cover the appropriate math, technology, schematic/engineering drawing/print interpretation, safety, problem solving and related information needed for employment.
2. The test will be prepared or approved by the SkillsUSA Championships technical committee and may be given at the contest orientation meeting or on the day of the contest.
6. An oral professional assessment, such as a personal interview, explanation of skills to be performed, problem to be solved or other employability skills assessment, will be included as a part of each contest. The number of points allowed will not exceed 10 and will be determined by the technical committee.
7. All competitors must create a one-page résumé and submit a hard copy to the technical committee chair at orientation. Failure to do so will result in a 10-point penalty. They can bring a résumé to the contest on the day of competition, however, the penalty will remain in effect.
8. Competitors in contests that require verbal presentations must use the proper name of the national organization, "SkillsUSA." Contestants in American Spirit, Chapter Display, Community Service, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board and Career Pathways must exhibit the organization's proper name and logo. Failure to do so will result in penalty points being assessed by the national technical committee. Visit: tinyurl.com/skillsusa-logo-standards for proper use of the logo.
9. SkillsUSA Championships awards may be presented to the top three contestants in each division. Contestants are rated against a standard of performance rather than automatically being awarded first-, second- or third-place medals based on the highest-rankings. Medals will not be awarded if the standard of performance as determined by the technical committee does not justify such recognition.
 - a. No ties will be permitted.
 - b. National finalists will be recognized with an appropriate designation on

their SkillsUSA Championships participation certificates. The state association will determine designation as a finalist.

- c. Decisions of the judges will be final. Interpretations of all contest rules will be made by the director of the SkillsUSA Championships.

10. The competencies listed in this publication under each occupational area are the basis for a quality technical instructional program from which our national contests are derived. The competencies have been listed to provide direction and assistance to state associations as they establish their district and state SkillsUSA Championships and to identify the scope of the national contest.

Who May Compete

11. Participants must be active SkillsUSA members in their respective divisions whose dues have been postmarked by midnight of March 1.
 - a. Exceptions to the above policy may be made under certain conditions. For details, contact your state SkillsUSA office.
12. Each national contest provides for individual entries unless the rules of the contest state that it is a team competition. States may enter one high school and one college/postsecondary student/team in each competition, unless otherwise stated in the specific contest rules.
 - a. High school contestants are students enrolled in a coherent sequence of courses or a career major that prepares the student for further education and/or employment related to technology, the health industry, trades or industry. Further, a high school contestant must be earning credit toward a high school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference.
 - b. College/postsecondary contestants are students enrolled in a coherent series of courses or a career major that prepares them for further education

and/or employment related to technology, the health industry, trades or industry. College/postsecondary contestants must be earning credit toward a postsecondary degree/certificate during the school year immediately preceding the National Leadership and Skills Conference.

13. Individual contestants may enter only one national championships contest annually. Participation must be approved by their state association.
14. Participants in national contests must be first-place winners selected on a competitive basis at the state level. In the event the first-place winner is unable to participate, the alternate must be the next highest-placing contestant at the state level who is able to participate. All contestants must qualify through state SkillsUSA approved contests. States may be disqualified from participation in a specific contest if they approve contestants who have not competed in a state contest. In team events, substitutions may be made if a team member(s) has to withdraw from the national competition. **A full team must be registered.** The ability of the contestants to meet the standards of national competition must be considered before the state association certifies the contestant.
15. Participants must meet the eligibility requirements set forth in each contest description.

Judging Criteria

16. The judging criteria listed on each contest rating sheet comprise the basic elements that will be considered in the evaluation of the contestants' performance.
 - a. The exact number of items evaluated and points assigned to each criterion may change from year to year depending on the complexity of the project.
 - b. The rating sheets are intended to give contestants and advisors a basic understanding of the evaluation criteria

and serve as a guide as they prepare for national competition.

Release of Contest Results

17. An analysis of contestant scoring and a ranking of the contestants will be available and accessible to every competitor on the SkillsUSA website within one week following the close of the national conference. The ranking of all competitors will be available and given to the state association directors (or their appropriate designees) at the Awards Ceremony.
18. The appropriate state official agrees not to use this information in any way that will violate any local, state or federal law and will protect each student's right of privacy as required by law.

How to Register

19. Only properly registered participants may enter SkillsUSA Championships contests. Registration requirements are:
 - a. Contestants must have joined SkillsUSA by March 1. **Note:** For some states, it may be sooner.
 - b. Official National Leadership and Skills Conference (NLSC) registration forms must be submitted by the deadline (May 1, or 10 days following the state SkillsUSA Championships).
 - c. States may make changes and substitutes are allowed up to 4 p.m. two days prior to the contest during the week of that particular conference.
 - d. **After June 1, the addition of contestants/teams must first be approved by the specific national technical committee chair.**
 - e. In team leadership contests, should a team member drop following the state competitions, states may substitute another student. Teams may compete with one fewer team member in the case of an unforeseen circumstance just prior to the national competition (e.g., student becomes ill, is involved in an accident or simply does not show up) as long as a full team was registered originally and the specific contest guidelines do not state otherwise.

Tools and Materials

20. Participants who do not bring the required tools and materials as specified in the individual contest regulations may be penalized two points for each item missing. Such penalties will be assessed by the contest chair. The contest chair may, at his or her discretion, furnish the required item(s) but may assess the two-point penalty per item.
21. It is strongly recommended that toolboxes not exceed 9"x14"x22". Contestants may bring more than one box. Toolboxes that are bigger or cannot be carried by one person should have casters, wheels or a hand truck for movement to and from contest areas.

Observer Rules

22. During the contest, participants must work independently, without assistance from judges, teachers, fellow students or observers. Contestants will be disqualified for receiving such assistance.
23. It is in the spirit of competition and good sportsmanship to demonstrate professional courtesy to other competitors. Contestants shall in no way disrupt or interfere with the work or performance of fellow contestants or teams. Any contestant or team found to be in violation of this regulation may be at the risk of penalty or even disqualification in the case of a serious violation.
24. A roped or otherwise marked area will be designated for observers. No observers, including SkillsUSA advisors, will enter the designated contest areas without the approval of the SkillsUSA Championships technical committee.
25. No observers will talk or gesture to contestants.
26. Judges will disqualify contestants who accept assistance from observers.
27. No observers will be permitted in the contest holding room or at the contest orientation meeting unless specifically

invited by the SkillsUSA Championships technical committee.

28. Additional limitations on observers, such as entering or leaving a contest area during a demonstration or sequence, may be posted to protect contestants from unnecessary distractions.
29. The technical committee chair may close the contest to observers if observers are seen to be communicating or aiding a contestant in any way or if safety demands such action.
30. Neither cameras with flash attachments, cell phones, nor recording devices of any kind will be permitted in any contest area without the consent of the SkillsUSA Championships director.

