

**Jobs for America's Graduates  
New Jersey**

**Career Development Conference**



**Providing Pathways to the Future**

**28 May 2014**

**Mercer County Community College**

**West Windsor, NJ**

**Sponsored by the New Jersey Department of Education, Office of District Schools  
& the Department of Labor and Workforce Development**



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# Program Overview

“Jobs for America’s Graduates (JAG) is a state-based national non-profit organization dedicated to preventing dropouts among young people who are most at-risk. In more than three decades of operation, JAG has delivered consistent, compelling results – helping nearly three-quarters of a million young people stay in school through graduation, pursue postsecondary education and secure quality entry-level jobs leading to career advancement opportunities” (cited from the JAG website home page- <http://www.jag.org/>).

## The New Jersey JAG Program & Conference

The New Jersey JAG program is an inter-agency program implemented by the Department of Labor and Workforce Development and the Department of Education, and funded by a grant from the Department of Labor. JAG currently serves high school students from two districts- Newark and Camden. The high schools selected for the program are Barringer High School, S.T.E.A.M. Academy (Newark), and Camden High School (Camden). As per the JAG program, activities at each site are lead by a site coordinator, called a JAG Specialist, who aids students in reaching mastery in specific competencies that ready them for life after high school, the world of work, and college retention.

The conference is a summative activity that includes competitive events where students demonstrate skills learned throughout the year, in addition to celebrating progress and meeting new JAG colleagues. In addition to focusing on JAG competencies, students will acquire a college experience by staying overnight and experiencing the Monmouth University campus.



## JAG New Jersey's Focus on Academic Standards

The JAG New Jersey JAG Annual Career Development Conference will be aligned to 37 JAG competencies. To ensure that both curricula from the New Jersey Core Curriculum Content Standards (NJCCCS) as well as JAG standards are met, below is a matrix showing how students' participation in the conference will be an educational as well as experiential venture. JAG competencies are aligned with the NJCCCS, standards 9.1, 9.2, and 9.3.

### **JAG – New Jersey and the New Jersey Core Curriculum Content Standard 9**

The JAG program targets New Jersey high school students, with the goal of giving them experiences that demonstrate how staying in school and earning a high school diploma can enhance their lives. The principles of JAG reflect the core education goal of the Christie Administration: *To ensure that all students attending New Jersey schools graduate college- and career-ready.* The JAG curriculum of 37 core competencies embeds pre and post test procedures to measure content growth, utilizing career assessments to direct students towards their career interests. The competencies inherent in the JAG curriculum address many of the skills and competencies in New Jersey's Core Curriculum Content Standard 9 (NJCCCS 9) for 21st-Century Life and Career Skills, and in particular Standards 9.1, 9.2, and 9.3. 21st-century life and career skills enable students to make informed decisions that prepare them to engage as active citizens in a dynamic global society and to successfully meet the challenges and opportunities of the 21st-century global workplace (as illustrated in the table below).



# NJCCCS and JAG Competencies Matrix

<b>Standard 9.1</b>	<b>JAG</b>
Describes skills that prepare students to fully engage in civic and work life. The standard includes six strands, which reflect the Framework for 21st Century Learning:	Basic Competencies, Leadership and Self Development Skills, Personal Skills, and Life Survival Skills.
Critical Thinking and Problem Solving; Creativity and Innovation; Collaboration, Teamwork, and Leadership; Cross-Cultural Understanding and Interpersonal Communication; Communication and Media Fluency; and Accountability Productivity, and Ethics.	Verbal and written communication skills;  Team membership and leadership, communication and organizational commitment;  Values, decision making, personal responsibility, and attitude;  Critical thinking, study skills, teamwork, work ethics and behaviors, goal setting, and personal budgeting.
<b>Standard 9.2</b>	<b>JAG</b>
Skills that prepare students for personal and civic financial literacy related to financial planning, savings, investment, and charitable giving:	Economic Empowerment Competencies to improve economic opportunities for JAG graduates:
Income and Careers Money Management Credit and Debt Management Planning, Saving, and Investing Becoming a Critical Consumer Civic Financial Responsibility Risk Management and Insurance	Money management skills; Personal budgeting; How to start a small business; and Understanding insurance
<b>Standard 9.3</b>	<b>JAG</b>
All students apply knowledge about and engage in the process of career awareness, exploration, and preparation in order to navigate the globally competitive work environment of the information age.	Career Development Competencies, Job Attainment Competencies, Job Survival Competencies, Workplace Competencies
Skills that prepare students for career pursuits and lifelong learning, including: Career Awareness (grades K-4); Career Exploration (grades 5-8); and Career Preparation (grades 9-12).	Occupational interests, aptitudes, abilities, career pathways, and job goals;  Resumes, applications, job interviews, telephone techniques, and job search strategies;  Employer expectations, job- appropriate dress, time management, and human relations; Punctuality and attendance, communications skills, listening skills, following and giving directions, accepting responsibility, integrity and honesty, continuous self – improvement, and basic technology skills.

For more information on JAG, please consult <http://www.jag.org/>, and for NJCCCS 9, <http://www.state.nj.us/education/cccs/standards/9/index.html>.

# Daily Agenda

## May 28

9:00 am	Registration & Continental Breakfast
9:00 – 9:30 am	Competitive Events Judges Orientation & Meeting
9:45 – 10:00 am	Opening Session Welcome and Introductions Dr. Sandra G. Strothers, Coordinator, JAG New Jersey New Jersey Department of Education <hr/> Mercer County Community College
10:00 – 12:00 pm	Competitive Events Campus Tours / Admissions presentations
12:00 – 1:00 pm	Luncheon Keynote Speaker Assemblywoman Bonnie Watson Coleman
1:00 – 2:00 pm	Competitive Events Competitive Events Judges Meeting Campus Tours / Admissions presentations
2:00 – 3:00 pm	Awards Presentations Roger McCloughan, New Jersey Department of Education

### Departure

# CONFERENCE AT A GLANCE

Location	Time(s)	Title
	9:00 a.m.	Student Registration
	9:30 a.m.	Judges Orientation Meeting
	10:00 a.m.-11:00 a.m.	
	11:00 a.m.	
	11:30 a.m.	
	12:30 p.m.	
	1:30 p.m. and ongoing	
	2:00 p.m. & 3:30 p.m.	
	2:00 p.m. & 3:30 p.m.	
	2:00 p.m. & 3:30 p.m.	
	2:00 p.m. & 3:30 p.m.	
	2:00 p.m. & 3:30 p.m.	
	2:00 – 3:30 PM	
	2:00 – 3:30 PM	

# Special Guest & Keynote Speaker Assemblywoman Bonnie Watson Coleman



Bonnie Watson Coleman is one of New Jersey's most respected and influential legislators, having been elected to the Legislature for eight consecutive terms. Throughout her career, Bonnie Watson Coleman has been a dedicated and outspoken advocate for women, the poor, the disadvantaged and the vulnerable.