Contestants with Special Needs

31. The SkillsUSA Championships management team will make every effort to provide assistance/accommodations as appropriate to create equal opportunities and a level playing field for all contestants. No assistance will be provided that could be interpreted as giving the special needs contestant an unfair advantage. Advanced identification of the contestants and their special needs will be required. The following are examples of the types of assistance that are allowed:
 - a. Special tables will be allowed for contestants who need to use wheelchairs.
 - b. Signers will be allowed to translate oral instructions given by the technical committee to deaf or hearing-impaired contestants.
 - c. Special tools and devices will be allowed for contestants with prosthetics or physical challenges such as a club foot, burn injury or amputation.
 - d. Contestants with dyslexia or other learning disabilities will be allowed assistance as determined by the complexity of the contest assignment.
 - e. Readers will not be allowed in contests where the use of technical manuals is required.

- f. Hearing-impaired contestants will be provided signers at contest orientations, at the startup of the competition (and throughout the day if required by the technical committee) and for the contest debriefing.
- g. Translators for language issues must be noted and provided by the state.

Models/Assistants

32. Nail Care and Esthetics models and assistants in Action Skills, Principles of Technology, and Job Skill Demonstrations A and Open must be active SkillsUSA student members. Models and assistants are not required to be from the same school as the competitor. They are not considered contestants and are not required to attend contestant orientation meetings. **Since models and assistants are not involved in the written test and are not considered contestants, they are also not eligible to receive medals. They will, however, receive a participation certificate or other form of recognition.**

Mandatory Contest Meetings

33. Contestants must report to the mandatory contest orientation meeting, as scheduled in the conference program, for instructions from the technical committee chairs. This is a critical meeting since technical committee chairs provide specific contest instructions and many times administer the written and oral tests at this meeting.

Personal Appearance of Piercing and Tattoos

The policy in regards to piercing and tattoos while participating in the NLSC is as follows:

34. **Piercings:** Wearing of any piercings should not in any way cause a safety issue. If so determined, the offending item must be removed for the duration of the SkillsUSA Championships contest. Failure to comply will result in a safety penalty.
35. **Tattoos:** Any tattoo that is considered vulgar, sexual or morbid should be covered to the best of the student's ability while competing in any SkillsUSA Championships contest. Failure to comply will result in a clothing penalty.

SKILLSUSA CHAMPIONSHIPS CLOTHING REQUIREMENTS

1. Contestants in the SkillsUSA Championships must wear the approved SkillsUSA Championships clothing or work uniform specified for their particular contests during competition or be subject to a penalty of up to 5 percent of the total points available. The clothing items* referred to in these regulations are pictured and described at: www.skillsusastore.org. For questions regarding clothing or other logo items, call 800-401-1560 or 703-956-3723.
2. Contestants must wear their official contest clothing to the mandatory contestant meeting prior to the competition.
3. Participants must meet clothing requirements for the individual contests. For specific requirements, refer to the individual contest regulations.
 - a. The penalty for contestants who do not satisfy the clothing requirements will be a maximum of 5 percent of the total possible contest points.
 - b. All contestants are required to wear their official contest uniforms or official SkillsUSA attire to the Awards Ceremony, where the winners are announced and the industry awards are presented. Inappropriately dressed contestants will be denied access to the awards platform.

* **Note:** Contestants with special needs regarding clothing requirements should contact the SkillsUSA Championships office.

The original official blazer, jacket, sweater or any other uniform with the old “SkillsUSA-VICA” or “VICA” emblem patch may still be worn in contests requiring official attire as the required clothing.

4. The clothing requirements apply only to the national contests. State associations may have different dress requirements for

their own SkillsUSA Championships program.

5. Official attire as indicated for specific contests refers to the following:

For men: Official blazer or jacket, black trousers with white dress shirt, plain black tie with no pattern (or official SkillsUSA black tie from: www.skillsusastore.org), black socks and black shoes.

For women: Official blazer or jacket, black slacks or knee-length skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer, black sheer or skin-tone seamless hose and black dress shoes.

Note: T-shirt-style tops are not approved.

All personal jewelry should contribute to a businesslike appearance. Only official SkillsUSA jewelry is to be worn on a SkillsUSA blazer, jacket or sweater. Official jewelry is described as conference pin, SkillsUSA emblem, officer pin, President’s Volunteer Service Award pin, statesman pin (one only) and professional development (one only) pin.

6. Shoes: No canvas, vinyl, plastic or leather athletic-type shoes, open-toe or open-heel shoes are permitted in any SkillsUSA Championships event without penalty. Contestants may be disqualified where improper footwear constitutes a health or safety hazard. When leather work shoes are required: “work shoes” are technically defined as low or high-top leather, lace-up shoes with rubber, skid-resistant soles. They can be steel- or non-steel-toed. Work shoes can be purchased very inexpensively at any local department store and in most mail-order catalogs. Western-style (cowboy) boots are not allowed, except Roper-style boots that are all-leather, round-toed, flat-soled and with a low heel.
7. Eye protection must meet ANSI Z87 requirements. Prescription and non-prescription safety glasses must include side shields designed for the safety glasses

by the manufacturer of the eye protection. An imprint with the mark “Z87” will appear on the frame or lens to identify the safety glasses as meeting ANSI Z87 requirements. Approved safety goggles may also be worn to meet these eye protection requirements.

8. Contestants with long hair that poses a possible safety or sanitary hazard must wear hair containment devices (hair nets).
9. Contestants may be disqualified for lack of safety clothing or attire.
10. The wearing of accessory items (such as belts) is optional unless otherwise specified in the contest rules.
11. Only occupational or career patches, competitor patches and Professional Development Program (PDP) patches may be worn on the left shoulder or above the left pocket without penalty. However, they are not required.
12. No identification of the contestant, school or state is allowed on official clothing.
13. Check for specific clothing and safety requirements under the guidelines for each contest.
14. Clothing penalties in all skill contests will be assessed by the designated state director in cooperation with the contest chair. SkillsUSA Championships technical committees will assess clothing penalties for all leadership contests.

INSTRUCTIONS TO SKILLSUSA CHAMPIONSHIPS TECHNICAL COMMITTEE CHAIRS

General Responsibilities

1. Attend all meetings called by the SkillsUSA Championships director or officially designate a committee member to serve as your authorized representative at those meetings.

2. Make sure that all committee members are familiar with the *SkillsUSA Championships Technical Standards*.
3. Supervise the selection of the skills to be tested in the national contest, and identify necessary equipment and supplies. Make arrangements for borrowing and/or soliciting donations of all items.
4. Supervise the development of contest projects, drawings and instruction sheets for the contestants.
5. Locate individuals who are knowledgeable in your contest trade or skill area and invite them to serve as judges.
6. Plan the layout of the contest site. Identify needs and/or services such as water, electricity and compressed air.
7. Make arrangements for acquiring appropriate industry awards.
8. Plan and conduct the mandatory contest orientation and debriefing meetings.