She shattered racial and gender barriers to become the first African American woman to serve as Majority Leader of the New Jersey General Assembly, and the first African American woman to serve as Chair of the New Jersey Democratic State Committee.

Among her many achievements in the Legislature, Bonnie was on the front lines in the fight to increase the minimum wage, to pass the Paid Family Leave Act and to create the Office of the Comptroller to battle waste, fraud and abuse in government. She sponsored legislation to allow victims of identity theft the capability to clear their names and continues to fight for the restoration of critical women's health care funding and additional gun safety laws to keep our street and our children safe. She also worked to extend Urban Enterprise Zones and helped implement New Jersey's Economic Opportunity Act to create jobs for New Jersey's working families.

Education has always been an important issue for Bonnie and her family. She believes, paramount to a successful education, is ensuring that parents are an integral part of the solution to fix our schools and that is why she introduced legislation to ensure local control of public schools.

Bonnie Watson Coleman is a graduate of Thomas Edison State College and is a member of the Alpha Kappa Alpha (AKA) Sorority, an active honorary member of the Girl Scouts of America and a Deaconess at Shiloh Baptist Church in Trenton, N.J. Mrs. Watson Coleman and her husband William reside in Ewing Township and are blessed to have three sons; William, Troy, and Jared and two grandchildren; William and Kamryn.

# Competitive Events Judges

# JAG DISTRICTS

# COMPETITIVE EVENTS

The JAG - NJ Career Development Conference will be conducting four competitive events that students from each of the established JAG - NJ Chapters will compete in. The JAG New Jersey Career Development Events enable the students to show their expertise in the JAG competencies and skills as learned and practiced throughout the program year.

*The four competitive events to be held are:*

**Career Display:** Competitors develop a visual display of a specific career or career pathway. The career display allows the student to express ideas through an artistic medium to highlight the benefits of a particular career focus. The student will also be judged on their ability to present themselves and communicate the career information to others.

**Chapter Banner:** Each JAG – NJ Chapter demonstrates their artistic, creative, and imaginative abilities by creating a banner which promotes Jobs for America's Graduates and the local chapter of the Career Association. The student will also be judged on their ability to present themselves and communicate the Chapter Banner's design, construction and information to the judges.

**Public Speaking:** Students will make a three to five-minute speech from a predetermined list of topics, such as:

- Face the Future Unafraid;
- What JAG Means to Me;
- Class of 2012;
- What I Would Tell Next Year's JAG Students;
- The Value of Teamwork, and;
- How the JAG Program Impacted My Life.

They will utilize the principles of verbal communication, demonstrating self-confidence and poise in speaking before peers and general public, and exhibit strengthened communication skills.

**Telephone Techniques:** Students have an opportunity to demonstrate their ability to make a telephone call and secure a specific appointment for a job interview. The student will be judged on their ability to present themselves and communicate their desire for an interview appointment to the judges.

# Special Thanks

## Department of Education

Dr. Tracey Severns, Chief academic Officer  
Susan Akers, Education Program Development Specialist  
Iman AQuddus, Manager, Office of District Schools  
Eileen Burch, Education Program Development Specialist  
Joe Dinger, Chief of Office Services  
Selina Foreman, Office of Grants Management  
Jim McBee, Gloucester County Office  
Roger McCloughan, Education Program Development Specialist  
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Donna Schmitz, Office of Grants Management  
Charles Webster, Education Program Development Specialist

## Department of Labor and Workforce Development

Deborah Darbee Department of Labor and Workforce Development  
Patricia Jordan, Department of Labor and Workforce Development

## Jobs for America's Graduates

Ken Smith, President and CEO, Jobs for America's Graduates  
Dr. Jim Koeninger, Vice President, Jobs for America's Graduates  
Jean McLaurine, National Director of Technical Assistance, Jobs for America's Graduates  
John McConnell, National Director of e-NDMS Technical Assistance

# **GUIDELINES FOR COMPETITIVE EVENTS**

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**Common Errors during Competitive Events**

**Supervision of JAG - New Jersey Students During Competitive Events**

# JAG – NEW JERSEY COMPETITIVE EVENTS SUMMARY

The JAG – New Jersey Career Development Conference will be conducting six competitive events that students from each of the established JAG - NJ Chapters will compete in. The JAG New Jersey Career Development Events enable the students to show their expertise in the JAG competencies and skills as learned and practiced throughout the program year.

## ***The six competitive events to be held are:***

### ***Career Display:***

Competitors develop a visual display of a specific career or career pathway. The career display allows the student to express ideas through an artistic medium to highlight the benefits of a particular career focus. The student will also be judged on their ability to present themselves and communicate the career information to others.

### ***Public Speaking:***

Students to make a three to five-minute speech from a predetermined list of topics, such as:

- Face the Future Unafraid;
- What JAG Means to Me;
- Class of 2014;
- What I Would Tell Next Year's JAG Students;
- The Value of Teamwork, and;
- How the JAG Program in \_\_\_\_\_ Impacted My Life.

They will utilize the principles of verbal communication, demonstrating self-confidence and poise in speaking before peers and general public, and exhibit strengthened communication skills.

### ***Telephone Techniques:***

Students have an opportunity to demonstrate their ability to make a telephone call and secure a specific appointment for a job interview. The student will be judged on their ability to present themselves and communicate their desire for an interview appointment to the judges.

## ***And NEW THIS YEAR...***

### ***Creative Problem Solving:***

Students work as a team of 3 to 4 members to apply their problem solving (decision-making) skills in creating a solution to a hypothetical problem related to a school or community issue. Teams will have 30 minutes to analyze the problem. Selected resource materials related to the problem will be provided if applicable. At the end of the preparation

time, teams will have 10 minutes to present their solution to a panel of judges. This event will build confidence in dealing with decision making principles, build confidence in working in teams and strengthen the student's communication skills.