Contest Orientation Meeting

The contest orientation meeting is mandatory for all SkillsUSA Championships participants. The purpose of this meeting is to review the following items with all contestants.

1. Contestants' Credentials: Verify each contestant's name and number as he or she appears on the nametag with the master list of contestants. Check the individual name to the actual name on the nametag.
2. Contest Rules: Check to be certain that all contestants are familiar with the contest rules and have been notified of any relevant information in the annual contest updates.
3. Contest Procedures: Explain the way in which the contest will be run, including schedule, procedure for time in/time out, rating criteria, procedure for breaking ties and method of dealing with problems.

4. **Safety Regulations:** Review general and specific safety requirements and procedures for the contest.
5. **Tools and Materials:** Go over the list of tools and materials that are to be supplied by the contestants. Include any additional items mentioned in the updates. If contestants do not have all the required items, be sure they understand that they must obtain them before the contest begins.
6. **Work Stations/Order of Performance:** If workstations are not identical, make sure contestants draw numbers for assignments. In contests where the order of performance is important, the procedure for determining the order should be explained.
7. **Equipment:** Take time to explain the operation of equipment with which contestants may not be familiar, including safety features. If possible, allow contestants time to become familiar with the equipment.
8. **Special Announcements:** Detail any special functions that the committee has planned, explain special transportation or time schedules, announce industry awards, and announce that contestants are not permitted to smoke during the contest.

Note: The national organization requests that all SkillsUSA Championships committee and contest personnel refrain from smoking or consuming alcoholic beverages in the presence of SkillsUSA student members.

9. **Contestants' Questions:** Encourage contestants to ask any questions they may have about the SkillsUSA Championships. Try to give satisfactory answers before the close of the contest orientation meeting.
10. **Contestant Penalties:** There may be special circumstances that prevent a competitor from attending the contest meeting (e.g., illness, accidents or transportation). Please do not disqualify a competitor without first consulting with the SkillsUSA Championships office.

Conducting the SkillsUSA Championships

1. Check all contest area facilities prior to the day of the contest to be certain that everything is in place and in order for a smooth-running competition.
2. Assemble all judges at the contest site prior to the start of the contest for a briefing. Be sure that all questions are answered and that the rating procedures are clear.
3. Check to be certain that all contestants have brought the tools and materials required for the competition. The technical committee may, at its option, furnish any required items that contestants have failed to bring; however, a two-point penalty may be assessed for each missing item.
4. Make sure that all contestants meet clothing requirements for the contest. (See the section on SkillsUSA Championships Clothing Requirements in the individual contest regulations.) The penalty for those who do not satisfy dress requirements will be 1 percent to 5 percent of the total possible contest points. Clothing penalties in all skill contests will be assessed by the designated state director or designee in cooperation with the contest chair. SkillsUSA Championships technical committees will assess clothing penalties for all leadership contests.
5. Make sure that all contestants receive copies of the project to be completed as well as any necessary drawings, instruction sheets or other materials. Be certain that contestants understand all instructions and have a chance to ask procedural questions. Take great care to see that all contestants have equal time and their questions are answered fairly.
6. Oversee the contest to ensure that safe work practices are followed.
7. Do not permit contestants to enter the contest site at any time unless they are displaying their contestant badges and numbers.

8. Do not permit contestants to smoke during the contest.
9. Conduct a critiquing session with the contestants after the contest to point out general strengths and weaknesses and the quality of work expected by the judges. (Do not discuss individual contestant performance.)
10. Verify all judges' rating sheets and submit them to the SkillsUSA Championships scoring management team.
11. Complete the chair's final report and return it along with required items to SkillsUSA Championships headquarters following the contest.
12. Keep the results of the contest confidential until the announcement of the winners at the Awards Ceremony.
13. Attend the Awards Ceremony to present medals to the place winners.
14. Organize and supervise the teardown of the contest area and be certain that equipment, tools and supplies are returned to the proper owners.

Instructions to Contest Judges

1. Judges must be completely familiar with the *SkillsUSA Championships Technical Standards*, particularly the General Regulations, Instructions to Technical Committee Chairs, and the specific rules of the contest they have been asked to judge.
2. Judges should receive copies of the contest project and judges' rating sheet(s), along with complete instructions from the technical committee chair prior to the competition.
3. Members of the SkillsUSA Championships technical committee may not serve as judges unless approved by the SkillsUSA Championships director.
4. Judges must give careful attention to each rule, and each contestant or entry must be judged in exactly the same manner and

under the same conditions as every other contestant or entry.

5. Judges will meet prior to the SkillsUSA Championships, at a time and place announced by the SkillsUSA Championships technical committee chair, to confer on:
 - a. Rule meanings and interpretations
 - b. Room arrangements
 - c. Materials and equipment
 - d. Last-minute details
 - e. Rating sheets
6. Judges will evaluate the performance of each contestant according to the criteria listed in each contest.
7. Judges will identify contestants by number only. Judges will not use contestants' names, schools or states unless otherwise specified in individual contest rules.
8. Judges may attend the contest orientation meeting held prior to the opening of the SkillsUSA Championships. However, only members of the technical committee may instruct the contestants and verify attendance.
9. Judges are selected because of their recognized expertise in the trade or skill that they are being asked to judge and are asked to follow the official SkillsUSA rules without inserting personal opinions. Such things as length of hair, length of dress and style of shoe, unless specifically covered in the contest regulations, are not to be considered by the judges except where safety is considered.
10. In no instance are judges or contest chairs authorized to change the contest rules. If an interpretation is required, the chair should contact the SkillsUSA Championships director.
11. Judges are to evaluate all items related to safety. Contestants not meeting safety requirements in clothing and/or devices may be disqualified from competition if, in the judges' opinions, the safety of the contestants or those around them is endangered.

12. Judges should rate contestants on the basis of entry-level job skills.
13. Judges should rate each contestant independently and not compare rating sheets with those of other judges.
14. Judges should rate contestants against a standard of performance rather than automatically awarding first-, second- or third-place medals to the highest-ranking competitors. It is not necessary to award a medal if the standard of performance does not justify such recognition.
15. After the judging is completed, judges should total their own rating sheets and return them, along with any notes and other pertinent information, to the SkillsUSA Championships technical committee chair.
16. The judges and technical committee members will keep all results confidential until the general announcement of winners is made at the Awards Ceremony. Under no circumstances may the judges discuss contest results or contestants' performance with contestants, chapter advisors or any observers.
17. Judges should refer all contest inquiries or problems that arise to the SkillsUSA Championships technical committee chair.

lessons for technical instructors and for SkillsUSA's corporate partners, whose productivity depends on employees with up-to-date skills. WSC results are one of the benchmarks by which a country's global economic competitiveness is judged.