***Decision – Making:***

Students will display decision - making principles by making and justifying decisions on situations related to employment, peer group, school, etc. Students will: Arrive at their decisions through the use of decision - making principles; build confidence in dealing with problems; consider the position and point of view of other individuals; and strengthen his or her communication skills.

***Employability Skills:***

To enable students to demonstrate their ability to secure employment through demonstrated proficiency in the job application process and interview situations, the student will compete for a simulated job opening by developing a letter of application and a resume. Successful applicants will complete a job application and experience a simulated employment interview.

**2014 JOBS FOR AMERICA’S GRADUATES  
(JAG) – NEW JERSEY  
CAREER DEVELOPMENT CONFERENCE  
COMPETITIVE EVENTS AND LEARNING**

<p style="text-align: center;"><b>KEY FOR JAG COMPETENCIES</b></p>	<p><b><u>A</u> – Career Development Competencies</b>  <b><u>B</u> – Job Attainment Competencies</b>  <b><u>C</u> – Job Survival Competencies</b>  <b><u>D</u> – Basic Competencies</b>  <b><u>E</u> – Leadership and Self Development Competencies</b>  <b><u>F</u> – Personal Skills Competencies</b>  <b><u>G</u> – Life Survival Competencies</b>  <b><u>H</u> – Work Place Competencies</b></p>
<p style="text-align: center;"><b>JAG COMPETITIVE EVENT</b></p>	<p style="text-align: center;"><b>JAG COMPETENCIES &amp; LEARNING OBJECTIVES</b></p>
<p><b>Career Display</b></p>	<p>A.1: Identify occupational interests, aptitudes, and abilities.  A.2: Relate interests, aptitudes, and abilities to appropriate occupations.  A.4: Develop a career path for a selected occupation.  A.5: Select an immediate job goal.  A.6: Describe the conditions and specifications of the job goal.  C.14: Demonstrate appropriate appearance.  C.17: Demonstrate time management.  C.18: Follow directions.  C.19: Practice effective human relations.  D.21: Comprehend verbal communications.  D.22: Comprehend written communications.  D.23: Communicate in writing.  D.24: Communicate verbally.  E.28: Deliver presentations to a group.  E.29: Compete successfully with peers.  F.32: Identify a self-value system and how it affects life.  F.33: Base decisions on values and goals.  F.37: Develop healthy self-concept for home, school, and work.</p>
<p><b>Creative Problem Solving</b></p>	<p>C.14: Demonstrate appropriate appearance.  C.17: Demonstrate time management.  C.18: Follow directions.  C.19: Practice effective human relations.  D.22: Comprehend written communications.  D.24: Communicate verbally.  E.26: Demonstrate team leadership.  E.27: Demonstrate team leadership.  E.28: Deliver presentations to a group.</p>

	<p>E.29: Compete successfully with peers.  F.32: Identify a self-value system and how it affects life.  F.33: Base decisions on values and goals.  F.34: Identify process of decision making.  F.37: Develop a healthy self - concept for home, school, and work.</p>
<b>JAG COMPETITIVE EVENT</b>	<b>JAG COMPETENCIES &amp; LEARNING OBJECTIVES</b>
<b>Decision – Making</b>	<p>C.15: Understand what employers expect of employees.  C.16: Identify problems of new employees.  C.17: Demonstrate time management.  C.18: Follow directions.  C.19: Practice effective human relations.  D.21: Comprehend verbal communications.  D.22: Comprehend written communications.  D.24: Communicate verbally.  E.28: Deliver presentations to a group.  E.29: Compete successfully with peers.  F.32: Identify a self-value system and how it affects life.  F.33: Base decisions on values and goals.  F.34: Identify process of decision making.  F.35: Demonstrate ability to assume responsibility for actions and decisions.  F.36: Demonstrate a positive attitude.  G.50: Negotiate solutions to conflicts.  G.52: Demonstrate an ability to adapt to people and situations.  G.53: Exhibit work ethics and behaviors essential to success.  H.54: Set and prioritize goals and establish a timeline for achieving them.  H.58: Identify ways to build mutual trust and respect.  H.63: Demonstrate an attitude that attracts the attention of management.  H.66: Demonstrate an ability to follow and give directions.  H.68: Demonstrative integrity &amp; honesty in dealings with internal &amp; external customers.  H.76: Demonstrate familiarity with a variety of technologies.  H.78: Demonstrate basic computer operation skills.  H.79: Demonstrate an ability to learn from past experiences and from others.</p>
<b>Employability Skills</b>	<p>A.1: Identify occupational interests, aptitudes, and abilities.  A.2: Relate interests, aptitudes, and abilities to appropriate occupations.  A.4: Develop a career path for a selected occupation.  A.5: Select an immediate job goal.  A.6: Describe the conditions and specifications of the job goal.  B.7: Construct a resume.  B.8: Conduct a job search.  B.9: Develop a letter of application.  B.11: Complete application forms.  B.13: Complete a job interview.</p>

	<p>C.14: Demonstrate appropriate appearance.  C.15: Understand what employers expect of employees.  C.19: Practice effective human relations.  D.23: Communicate in writing.  D.24: Communicate verbally.  E.29: Compete successfully with peers.  F.36: Demonstrate a positive attitude.  F.37: Develop healthy self-concept for home, school, and work.</p>
<b>JAG COMPETITIVE EVENT</b>	<b>JAG COMPETENCIES &amp; LEARNING OBJECTIVES</b>
<b>Public Speaking</b>	<p>C.14: Demonstrate appropriate appearance.  C.18: Follow directions.  D.24: Communicate verbally.  E.27: Demonstrate team leadership.  E.28: Deliver presentations to a group.  E.29: Compete successfully with peers.  E.30: Demonstrate commitment to an organization.  F.32: Identify a self-value system and how it affects life.</p>
<b>Telephone Techniques</b>	<p>A.5: Select an immediate job goal.  A.6: Describe the conditions and specifications of the job goal.  B.8: Conduct a job search.  B.10: Use the telephone to arrange an interview.  C.14: Demonstrate appropriate appearance.  C.15: Understand what employers expect of employees.  C.18: Follow directions.  C.19: Practice effective human relations.  D.21: Comprehend verbal communications.  D.22: Comprehend written communications.  D.24: Communicate verbally.  E.29: Compete successfully with peers.</p>

# **JAG – NEW JERSEY COMPETITIVE EVENTS JUDGES INSTRUCTIONS**

Please accept our appreciation for volunteering to assist us with the JAG – New Jersey Career Development Conference as judges for our competitive events. We could not achieve the goals of the conference without your help.