Over its 60-year history, WorldSkills International has come to symbolize the pinnacle of excellence in career and technical training. Every two years, hundreds of young skilled people, accompanied by their teachers and trainers, gather from around the world to compete in the skills of their various trades and test themselves against demanding international standards and each other. They represent the best of their peers drawn from national skill competitions in 52 countries/regions.

WorldSkills was founded in 1950 and currently has members from 48 countries, with efforts constantly being made to expand the membership. In 1973, President Richard Nixon recognized SkillsUSA (then known as VICA) as the official organization representing the United States. Only one organization may represent a country in the official delegation and certify that country's international contestants.

SkillsUSA appoints one official delegate and one technical delegate to the governing body of the WorldSkills Organization, called the Member Assembly. A technical expert from the United States is appointed to each contest in which the United States competes and is responsible for working with technical experts from other countries to organize, conduct and judge that contest.

WORLD SKILLS COMPETITION

Introduction

SkillsUSA is a member of WorldSkills International, headquartered in Amsterdam, Netherlands. This organization sponsors the biennial WorldSkills Competition (WSC).

Participation in the WSC has provided a vehicle for comparing our career and technical students and methods of training with that of our major free-market competitors. The training technologies displayed at the WSC exemplify the ultimate standard in skilled workforce preparation. As such, they offer important

WorldTeam Selection Procedures and Criteria

1. SkillsUSA* will only compete in those WSC contests for which it has a well-qualified competitor, a well-qualified technical expert, adequate industry support for conducting qualifying trials, advanced training and general operating costs of the SkillsUSA WorldTeam contestant prior to the WSC.

***Note:** The SkillsUSA Foundation is responsible for obtaining financial support for the WorldTeam's general operating

costs, financial and in-kind support for qualifying trials, and advanced training of the WorldTeam members.

2. WorldTeam contestants may not turn 23 years of age or older during the calendar year of the WSC. (Exceptions apply for the two-member Mechatronics team and Aviation Technology contestants, who may be 25 years old.)
3. The selection process for the WorldTeam will be a combination of trials where possible and the balance by eligibility, scores from either of the prior two years' Championships along with an essay and a detailed interview process.
4. Only students continuing their education and/or currently working in the skill area of the international competition for which they are being considered will be eligible.
5. Advanced training may require contestants to travel to receive training. Contestants will not be expected to pay for their training or travel without adequate financial support.
6. WorldTeam members are required to attend all webinars, orientations and promotional meetings scheduled by the SkillsUSA national headquarters prior to departure for the WSC.
7. State directors and advisors of those candidates who are being considered will be notified. If their student is chosen, they will be notified and the student paired with a technical expert.
8. Individual training programs and schedules will be developed and will begin as soon as possible.

CHAPTER BUSINESS PROCEDURE



PURPOSE

To evaluate a chapter's ability to conduct regular SkillsUSA business meetings according to the order of business published in these regulations and correct parliamentary procedure. The contest is based on the rules found in the latest edition of *Robert's Rules of Order Newly Revised*.

First, refer to General Regulations, Page 9.

CLOTHING REQUIREMENT

For men: Official blazer, jacket or sweater; black dress slacks; white dress shirt; plain black tie with no pattern or SkillsUSA black tie; black socks and black shoes.

For women: Official blazer, jacket or sweater; black dress slacks or knee-length skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer; black sheer or skin-tone seamless hose and black dress shoes.

These regulations refer to clothing items that are pictured and described at: www.skillsusastore.org. If you have questions about clothing or other logo items, call 800-401-1560 or 703-956-3723.

Note: Contestants must wear their official contest clothing to the contest orientation meeting.

ELIGIBILITY

Open to active SkillsUSA members. The team need not be comprised of officers, but team members must be organized under one local charter. All team members must be members in the same division. Each team will consist of six registered members. The team may perform with five members without penalty in the event that a member fails to show up or is forced to withdraw within five days of the competition. (See exception policy in General Regulations.)

OBSERVER RULE

Observers will be permitted in the college/postsecondary presentations on Wednesday of the competition. College/postsecondary teams must wait in a holding room. No observers will be permitted in the preliminary rounds of the high school competition. Observers will be permitted in the final presentations on the Thursday of competition. Contestants must wait in a holding room. Observers will be instructed not to talk or gesture or enter or exit the demonstration room while a team is competing.

EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
 - a. Speaker's stand (lectern)
 - b. Gavel
 - c. Pad and pencil for secretary
 - d. One copy of the latest edition of *Robert's Rules of Order Newly Revised* per demonstration room
 - e. Packet for each team, which will include:
 1. List of business items
 2. Minutes of a previous meeting (these minutes cannot be modified)
 3. Treasurer's report
 4. Paper for any committee report
 5. One pencil
 - f. Stopwatch
 - g. Extra pencils as may be required
2. Supplied by the contestants:
 - a. All competitors must create a one-page résumé and submit a hard copy to the technical committee chair at orientation. Failure to do so will result in a 10-point penalty.

Note: Your contest may also require a hard copy of your résumé as part of the actual contest. Check the Contest Guidelines and/or the updates page on the SkillsUSA website:
www.skillsusa.org/compete/updates.shtml

SCOPE OF THE CONTEST

The contest consists of two parts that test knowledge of parliamentary procedure: a written exam and a chapter business procedure demonstration. During a simulated regular SkillsUSA business meeting, teams will demonstrate the procedures necessary to complete the meeting, from call to order to adjournment, using only those portions of the following order of business that are required by contest materials given to the team.

Knowledge Performance

The written exam consists of 100 multiple-choice questions related to material found in *Robert's Rules of Order Newly Revised, 11th Edition*. Scores are averaged and included as part of the team's overall score. This written test score will comprise up to 150 of the possible 1,000 points of the total score for all rounds of the competition. Visit the website of the National Association of Parliamentarians (www.parliamentarians.org) and download the bank of 300 questions under the "NAP Membership, Application" heading.

Skill Performance

The contest consists of a demonstration of a simulated chapter business meeting.

Contest Guidelines

1. During the presentation, the team will demonstrate the running of a typical business meeting using a standard order of business.
2. The order of business to be followed will include:
 - a. Call to order
 - b. Reading and approval of the minutes
 - c. Reports of officers, boards and standing committees
 - d. Reports of special committees
 - e. Special orders
 - f. Unfinished business
 - g. New business
 - h. Adjourn
3. During the simulated demonstration, the team must properly handle items dictated by the above order of business and materials given to the teams by the technical committee. The demonstration must include no fewer than six motions,

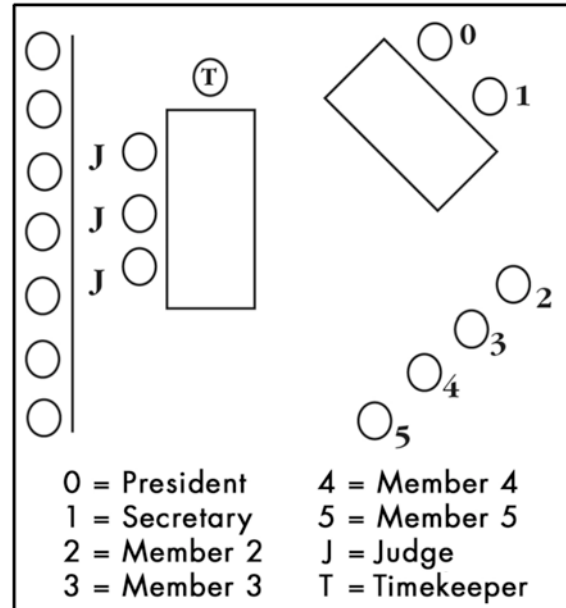
including at least one motion of each of the following types:

- a. Privileged
 - b. Subsidiary
 - c. Main
 - d. Incidental
 - e. Motions that bring a question before the assembly again
4. Teams will draw for order of appearance during contest orientation. Also, during contest orientation, each team member will take a written test covering basic parliamentary procedures.
 5. Sixty minutes prior to the team's demonstration in front of the judges, the team will be given a list of business items to insert into the order of business: the secretary's minutes of the previous meeting, the treasurer's report, and paper for preparing any committee report. Any written committee reports submitted will comply with the provisions set forth in the latest edition of *Robert's Rules of Order Newly Revised*, and stipulated by the minutes of the previous meeting. Teams may bring their own copy of the latest edition of *Robert's Rules of Order Newly Revised* to use in the preparation room, but it must be given to the time keeper during their demonstration.
 6. During the simulated meeting presentation, the team may use only the secretary's minutes of the previous meeting, the treasurer's report, the list of business items, and committee reports. The presiding officer may make notes on the list of business items; however, a team will be disqualified if any member uses notes during the simulated presentation. The secretary will be provided with a pad and pencil for recording minutes of the simulated meeting. One copy of *Robert's Rules of Order Newly Revised* will be in the demonstration room for team reference. There will be a 30-point penalty for each item not covered.
 7. The demonstration room will be furnished with a table and three chairs for judges and contest officials. A timekeeper will be seated beside the judges' table in clear view of the demonstrating team. The demonstration area will be set with four chairs for team members and a table from which the presiding officer will conduct the

meeting and the secretary will take minutes.

8. The demonstration should be at least 10 minutes in length but should not exceed 15 minutes. There will be five points deducted for each 30 seconds or fraction thereof under 10 minutes or over 15 minutes. The time required to complete the recording and reading of the secretary's minutes at the end of the presentation will not count toward a team's time.
9. Following adjournment of the simulated business meeting, the secretary will read the minutes covering the demonstration to the judges. The minutes will be judged for completeness as read, neither for penmanship nor sentence structure.
10. All materials given to team members, along with the minutes of the demonstration, committee reports and contest badges, will be given to a contest official in the demonstration room after the completion of the demonstration.
11. Throughout the demonstration, team members will be referred to by first name only. No reference may be made to their school name, city or state. A five-point penalty will be assessed each time any of these are identified in the presentation.
12. Tie breakers for teams will be determined by first looking at total presentation score and second by looking at the team's average written test score.
13. The chair and secretary shall be seated at the head table, with the other team members seated in four chairs staggered in front of the table.
14. The demonstration room will be furnished with seats for judges and observers with a demonstration area at the front. The demonstration area will be set up with four chairs for team members and a table, from which the president will conduct the meeting and the secretary will take minutes. A table and three chairs will be provided for the judges and contest officials. The timekeeper will be seated beside the judge's table so as to be in clear view of participants.

Note: The official SkillsUSA Opening and Closing ceremonies are not to be performed during this contest.



Standards and Competencies

CBP 1.0 — President demonstrates the ability to conduct a meeting

- 1.1 Demonstrates impartiality when conducting meeting
 - 1.1.1 Does not call on the same member every time

CBP 2.0 — Read minutes of previous meeting

- 2.1 Read minutes from previous meeting
 - 2.1.1 Secretary stands
 - 2.1.2 Secretary reads clearly and loudly enough to be heard
 - 2.1.3 Secretary is seated

CBP 3.0 — Chair obtains approval of minutes

- 3.1 Obtain approval of minutes
 - 3.1.1 Chair asks for corrections
 - 3.1.2 Chair announces results

CBP 4.0 — Present reports of officers, boards and committees

- 4.1 Deliver treasurer's report
 - 4.1.1 Treasurer stands when called upon
 - 4.1.2 Treasurer reads so as to be heard
 - 4.1.3 Chair asks for questions
- 4.2 Deliver committee reports
 - 4.2.1 Member stands when called upon
 - 4.2.2 Member reads so as to be heard

- 4.2.3 Chair asks for questions
- 4.2.4 Chair processes motions or recommendations, if any
- 4.3 Present reports of special committees
 - 4.3.1 Member stands to be recognized
 - 4.3.2 Member reads so as to be heard
 - 4.3.3 Chair asks for questions
 - 4.3.4 Chair processes motions or recommendations, if any

CBP 5.0 — Effectiveness of business meeting

- 5.1 Participate in meeting
 - 5.1.1 All team members other than presiding officer make at least one motion
 - 5.1.2 All team members other than presiding officer debate at least one debatable motion
 - 5.1.3 More than one member debates each debatable motion
- 5.2 Demonstrate effective organization of meeting
 - 5.2.1 Meeting flows logically and systematically
 - 5.2.2 Business occurs as it should according to the prescribed order of business
- 5.3 Follow the order of business
 - 5.3.1 Use the necessary parts of the following order of business as prescribed by the materials given them by the technical committee:
 - a. Call to order
 - b. Reading and approval of the minutes
 - c. Reports of officers, boards and standing committees
 - d. Reports of special committees
 - e. Special orders
 - f. Unfinished business
 - g. New business
 - h. Adjourn
- 5.4 Provide quality discussion
 - 5.4.1 The maker of the motion has first right of debate
 - 5.4.2 Each member may debate only twice on a pending motion unless the motion to Limit or Extend Limits of Debate is made and adopted
 - 5.4.3 Chair does not debate

- 5.4.4 Team members debate only debatable motions
- 5.4.5 Debate provides information and insight, as opposed to asking questions or saying “I agree”
- 5.4.6 Debate is germane to the pending motion
- 5.4.7 Conduct business meeting with ease
- 5.4.8 Motions are handled without hesitation or awkwardness
- 5.4.9 The business meeting runs smoothly and efficiently