We each have a shared responsibility to oversee the competitive event's process at the first-ever JAG – New Jersey Career Development Conference. The following list of judge's instructions applies to each of the Competitive Events in the Conference for which you will be serving as a judge and/or timekeeper:

1. The judges should be completely familiar with the JAG Career Association's Competitive Events Handbook and the JAG – New Jersey Guidelines for Competitive Events, including general rules, procedures for contestants in each event, and in particular the rules for the specific contests that they are asked to judge.
2. The judges must review a copy of the problem / situation to be assigned to the contestants, a copy of the specific event rating sheet, and complete instructions provided prior to the competition.
3. Careful attention must be given to each rule and each contestant or entry. Each must be judged in exactly the same manner and under the same conditions as every other contestant or entry.
4. The judges should discuss:
  - (a) Rule interpretations;
  - (b) The contest set up;
  - (c) Any materials and equipment needed;
  - (d) Any last - minute details; and
  - (e) Review the rating sheets with the Contest Coordinator on or before the event.
5. The judges will use the event rating sheets provided for each event by the Contest Coordinator.
6. The judges should report to the contest site prior to the start of the JAG - NJ Competitive Events and should be present throughout the entire event competition.
7. The judges should not personally know the contestants.

8. Judges have been selected based on their recognized interest and / or expertise in a specific contest area. They are asked to follow the contest rules without inserting personal opinion.
9. In no instance are the judges authorized to change the contest rules. If a situation arises which requires a rule interpretation, the Contest Coordinator should be contacted for a rule interpretation or other decision.
10. After the judging is completed, the judges should total their own rating sheets and return them to the Contest Coordinator, along with all notes, observation sheets, and any other related information,
11. The Contest Coordinator and designates will validate the judge's rating sheets, compile total scores, and determine the first (1<sup>st</sup>), second (2<sup>nd</sup>), and third (3<sup>rd</sup>) place finishers.
12. Judges should not announce winners or disclose any information that would indicate a winning, 2<sup>nd</sup>, or 3<sup>rd</sup> place contestant. The judges shall keep all information confidential until after the awards ceremony.
13. The decisions of the judges are final.
14. Under no circumstances are the judges or Contest Coordinator to discuss contest results with contestants or advisors or how such decisions were reached.
15. Any complaints, grievances or formal appeals should be referred to the Contest Coordinator after the conference.

# JAG – NEW JERSEY CAREER DEVELOPMENT CONFERENCE

## GENERAL RULES FOR COMPETITIVE EVENTS

Please accept our appreciation for assisting us with the JAG - NJ Career Development Conference. We could not achieve the goals of the conference without your help.

We each have a shared responsibility to make the competitive events at the JAG – New Jersey Career Development Conference educational, worthwhile and fun! When JAG competitive events are offered at either the District or State level, rules for participation are adopted. The following list of rules applies to competitive events in this Career Development Conference, as well as all future New Jersey JAG Competitive Events, and is adapted from the JAG Career Association - Competitive Events Handbook, General Conference Instructions, pages 5 & 6:

1. Competitors must be active members in the local JAG - NJ Career Association, and must be properly registered for the Career Development Conference by the appointed deadline.
2. Each student must compete in at least two competitive events.
3. Competitors will register for competitive events via their local JAG Specialist, who will then inform the Competitive Events Coordinator via email no later than 10 business days before the event.
4. Competitors, including chapters and chapter representatives, must abide by the guidelines and timelines for each specific event or they may be disqualified.
5. When events have time limits, the event will be stopped at the end of the time limit. Competitors may suffer point reductions as a result of not completing the elements listed on the event rating sheet. No additional penalties will be assessed.
6. All competitors and / or chapter event representatives will attend an event orientation at the time and place specified in the conference agenda. Orientations may be scheduled at any time prior to the event, including immediately before the competition.
7. Competitors must report to the competitive event site at the time specified. At the discretion of the event director, late competitors may be disqualified or may be assessed 10 penalty points from their final score. For some events, competitors will wait in the appropriate "holding area" at the time specified on the *Competitive Event Schedule* while waiting to compete. When not in competition, competitors will participate in one or more of the scheduled workshops. Substitutions for competitive events are allowed *only* at the discretion of the Career Association staff and for good cause.
8. Competitors shall wear appropriate business attire. Event directors may deduct 5 points from the total score for inappropriate attire. See **JAG- New Jersey: Career Development Conference Dress**.

9. Competitors must leave the competition area after their presentation and go on to the next scheduled activity, i.e., holding area for the next event or workshop.
10. When events involve written tests, the event director will determine if competitors who finish early may turn in their test and leave the event site.
11. Competitors must bring their own #2 pencil to tests, and their own pencil / pen to written events.
12. The decision of the judges is final and may not be disputed.
13. Unless otherwise noted in the guidelines, team/competitor appointment times and numbers will be assigned by the competitive events coordinator.
14. All events will have a tie-breaker process. In the event of a tie, the area with the highest score (or first area on the rating sheet) is used to break the tie.

REFERENCE: CAREER ASSOCIATION EVENTS HANDBOOK  
JOBS FOR AMERICA'S GRADUATES@2004  
PAGES 5 & 6  
GENERAL CONFERENCE INSTRUCTIONS

## JAG New Jersey CAREER DISPLAY EVENT

<p><b>Description:</b></p>	<p>The competitor shall develop a visual display of a specific career. The display allows the student to express ideas through an artistic medium to highlight the benefits of a particular career focus. The student will also be judged on their ability to present themselves and communicate the career information to others.</p> <ul style="list-style-type: none"> <li>• <b>Artistic Skills:</b> Variety and use of mediums to display an idea, layouts, and color schemes;</li> <li>• <b>Career Knowledge:</b> Knowledge of a career or cluster of careers including salary, training, job skills and career advantages;</li> <li>• <b>English Skills:</b> Oral communication to express thought and use of correct grammar; and</li> <li>• <b>Critical Thinking Skills:</b> Responding to questioning by the judges.</li> </ul>
<p><b>Purpose:</b></p>	<p>To encourage students to analyze career information, improve their ability to present themselves, and communicate and present career information to others.</p>
<p><b>Eligibility / Entries:</b></p>	<p>All JAG New Jersey students are eligible. Each competitor must declare his or her intent to enter this event to the local JAG Specialist who will forward this information to the Competitive Events Coordinator.</p>
<p><b>JAG Competencies:</b></p>	<p>A.1, A.2, A.4, A.5, A.6, C.14, C.17, C.18, C.19, D.21, D.22, D.23, D.24, E.28, E.29, F.32, F.33, and F.37</p>
<p><b>Observers:</b></p>	<p>Observers are not recommended during the competition. Displays will be open for viewing after judging is completed.</p>
<p><b>Competitive Event Time:</b></p>	<p> <u>Set-up time:</u>                    30 minutes  <u>Competition time:</u>            10 minutes  <u>Scoring Time for judges:</u>    5 minutes  <u>Total Time:</u>                    45 minutes         </p> <p>Please note that each chapter competitor prepares for this event prior to the completion.</p>