CBP 6.0 — Demonstration of the use of the five types of parliamentary motions according to the latest edition of *Robert’s Rules of Order Newly Revised*

- 6.1 Obtain the floor
 - 6.1.1 Member stands to be recognized
 - 6.1.2 Member says “Mr./Madame President”
 - 6.1.3 Chair recognizes member by first name only
- 6.2 Demonstrate proper use of privileged motions
 - 6.2.1 Member makes the motion
 - 6.2.2 Another member seconds the motion, if necessary
 - 6.2.3 Chair states the motion or responds to the request or demand
 - 6.2.4 Chair puts motion to a vote, if necessary
 - 6.2.5 Chair announces the result of the vote, if necessary
- 6.3 Demonstrate proper use of Subsidiary motions
 - 6.3.1 Member makes the motion
 - 6.3.2 Another member seconds the motion
 - 6.3.3 Chair states the motion and asks for debate, if permitted
 - 6.3.4 Members debate motion, if debatable
 - 6.3.5 Chair puts motion to a vote
 - 6.3.6 Chair announces the result of the vote
- 6.4 Demonstrate proper use of Main motions
 - 6.4.1 Member makes the motion
 - 6.4.2 Another member seconds the motion
 - 6.4.3 Chair states the motion

- 6.4.4 Chair asks, “Are you ready for the question?”
- 6.4.5 Members debate motion and make secondary motions
- 6.4.6 Chair puts motion to a vote
- 6.4.7 Chair announces the result of the vote
- 6.5 Demonstrate proper use of Incidental motions
 - 6.5.1 Member makes the motion
 - 6.5.2 Another member seconds the motion, if necessary
 - 6.5.3 Chair states the motion or responds to the request
 - 6.5.4 Members debate motion if debatable
 - 6.5.5 Chair puts motion to a vote, if necessary
 - 6.5.6 Chair announces the result of the vote, if necessary
- 6.6 Demonstrate proper use of motions that bring a question back before the assembly
 - 6.6.1 Member makes the motion
 - 6.6.2 Another member seconds the motion
 - 6.6.3 Chair states the motion
 - 6.6.4 Members debate motion if debatable
 - 6.6.5 Chair puts motion to a vote
 - 6.6.6 Chair announces the result of the vote

CBP 7.0 — Read minutes of demonstration

- 7.1 Record minutes accurately
 - 7.1.1 All essential items are included
 - 7.1.2 Minutes reflect what actually happened during the demonstration
 - 7.1.3 Debate and nonessential items are excluded
- 7.2 Demonstrate effective reading and submission of minutes
 - 7.2.1 Secretary stands
 - 7.2.2 Secretary reads clearly and loudly enough to be heard

CBP 8.0 — Team appearance

- 8.1 Wear official attire
 - 8.1.1 All members wear SkillsUSA official attire as prescribed by clothing requirements for the contest

- 8.2 Demonstrate positive overall appearance
 - 8.2.1 Members wear same type of official attire (i.e., all blazers, all jackets, etc.)
 - 8.2.2 Members are groomed neatly
 - 8.2.3 Members demonstrate good posture and poise

CBP 9.0 — Written Test

- 9.1 Demonstrate understanding of parliamentary procedure according to *Robert’s Rules of Order Newly Revised*
 - 9.1.1 Each member will complete an examination of 100 questions
 - 9.1.2 Tests are taken individually and the scores are averaged for the team

Committee Identified Academic Skills

The technical committee has identified that the following academic skills are embedded in this contest.

Math Skills

- Balance a treasurer’s report sheet

Science Skills

None Identified

Language Arts Skills

- Provide information in conversations and in group discussions
- Provide information in oral presentations
- Demonstrate use of verbal communication skills: word choice, pitch, feeling, tone, and voice
- Demonstrate use of nonverbal communication skills: eye contact, posture and gestures using interviewing techniques to gain information
- Organize and synthesize information for use in written and oral presentations
- Demonstrate knowledge of appropriate reference materials
- Edit writing for correct grammar, capitalization, punctuation, spelling, sentence structure and paragraphing
- Write a proper set of minutes

Connections to National Standards

State-level academic curriculum specialists identified the following connections to national academic standards.

Math Standards

None Identified

Source: NCTM Principles and Standards for School Mathematics. To view high school standards, visit: standards.nctm.org/document/chapter7/index.htm. Select “Standards” from menu.

Science Standards

None Identified

Source: McREL compendium of national science standards. To view and search the compendium, visit: www.mcrel.org/standards-benchmarks/.

Language Arts Standards

- Students read a wide range of print and nonprint texts to build an understanding of texts, of themselves, and of the cultures of the United States and the world; to acquire new information; to respond to the needs and demands of society and the workplace; and for personal fulfillment. Among these texts are fiction and nonfiction, classic and contemporary works
- Students apply a wide range of strategies to comprehend, interpret, evaluate and appreciate texts. They draw on their prior experience, their interactions with other readers and writers, their knowledge of word meaning and of other texts, their word identification strategies, and their understanding of textual features (e.g., sound-letter correspondence, sentence structure, context, graphics)
- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes
- Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes
- Students apply knowledge of language structure, language conventions (e.g.,

spelling and punctuation), media techniques, figurative language, and genre to create, critique and discuss print and nonprint texts

- Students conduct research on issues and interests by generating ideas and questions and by posing problems. They gather, evaluate and synthesize data from a variety of sources (e.g., print and nonprint texts, artifacts, people) to communicate their discoveries in ways that suit their purpose and audience
- Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and communicate knowledge
- Students participate as knowledgeable, reflective, creative and critical members of a variety of literacy communities
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information)

Source: IRA/NCTE Standards for the English Language Arts. To view the standards, visit: www.ncte.org/standards.

Professional Development Test

Each individual contestant in both leadership and skill contests will be given a test taken from Levels 1 through 2 and the SkillsUSA manual of the Professional Development Program.

The following is a sample professional development test. Use this to practice for the actual test.

YOU STILL NEED TO STUDY. The test given at the national conference **WILL NOT** be the same as the test included here. It is provided to show an example of the types of questions that could be on the test.