<p><b>Competition Rules:</b></p>	<ol style="list-style-type: none"> <li>1. Competitors shall report at the appropriate time and place designated. The competitors shall be introduced to the judges by the contestant number.</li> <li>2. The display must be presented by the competitor who created the display. One career or a cluster of related careers may be presented.</li> <li>3. The work must be the work of the student including the artistic aspects of the display. Computer or other machine-made lettering is acceptable.</li> <li>4. The display must be able to stand on a standard conference table furnished on site. Science Fair display boards meeting the maximum dimensions are acceptable.  The maximum dimensions are:  <u>HEIGHT</u>: 3 feet    <u>WIDTH</u>: 4 feet    <u>DEPTH</u>: 2 feet</li> <li>5. Clarification of dimensions: The dimensions will be measured from a beginning point to the furthest point of the display. Height will be measured from the table top to the highest point of anything on the display, and must not exceed 3 feet. Width will be measured from the widest point of anything on the display to the opposite point. Depth will be measured from the widest point of anything on the display to the opposite point. Nothing may overlap the sides of the display table. Electrical outlets may NOT be used. Battery-operated equipment is allowed.  [NOTE: Dimensions include audiovisual equipment, computers, mannequins and all other props. Information or props outside the dimensions will be considered part of the display and subject to point deductions. No items may hang over the sides of the table or be stored under the table. Visuals or props used during the presentation/question portion of the event must be contained within the dimensions of the display.]</li> <li>6. The competitor will have thirty (30) minutes to assemble the display. Parts of the display can be done prior to competition. The assembly time is to set up what the team has previously created in preparation for the judges.</li> <li>7. The competitor will report back to the display at his / her assigned appointment time to present a five (5) minute prepared presentation to the judges. This needs to include the relation-ship of interests,</li> </ol>
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	<p>aptitudes and abilities to the chosen career, a path to the selected occupation, and the conditions / specifications of the job goal. Judges will rate the overall display, how well the career/career duster information was documented through the display, and the ability to communicate information to the judges about the career area.</p> <ol style="list-style-type: none"><li data-bbox="537 352 1471 426">8. The competitor will be asked a minimum of four (4) questions which will take approximately five (5) minutes.</li><li data-bbox="537 464 1393 569">9. Competitors are responsible for bringing all needed equipment. Items of value that are part of the display must NOT be left unattended.</li></ol>
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**JAG – New Jersey****CREATIVE PROBLEM SOLVING EVENT**

<b>Description:</b>	This event involves a team of 6 members who are given a hypothetical problem related to a school or community issue. Teams will have 30 minutes to analyze the problem. Selected resource materials related to the problem will be provided if applicable. At the end of the preparation time, teams will have 10 minutes to present their solution to a panel of judges.
<b>Purpose:</b>	To encourage students to work as a team to apply their problem solving (decision-making) skills in creating a solution to a hypothetical problem. This event will build confidence in dealing with decision making principles, build confidence in working in teams and strengthen the student's communication skills.
<b>Eligibility / Entries:</b>	All JAG New Jersey students are eligible. Each competitor must declare his or her intent to enter this event to the local JAG Specialist who will forward this information to the Competitive Events Coordinator.
<b>JAG Competencies:</b>	C.14, C.17, C.18, C.19, D.22, D.24, E.26, E.27, E.28, E.29, F.32, F.33, F.34, and F.37.
<b>Observers:</b>	Observers are not allowed in the preparation or competition rooms.
<b>Competitive Event Time:</b>	<u>Preparation / Situation Time:</u> 30 minutes <u>Competition Time:</u> 10 minutes <u>Scoring Time for judges:</u> 5 minutes <u>Total Time:</u> 45 minutes

**Competition Rules:**

1. The competitors must declare their intent to enter this event to the local JAG Specialist who will forward this information to the Competitive Events Coordinator.
2. Each team will be asked to solve the same problem (Teams should come from one school; more than one team from each school may compete).
3. In the event of a tie, the area on the rating sheet with the highest point value will be used to break the tie.
4. Team numbers and order of competition will be pre-assigned on a random basis.
5. Resources will be provided to teams for use during their 30 minute preparation time. No other printed materials may be brought into the preparation room. Competitors will be provided with 5" X 8" index cards for taking notes and for use during their oral presentation. Teams will also be provided with a flip chart, paper and markers for use during the preparation and presentation.
6. At the conclusion of the 30 minutes preparation time, teams will be escorted to the room for their oral presentation. Teams may take the 5" x 8" index cards they prepared during the preparation time, and the flip chart pad and markers. The flip chart pad and index cards may be used during the oral presentation.
7. Teams will be allowed a maximum of 10 minutes for their oral presentation of a solution to the secret problem. Time cards will be shown with 5 minutes and 1 minute remaining. Time will be stopped at the end of 10 minutes. Following the oral presentation, the judges will have a maximum of 5 minutes to ask questions related to the secret problem and the team's solution.
8. Competitors will be rated based on the criteria contained in the judges rating sheet.
9. The judge's decisions are final.

## Decision Making Categories and JAG Competencies

There are seven categories of Decision Making Situations that mirror the JAG Competencies, which are listed below:

### **Responsibility (C.15; F.35; H.67; and H.69):**

*Take responsibility for completing one's own assignments (accurately, on time, to a high standard of quality, even when the work is physically or mentally challenging, as efficiently as possible, to minimize costs, rework, and production time). Demonstrate a willingness to work.*

### **Acquire and Use Information (D.21; D.22; D.24; G.50; and G.52):**

***Work well with Others:** Serve clients (address customer comments, questions, concerns and objections with direct, accurate, and timely answers).*

***Self Management:** Display responsible behaviors at school and work (maintain appropriate grooming and hygiene). Ask for clarification or help from supervisors or appropriate others when needed. Read and understand information presented in written form well enough to get the job done. Communicate in spoken English well enough to get the job done. Ask for clarification or help from supervisor or appropriate others when needed.*

### **Use of Technology (H.76 and H.78):**

*Learn how to use the appropriate computer - based technology to get the job done most efficiently. Be able to use devices to handle and process communication. Make sure that all equipment is in safe working order.*

### **Allocation of Resources (C.17; F.35; and H.54):**

*Manage time effectively to get the work done on schedule, prioritize tasks, and make sure the urgent tasks are completed on time.*

### **Use Systems (C.15; C.19; and G.51):**

*Go to the appropriate person / source when approval is needed for school or work - related activities.*

### **Integrity (F.32; F.33; G.53; H.58; and H.68):**

*Demonstrate integrity. Maintain confidentiality, as appropriate, about matters encountered.*

### **Know How To Learn (H.63; H.66; and H.79):**

*Accept help from supervisors and co - workers.*

**JAG – New Jersey      DECISION MAKING EVENT**

<b>Description:</b>	The students will display decision - making principles by making and justifying decisions on situations related to responsibility, acquiring and using information, the use of technology, resource allocation, systems, personal integrity, employment, peer group, and school.
<b>Purpose:</b>	<p>To enable students to:</p> <ul style="list-style-type: none"> <li>(1) Arrive at a decision through the use of decision - making principles;</li> <li>(2) Build confidence in dealing with problems;</li> <li>(3) Consider the position and point of view of other individuals; and</li> <li>(4) Strengthen his or her communication skills.</li> <li>(5) Work cooperatively with a team member.</li> </ul>
<b>Eligibility / Entries:</b>	All JAG New Jersey students are eligible. Competitors must declare their intent to enter this event to the local JAG Specialist who will forward this information to the Competitive Events Coordinator.
<b>JAG Competencies:</b>	C.15, C.16, C.17, C.18, C.19, D.21, D.22, D.24, E.28, E.29, F.32, F.33, F.34, F.35, F.36, G.50, G.51, G.52, G.53, H.54, H.58, H.63, H.66, H.68, H.78, and H.79.
<b>Observers:</b>	Observers are not allowed in the competition room.
<b>Competitive Event Time:</b>	<p><u>Preparation / Situation Time:</u> 15 minutes  <u>Competition Time:</u> 10 minutes  <u>Scoring Time for judges:</u> 5 minutes for each team of contestants  <u>Total Time:</u> 30 minutes</p>

**Competition Rules:**

9. Competitors must declare their intent to enter this event to the local JAG Specialist who will forward this information to the Competitive Events Coordinator. Competitors will compete in teams of 2.
10. The competitors should wait in a specified holding area until assigned time to report to the Preparation / Situation Room.
11. All materials will be provided by the event chairperson. Notes may not be taken to the area where the competitor receives the situation.
12. The event chairperson will present the situational problems to the participants and allow them 15 minutes to examine it and make their decisions. The event chairperson may not answer any questions concerning the situations.
13. At the end of fifteen (15) minutes the competitors will meet with the judges for 10 minutes to explain or identify the problems, the possible solutions, the solutions recommended by the competitors, and the reasons for selecting that solution.
14. The competitors may use notes prepared during their preparation time for the examination by the judges.
15. The competitors should be able to define their choices of action in a business - like manner. The judges will ask questions about the competitors and the competitor's presentation.
16. Each team of Decision - Making Event competitors will have the same situational problems to solve.
17. Competitors will be rated based on the criteria contained in the judges rating sheet.
18. The judge's decisions are final.

## JAG – New Jersey      EMPLOYABILITY SKILLS EVENT

<b>Description:</b>	The student will compete for a simulated job opening by developing a letter of application and a resume. Successful applicants will complete a job application and experience a simulated employment interview.
<b>Purpose:</b>	To enable students to demonstrate their ability to secure employment through proficiency in the job application process and interview situations.
<b>Eligibility / Entries:</b>	<p>All JAG New Jersey students are eligible. Each competitor must declare his or her intent to enter this event to the local JAG Specialist who will forward this information to the Competitive Events Coordinator.</p> <p><i>A mock employment application will be circulated to the local JAG Specialists for student competitor practice at least 2 weeks prior to the event. Students should bring this information with them.</i></p>
<b>JAG Competencies:</b>	A.1, A.2, A.3, A.4, A.5, A.6, B.7, B.8, B.9, 8.11, B.13, C.14, C.15, C.19, D.23, D.24, E.29, F.36, and F.37.
<b>Observers:</b>	Observers are not allowed in the competition room.
<b>Competitive Event Time:</b>	<p><u>Receptionist / Application Time:</u> 25 minutes  <u>Interview Time:</u> 5 minutes  <u>Scoring Time for judges:</u> 5 minutes for each contestant</p> <p><u>Total Time:</u> 35 minutes (per group of 5)</p> <p><u>NOTE:</u> This event needs to start 30 minutes prior to the other events due to the Receptionist / Application Time.</p> <p>5 contestants at a time complete their applications, then get interviewed by the judges individually.</p>

**Competition Rules:**

1. The competitor must declare his or her intent to enter this event to the local JAG Specialist who will forward this information to the Competitive Events Coordinator.
2. The competitor may apply for any position that would reasonably exist at Smith Brothers Department Store. There are sales clerk openings in each of the retail departments. The student will develop and bring the following with them to the event site in a folder: A copy of the completed mock employment application, a letter of application and a resume.
3. The letter of application, resume and mock job application used by the student for this event must be factual and based upon the student's own qualifications for any of the mock positions for which the student is applying.
4. The competitors should wait in the specified holding area until they are called to the Receptionist to complete the job application forms. The competitors will give the receptionist (a) his or her name (b) a folder containing a letter of application and resume, and then (c) complete the event job application. The competitors will each be given a total of 25 minutes at the receptionist's desk.
5. While the competitor is filling out the application, the Receptionist will rate the letter of application, resume, and other areas indicated on the Receptionist rating sheet.
6. Following the 25 minutes with the Receptionist, the competitor will then be taken to the Selection Committee and given 10 minutes for the interview. The competitor will be judged by the Selection Committee on personal presentation / appearance, responses and content, listening skills, communication skills, and the closing. The Selection Committee will also judge the job application.
7. The competitor may also use information written on a 3" x 5" index card when completing the job application but not during the interview.
8. The scores from the Receptionist will be added to the Selection Committee score to arrive at the total number of points achieved.
9. The Receptionist will be in one room and the Selection Committee in an adjacent room. While the Selection Committee is with one competitor, the Receptionist will be with the other competitors.
10. Competitors will be rated based on the criteria contained in the judges rating sheet.
11. The judge's decisions are final.