**Professional Development Test
National Leadership and Skills Conference
2015**

1. Which word below is defined as “parts of the whole”?
 - A. Compendium
 - B. Components
 - C. Competency
 - D. Conscientious

2. A good communicator
 - A. Knows the audience
 - B. Speaks in slang
 - C. Speaks with authority by screaming
 - D. Speaks without preparing the remarks

3. In proper table setting eating utensils are arranged:
 - A. In any order
 - B. With forks on the right side
 - C. With the knives on the left side
 - D. With pieces used first on the outside

4. Which of the following demonstrates good social etiquette?
 - A. A man remaining seated when a woman approaches
 - B. A firm handshake to make a good first impression
 - C. If you forget a person’s name, try to act like you know it.
 - D. The man is always introduced first

5. What is good advice for completing a job application?
 - A. Use pencil so you can make corrections.
 - B. Complete it quickly to impress the employer
 - C. Read over the entire application before completing it
 - D. Leave an item blank if you don’t know the answer

6. Which of the following is spelled correctly?
 - A. Etiquette
 - B. Proficiency
 - C. Harasment
 - D. Chronolgically

7. Which of the following is a characteristic of a positive image?
- A. Chewing gum
 - B. Wearing fad clothing
 - C. Slouching posture
 - D. Being on time
8. How many US Representatives does a state have?
- A. 1
 - B. 2
 - C. Various depending upon the population of the state
 - D. Various depending upon how many people vote
9. What is the SkillsUSA Motto?
- A. Champions at Work
 - B. Preparing for Leadership in the World of Work
 - C. I believe in Education
 - D. I believe in High Moral and Spiritual Standards
10. What is the organization designed for students studying in trade, industrial, technical or health occupations?
- A. SkillsUSA
 - B. Labor Union
 - C. Professional Organization
 - D. Student Council
11. What term defines hostility or intolerance towards others?
- A. Ethnicity
 - B. Demographics
 - C. Nastiness
 - D. Prejudice
12. What term defines or describes someone as either male or female?
- A. Ethnicity
 - B. Gender
 - C. Demographics
 - D. Age
13. Effective communications with others involves many skills. Which one of the following is not a good communication skill?
- A. Listening
 - B. Writing
 - C. Collaboration
 - D. Ignoring others
14. Positive behaviors are good methods to cope with stress. Which of the following would you not use to cope with stress?
- A. Talk about your concerns with someone you trust
 - B. Compromise
 - C. Indulge in alcohol
 - D. Try to change your daily tasks or routines

15. What term defines competence in an art, or field of knowledge?
- A. Proficiency
 - B. Strengths
 - C. Ability
 - D. Knowledge
16. What term defines a formal personal meeting, especially one arranged for formal discussion or to evaluate an applicant?
- A. Application
 - B. Interview
 - C. Resume
 - D. Portfolio
17. What term is associated with discussing opposing points of view?
- A. Argument
 - B. Discussion
 - C. Fight
 - D. Debate
18. What is the name given to a course of study offered by a school?
- A. Program
 - B. Standards
 - C. Curriculum
 - D. Syllabus
19. Arranging events by time or date is using what kind of order?
- A. Seniority order
 - B. Chronological order
 - C. Cost order
 - D. Order of time with the company
20. What is a drawing or diagram that is used to compare data?
- A. Flow chart
 - B. Organizational chart
 - C. Venn diagram
 - D. Bar graph
21. What is the name of the diagram that shows all the positions or jobs in a company?
- A. A diagram
 - B. A flow chart
 - C. An organizational chart
 - D. A Venn diagram
22. More and more employers and college officers require applicants to show what they know and can do. What best showcases your abilities?
- A. a portfolio
 - B. a letter of recommendation
 - C. a transcript
 - D. a report card and attendance record

23. What is defined as a “wise and trusted counselor, teacher, tutor, coach or advisor?”
- A. A parent
 - B. A mentor
 - C. A member of the clergy
 - D. A supervisor
24. When should you list a specific salary in the “salary required” or “salary” block on an application?
- A. When you want the employer to know what you need to make
 - B. When you are applying for a different job at the same company
 - C. When you want to impress the employer
 - D. When you are absolutely certain of the wages paid for the position
25. When completing a job application what colors of ink are acceptable?
- A. Black or red
 - B. Blue or green
 - C. Black or blue
 - D. Green or red
26. What is the first step in applying for a job?
- A. Filling out a job application
 - B. Submitting a portfolio
 - C. Submitting references
 - D. Asking how much the job pays
27. If we are to exceed customer expectations, we have to know
- A. How much it costs
 - B. What the customer wants
 - C. Where to get the product
 - D. How to order online
28. Someone with whom you have business dealings who works with you in the same company is called a(n)
- A. Internal customer
 - B. External customer
 - C. Supervisor
 - D. Friend
29. If you were to be making a presentation in front of a group of people which of the following would you be least likely to do?
- A. Determine why you are speaking
 - B. Know your audience
 - C. Speak without notes or preparation
 - D. Practice your speech
30. What name is given to the fear of speaking in public?
- A. Stage fright
 - B. Fear of people
 - C. Communications
 - D. Lack of self confidence

31. Which of the following would you not expect to find in a professional journal?
- A. New concepts, trends, products and equipment
 - B. Articles on customer service
 - C. Articles by professionals in the field
 - D. Crossword puzzles
32. What is a publication directly related to a particular profession?
- A. Newsletter
 - B. Promotional flyer
 - C. Prospectus
 - D. Journal
33. When visiting local employers to survey for future opportunities, which of the following is not a good practice or necessary?
- A. Make an appointment in advance
 - B. Know the title and position of the person you will meet
 - C. Dress casually
 - D. Know basic information about the company
34. What should you do in a social or business situation if you forget someone's name?
- A. Change the subject
 - B. Admit it
 - C. Deny it
 - D. Talk to somebody else
35. Demonstrating good manners is a characteristic of good social behavior. What is the formal word defining the rules of good social behavior?
- A. Rules
 - B. Outlines
 - C. Plans
 - D. Etiquette
36. In a meeting when you have an idea you want discussed and decided upon, you would offer a(n)
- A. Main motion
 - B. Amendment
 - C. Secondary motion
 - D. Idea
37. What name is given to the list of the business to take place at a meeting?
- A. Order of business
 - B. Plan of action
 - C. Agenda
 - D. Business plan
38. What represents democracy in action?
- A. The legislature
 - B. Business meetings
 - C. Court proceedings
 - D. Faculty meetings

39. What skills do you need to properly critique a meeting?
- A. Personal skills
 - B. Communications skills
 - C. Technology skills
 - D. Parliamentary procedure skills
40. Class projects are planned and implemented to help people or to improve a business/school community. When a class develops and implements a project, particularly one involving the community, what is generated in the community for the school?
- A. Involvement
 - B. Disdain
 - C. Good will
 - D. Community service
41. What name is given to a spontaneous idea generating technique used by groups and individuals?
- A. Brainstorming
 - B. Cause and Effect
 - C. Pros and Cons
 - D. Researching
42. What title is associated with the chief executive of a state?
- A. Senator
 - B. Governor
 - C. Legislator
 - D. Principal
43. An elected state representative may be called a representative, delegate, legislator or other name identified in the state constitution. In the Legislature, that person represents:
- A. Themselves
 - B. A designated geographic area
 - C. Their immediate neighborhood
 - D. Only those who voted for them
44. In addition to participating in civic elections, an responsible worker is involved in what other types of organizations?
- A. Fraternal
 - B. Social
 - C. Community
 - D. Trade or professional
45. An individual who participates in the democratic system of government, including participating in elections is considered a(n) _____ citizen
- A. Active
 - B. Participating
 - C. Responsible
 - D. Engaging
46. When you show an impressive image of yourself, you are showing others that you _____ yourself and others.
- A. Respect
 - B. Enjoy
 - C. Emulate

D. Support

47. Who is responsible for your actions and thus the impression you give of yourself to others?
- A. Your parents
 - B. Your teachers
 - C. Your friends
 - D. Yourself
48. What is defined as pressure from outside yourself that makes you feel tense inside?
- A. Stress
 - B. Grades
 - C. Financial issues
 - D. Anger
49. Goals focusing on your appearance, personality, family or friends are examples of what kind of goals?
- A. Education goals
 - B. Salary goals
 - C. Personal goals
 - D. Career goals
50. In Level 1 of the PDP you were asked to set two short-term goals in each of three areas. Which of the areas below was not one of those areas?
- A. Education goals
 - B. Salary goals
 - C. Personal goals
 - D. Career goals

SkillsUSA Championships
Professional Development Test 2015
Answer Key

- | | | | |
|-----|---|-----|---|
| 1. | B | 26. | A |
| 2. | A | 27. | B |
| 3. | D | 28. | A |
| 4. | B | 29. | C |
| 5. | C | 30. | A |
| 6. | A | 31. | D |
| 7. | D | 32. | D |
| 8. | C | 33. | C |
| 9. | B | 34. | B |
| 10. | A | 35. | D |
| 11. | D | 36. | A |
| 12. | B | 37. | C |
| 13. | D | 38. | B |
| 14. | C | 39. | D |
| 15. | A | 40. | C |
| 16. | B | 41. | A |
| 17. | D | 42. | B |
| 18. | C | 43. | B |
| 19. | B | 44. | D |
| 20. | D | 45. | C |
| 21. | C | 46. | A |
| 22. | A | 47. | D |
| 23. | B | 48. | A |
| 24. | D | 49. | C |
| 25. | C | 50. | B |

Professional Résumé

As part of a competitor's professional development he or she must create a one-page résumé and submit a hard copy to the technical committee chair at orientation. Failure to do so will result in a 10-point penalty. Competitors can bring résumés to the contest on the day of competition, however, a penalty will be assessed.

An oral professional assessment, such as a personal interview, explanation of skills to be performed, problems to be solved or other employability skills assessment, will be included as a part of each contest. The number of points allowed will not exceed 10 and will be determined by the technical committee.

The following is an example of a one-page résumé. Use this as a guideline to format your own résumé. Many programs such as Microsoft Word include a résumé template or a résumé builder to help get you started.

You can also find some helpful tips on writing a résumé here: <http://resume.monster.com>.

John Doe

Objective	This is where you place a clearly-worded occupational objective.		
Experience	1990–1994	Arbor Shoe	Southridge, SC
	National Sales Manager		
	<ul style="list-style-type: none">▪ Increased sales from \$50 million to \$100 million.▪ Doubled sales per representative from \$5 million to \$10 million.▪ Suggested new products that increased earnings by 23%.		
	1985–1990	Ferguson and Bardell	Southridge, SC
	District Sales Manager		
<ul style="list-style-type: none">▪ Increased regional sales from \$25 million to \$350 million.▪ Managed 250 sales representatives in 10 Western states.▪ Implemented training course for new recruits — speeding profitability.			
Experience	1980–1984	Duffy Vineyards	Southridge, SC
	Senior Sales Representative		
	<ul style="list-style-type: none">▪ Expanded sales team from 50 to 100 representatives.▪ Tripled division revenues for each sales associate.▪ Expanded sales to include mass market accounts.		
Experience	1975–1980	LitWare, Inc.	Southridge, SC
	Sales Representative		
	<ul style="list-style-type: none">▪ Expanded territorial sales by 400%.▪ Received company's highest sales award four years in a row.▪ Developed Excellence In Sales training course.		
Education	1971–1975	Southridge State University	Southridge, SC
<ul style="list-style-type: none">▪ B.A., Business Administration and Computer Science.▪ Graduated Summa Cum Laude.			
Skills	Keyboarding, Microsoft Office Suite (Word, PowerPoint, Excel), Basic computer repair and maintenance.		
Interests/Hobbies	Running, gardening, computers.		

The logo features the text "SkillsUSA" in a small, grey, sans-serif font positioned above the word "champions" in a large, white, lowercase, sans-serif font. The entire logo is set against a solid gold rectangular background.

SkillsUSA champions

Insider's Guide to Competition

The following articles are excerpted from SkillsUSA Champions magazine.

They originally appeared in the Winter issue of the following years:

- **2011-2015**

[Download the Insider's Guide here.](#)

Links

[SkillsUSA Home Page](#)

It all starts here. This is the official home page for the national SkillsUSA organization. Here you'll find an exhaustive amount of information covering every aspect of SkillsUSA.

[Join SkillsUSA Online](#)

Submit your membership roster online or register for national conference. You can also find out who received medals in the most recent SkillsUSA Championships, or if you competed, get your score online (contestant number required). NOTE: Scores and medalist listings are for the national competition. For state results, see your [state association director](#).

[Contest Information](#)

This page is the gateway to numerous other links related to the SkillsUSA Championships, contest information and other resources. Find capsule descriptions of each contest, rules for new demonstration contests, contest tips and even online forms for registering to attend our national conference.

[Contest Updates](#)

The SkillsUSA Championships Technical Standards manual is updated every two years, but contests may still change slightly between printings. Each year, the national organization releases any changes made to existing SkillsUSA contests. This very important page is where you'll find those changes, a must for staying up to date with contest rules and regulations.

[National Conference Information](#)

This page provides you with information on all aspects of SkillsUSA's National Leadership and Skills Conference, from exhibits to events to registration information.

[WorldSkills Competition](#)

Held every other year, the WorldSkills Competition is a chance for national winners to become international champions. Find out who's on the current team and keep track of their progress as SkillsUSA's WorldTeam goes for the gold!

[Educational Resources Catalog](#)

Purchase educational resources online using our secure server. Here you'll find items like the Professional Development Program curriculum, posters, software, and much, much more. You will also be able to purchase related products from other companies, such as Zeecraft (Quiz Bowl equipment) and Dunbar Parliamentary (Chapter Business Procedure materials).

[SkillsUSA Store](#)

This is where you can order official SkillsUSA clothing, as well as numerous other SkillsUSA-related items.