## JAG – New Jersey PUBLIC SPEAKING EVENT

<b>Description:</b>	The competitor will prepare and present a three to five-minute speech.
<b>Purpose:</b>	To allow the students to make a public presentation using the principles of verbal communication, demonstrate self-confidence and poise in speaking before peers and general public, and strengthen communication skills.
<b>Eligibility / Entries:</b>	All JAG New Jersey students are eligible. Each competitor must declare his or her intent to enter this event to the local JAG Specialist who will forward this information to the Competitive Events Coordinator.
<b>JAG Competencies:</b>	C.14, C.18, D.24, E.27, E.28, E29, E.30, and F.32.
<b>Observers:</b>	<p>Observers are allowed in the competition room. Chairperson should announce that:</p> <ol style="list-style-type: none"> <li>(1) Observers are permitted subject to proper decorum;</li> <li>(2) Observers attempting to communicate with competitors will be asked to leave the room; and</li> <li>(3) Observers may not enter or leave the room while a student is speaking.</li> </ol>
<b>Competitive Event Time:</b>	<p><u>Speaking Time:</u> 3 to 5 minutes  <u>Scoring Time for judges:</u> 5 minutes for each contestant  <u>Total Time:</u> 10 minutes</p>

**Competition Rules:**

19. The competitor must declare his or her intent to enter this event to the local JAG Specialist who will forward this information to the Competitive Events Coordinator.
20. Each student participating will present a speech on one of the following topics:
  - Face the Future Unafraid
  - What JAG Means to Me
  - Class of 20XX (Le., 2014 for school year 2013 - 2014)
  - What I Would Tell Next Year's JAG Students
  - The Value of Teamwork
  - How the JAG Program in \_\_\_\_\_ Impacted My Life
4. Each speech will be at least three minutes, but not exceed five minutes in length. Time will be called at the 5 minute mark, and the competitor will stop speaking.
5. Each participant's speech must be the result of his or her own efforts. However, facts and working data may be secured from any available sources.
6. No outside materials, props or illustrations (including audiovisual aids) may be used during the speech. However, speech notes on index cards are permitted.
7. Participants may not mention or refer to a specific city or high school at any point in the speech.
8. There is a podium in the room. The competitor must stand during his or her presentation and may, if she/she desires, use the podium.
9. A competitor may not hear any other competitors' speech.
10. The winning speaker may be asked to give his or her speech at the awards ceremony.
11. Competitors will be rated based on the criteria contained in the judges rating sheet.
12. The judge's decisions are final.

**JAG – New Jersey      TELEPHONE TECHNIQUES EVENT**

<b>Description:</b>	This event is designed to give students an opportunity to demonstrate their ability to make a telephone call and secure a specific appointment for a job interview.
<b>Purpose:</b>	To promote competence, self-confidence, and poise in telephone communications.
<b>Eligibility / Entries:</b>	All JAG New Jersey students are eligible. Each competitor must declare his or her intent to enter this event to the local JAG Specialist who will forward this information to the Competitive Events Coordinator on or before the conference.
<b>JAG Competencies:</b>	A5, A6, B.8, B.10, C.14, C.15, C18, C.19, D.21, D.22, D.24, and E.29
<b>Observers:</b>	Observers are not allowed in the competition area.
<b>Competitive Event Time:</b>	Phone call: 4 minutes Judging: 6 minutes Total Time: 10 minutes
<b>Competition Rules:</b>	<ol style="list-style-type: none"> <li>1. Competitors must bring a 3 X 5" index card stating:             <ol style="list-style-type: none"> <li>a) The position in which they are interested;</li> <li>b) The company name; and</li> <li>c) The product or service of the company.</li> </ol> </li> <li>2. Competitors' cards will be turned in during the event orientation, and used by the judges during the event.</li> </ol>

<p><b>Competition Rules (continued):</b></p>	<ol style="list-style-type: none"><li>3. At an appointed time, the competitor will report to the assigned event room and will initiate a call to the employer concerning a specific job opening. The phone call will last a maximum of three minutes. If the call lasts until the three minute mark, the judge will end the phone call.</li><li>4. The competitor should select a position for which he / she is qualified.</li><li>5. The competitor will be given 3 minutes to complete an appointment information sheet following the telephone call.</li><li>6. The participant may bring a pen / #2 pencil and paper to take notes.</li><li>7. The participant will be given the name and phone number of the employer (judge) immediately prior to the competition time.</li><li>8. Following the phone call, the competitor will provide the judge with written information about the appointment for an interview.</li><li>11. The decision of the judge's is final.</li></ol>
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## EMPLOYABILITY SKILLS: SELECTION COMMITTEE RATING SHEET

Chapter High School: \_\_\_\_\_

Competitor: \_\_\_\_\_

Judge: \_\_\_\_\_

RATING	POINTS POSSIBLE	POINTS ACHIEVED
<b>7. Application</b> <ul style="list-style-type: none"> <li>• Neatness</li> <li>• Spelling</li> <li>• Completeness</li> <li>• Followed directions</li> </ul>	5 5 5 5	
<b>8. Personal Presentation</b> <ul style="list-style-type: none"> <li>• Self – introduction to the selection committee</li> <li>• Handshake</li> <li>• Eye contact</li> <li>• Posture</li> </ul>	5 5 5 5	
<b>9. Content / Response</b> <ul style="list-style-type: none"> <li>• Knowledge of position interviewed for</li> <li>• Enthusiasm / interest</li> <li>• Responses clear and concise</li> <li>• Willingness to learn, take initiative, commit</li> <li>• Work ethic</li> </ul>	5 5 5 5 5	
<b>4. Listening Skills</b> <ul style="list-style-type: none"> <li>• Good attention, understood questions, clarified when necessary</li> </ul>	10	
<b>5. Communication Skills</b> <ul style="list-style-type: none"> <li>• Used proper grammar (no slang)</li> <li>• Spoke clearly</li> </ul>	5 5	
<b>6. Closing</b> <ul style="list-style-type: none"> <li>• Ended interview on a positive note</li> <li>• Thanked the selection committee</li> <li>• Handshake</li> </ul>	5 5 5	
<b>TOTAL POINTS POSSIBLE</b>	<b>105</b>	
<b>TOTAL POINTS ACHIEVED</b>		







## JAG / New Jersey Student Observation Form

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Competitive Event: \_\_\_\_\_

Competitor: \_\_\_\_\_

☺ You were Terrific! Here's how...

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Opportunities for improvement:

\_\_\_ Appearance

\_\_\_ Eye contact

\_\_\_ Voice volume

\_\_\_ Diction

\_\_\_ Mannerisms

\_\_\_ Organization

\_\_\_ Format

\_\_\_ Written presentation

\_\_\_ Graphic presentation

\_\_\_ Problem-solving skills

\_\_\_ Logic and clarity

\_\_\_ Following guidelines

\_\_\_ Promoting values and purpose of  
JAG - NJ

★ Other comments:

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# COMPETITIVE EVENT ROSTER & SCORE SUMMARY SHEET

**EVENT:**

**EVENT ROOM(S):**

**JUDGES:**

**EVENT CHAIR:**

**TIMEKEEPER:**

COMPETITOR NAME	JAG CHP (C, N)	JUDGE #1	JUDGE #2	JUDGE #3	TOTAL SCORE	AVERAGE SCORE (TIEBREAKER)	RANK / PLACE
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							

COMPETITOR NAME	JAG CHP (C, N)	JUDGE #1	JUDGE #2	JUDGE #3	TOTAL SCORE	AVERAGE SCORE (TIEBREAKER)	RANK / PLACE
19.							
20.							

COMPETITIVE EVENTS CHAIRPERSON: \_\_\_\_\_ DATE: \_\_\_\_\_

**JAG NEW JERSEY CAREER DEVELOPMENT CONFERENCE 2014  
AWARDS FOR JAG COMPETITIVE EVENTS**

<b>COMPETITIVE EVENT / PLACE</b>	<b>STUDENT NAME &amp; JAG CHAPTER</b>
<b>1<sup>st</sup> Place - Career Display</b>	
<b>2<sup>nd</sup> Place - Career Display</b>	
<b>3<sup>rd</sup> Place - Career Display</b>	
<b>1<sup>st</sup> Place – Creative Problem Solving</b>	
<b>2<sup>nd</sup> Place – Creative Problem Solving</b>	
<b>1<sup>st</sup> Place – Decision Making</b>	
<b>2<sup>nd</sup> Place – Decision Making</b>	
<b>3<sup>rd</sup> Place – Decision Making</b>	
<b>1<sup>st</sup> Place – Employability Skills</b>	
<b>2<sup>nd</sup> Place – Employability Skills</b>	
<b>3<sup>rd</sup> Place – Employability Skills</b>	
<b>1<sup>st</sup> Place - Public Speaking</b>	
<b>2<sup>nd</sup> Place - Public Speaking</b>	
<b>3<sup>rd</sup> Place - Public Speaking</b>	
<b>1<sup>st</sup> Place - Telephone Techniques</b>	
<b>2<sup>nd</sup> Place - Telephone Techniques</b>	
<b>3<sup>rd</sup> Place - Telephone Techniques</b>	



## Common Errors During JAG Competitive Events

The following errors have been found to be common during many types of JAG competitive events nationally, and can be eliminated by the proper preparation and attention to detail of competitive event entrants.

1. **Tardiness:** Arriving late.
2. **Unprepared for events:** No pens, pencils, etc.
3. **Unaware of the rules and guidelines for the competitive event.**
4. **Failure to review the judge's rating sheets prior to competing:** Rating sheets for all events are included in the *JAG Career Association New Jersey Competitive Event Manual*.
5. **Lack of business attire:** All competitors should be dressed in business attire. See *JAG - New Jersey: Career Development Conference Dress*.
6. **Chewing gum!** This reflects a non-professional image.
7. **Lack of a greeting to the judges before starting the competitive event:** Remember GNAP (greeting, name, affiliation, purpose)!
8. **Lack of positive eye contact with the judges.**
9. **Public Speaking:** Speech is not related to theme. Speech should address allowable topics as listed in the *JAG Career Association Competitive Event Manual*.

# **SUPERVISION OF JAG – NEW JERSEY STUDENTS DURING CONFERENCES AND COMPETITIVE EVENTS**

Student involvement in JAG competitive events / conferences may require that the students travel with overnight stays at facilities. Regardless of the venue, it is imperative that students be properly supervised during these events.

Each district must retain full responsibility for its students at competitive events. Individual school district policies, procedures and regulations regarding student travel must be followed. In addition, there must be a clear written understanding with parents, school districts and chaperones regarding the rights and responsibilities of chaperones during this travel period. There must be a chaperone provided for each gender group when attending overnight conferences and out-of-state meetings. If an individual district cannot provide chaperones for both gender groups, an arrangement with another participating district is recommended. The number of students per advisor/chaperone must adhere to district guidelines. However, it is strongly recommended that there be one adult advisor/chaperone provided for every 10 - 15 students in attendance.

Students and parents must agree to a code of conduct and be responsible for the consequences of each student's actions. Each district must develop a written code of conduct to be signed by both student and parent prior to attending any overnight events. Districts are required to obtain written parental / guardian permission, including complete medical information for participating students. Districts retain full responsibility for adhering to their own district policies and procedures regarding administration of medications and/or medical treatments for students throughout their participation in all activities.

Advisor/chaperone conduct must also be clearly delineated to ensure proper supervision of students during competitive events. Advisors need to set the example in terms of demonstrating good sportsmanship when competition is involved. The advisor / chaperone is responsible for knowing the whereabouts of all students at all times and for reviewing the code of conduct with students. If the advisor / chaperone is unable to provide proper supervision or cannot be located in emergency situations, the local principal and /or administrator must be contacted. The chapter advisor/chaperone must be responsible to the district's JAG Specialist for maintaining overall control of disciplinary and / or medical problems of his / her students. In the event of any major conduct or disciplinary infraction, the chapter advisor / chaperone, after consultation with the JAG Specialist, will contact the school principal and the district school superintendent or designee and may send the student home at the expense of the parents / guardians.