



# CAREER INVESTIGATION VIRTUAL



**Career Investigation**, an *individual event*, recognizes participants for their ability to perform self-assessments, research and explore a career, set career goals, create a plan for achieving goals, and describe the relationship of Family and Consumer Sciences/Career Field coursework to the selected career. Participants must prepare an **electronic portfolio**, and a **video presentation**.

## EVENT LEVEL:

Level One (through grade 8)

Level Two (grades 9-10)

Level Three (grades 11-12)

## CONTENT STANDARDS ALIGNMENT

See OhioFCCLA.org (Adviser Tab) for detailed event alignment information to course content standards, national educational initiatives, and standards.

## CAREER CLUSTERS

- Education and Training
- Hospitality and Tourism
- Human Service
- Information Technology

## ELIGIBILITY & PROCEDURES

1. Review “Eligibility and General Rules for All Levels of Competition” in national STAR event manual prior to event planning and preparation.
2. Each entry must post all required documents (as specified below) to their online folder.
3. All projects must be developed and completed during a one-year span beginning July 1 and ending June 30 of the school year and must be the work of the participants.
4. Chapters must verify accessibility of documents to the public, as Ohio FCCLA will not be able to assist with this verification. Each entry must have the following items posted to their project folder:
  - Electronic Portfolio
    - i. Participants must submit one (1) file with all slides, in order for viewing. It must be submitted as a PDF file, and not a downloadable PPT file (multiple scanned images files are not allowed) (Not all evaluators may have access to PowerPoint.)
  - One (1) oral presentation video needs to be available for public view and the URL should be included in the PDF file. Options include:
    - i. Embedded video
    - ii. Video link provided to direct source such as YouTube, Vimeo, or Google Drive
    - iii. Video files which require the reviewer to download are NOT allowed due to their potential size

## TECHNOLOGY TIPS

1. Documents must be available and publicly accessible (check settings to ensure they can be viewed outside of the school district network)
2. All files must be clearly labeled using a descriptive file name, e.g. “Leadership – Level 2 – Gonzales.”
3. Be sure to publish all content. Have someone outside of your network check for access. Any document requiring additional access (such as Google doc) will not be able to be reviewed. Only documents that can be opened and viewed by the evaluation team can be scored!



# CAREER INVESTIGATION VIRTUAL



## GENERAL INFORMATION

<b>Submission of Project</b>	Specific timeline to upload the PDF document into the competition folder If the deadline is missed the project will not be evaluated Folder Name will be Chapter Name & Number_ Event Name_ Level
<b>Scoring Breakdown</b>	Each team member will take the test – scores will be averaged Electronic Portfolio – team score Presentation Video– team score

Number of Participants per Entry	Prepare Ahead of Time	Competition Dress Code	Maximum Number of Slides, optional	Maximum Oral Presentation Time
1	Electronic Portfolio Presentation Video	Official FCCLA jacket preferred	45	10 minutes

ELECTRONIC PORTFOLIO SPECIFICATIONS		
1 slide	<i>Project Identification Page</i>	Plain slide – no graphics or decorations Information must include: Participants name – chapter name – school – city- event name and project title
1 slide	<i>Evidence of Online Project Summary Sheet</i>	Complete the online project summary form located on the “Surveys” tab of the FCCLA Portal and include proof of submission in the portfolio.
2 slides	<i>FCCLA Planning Process Summary Page</i>	Include how each step of the <i>Planning Process</i> was used to plan and implement the project.
1 slide	<i>Table of Content</i>	List the parts of the <i>portfolio</i> in the order in which the parts appear.
Up to 3 slides	<i>Content Divider Pages</i>	Content divider/section slides may contain a title, a section name, graphic elements, thematic decorations. They must not include any other content.
	<i>Self-Assessment</i>	Document evidence of self-assessment. Examples include examining personal interests, values, aptitudes, skills, personality traits, and learning styles. Describe the role of self-assessment in the selection of the specific career.
Up to 35 slides	<i>Evidence of Career Research</i>	Provide detailed research including job description; duties and responsibilities; qualifications; entry-level position and advancement opportunities; job outlook; and salary.
	<i>Experiences with Business, Industry, Agencies, and Organizations</i>	Document experiences in selected career field. Examples of documentation may include but are not limited to written summaries of interviews from business, industry, agency, organization personnel; written narrative of job shadowing or cooperative work experiences; and photographs.



# CAREER INVESTIGATION VIRTUAL



	<i>Samples of School Work</i>	Include examples or samples of Family and Consumer Sciences/ Career Field and academic coursework.
	<i>Use of Family and Consumer Sciences/Career Fields Coursework/Standards</i>	Describe ways Family and Consumer Sciences/Career Fields coursework and/or standards will be used in selected career.
	<i>Career Planning</i>	State career goals and create a plan for achieving goals. Include plans for high school and further education and training as well as extra-curricular and intra-curricular activities that will enhance possibilities for achieving goals.
	<i>Works Cited/Bibliography</i>	Use MLA or APA citation style to cite all references. Resources should be <i>reliable</i> and <i>current</i> .
	<i>Appearance</i>	Slides must be neat, legible, professional Use correct grammar and spelling

VIDEO PRESENTATION SPECIFICATIONS	
Organization/Delivery	Deliver oral presentation in an organized, sequential manner, concisely and thoroughly summarize project.
Connection to Family and Consumer Sciences/ Career Fields Standards	Describe relationship of project content to Family and Consumer Sciences/Career Fields standards.
Knowledge of Self	Demonstrate thorough knowledge of self and the ways in which he/she grew during the project.
Use of Portfolio During Presentation	Use of portfolio to support, illustrate, or complement presentation. Can NOT use a voice over with the slides.
Voice	Speaks clearly with appropriate pitch, tempo, and volume.
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, mannerism, eye contact, and appropriate handling of notes or note cards if used. Wear appropriate clothing for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.



# CAREER DEVELOPMENT EVENTS POINT SUMMARY FORM CAREER INVESTIGATION



Name of Member(s) \_\_\_\_\_

Chapter Name \_\_\_\_\_ Chapter Number \_\_\_\_\_ State \_\_\_\_\_

Team # \_\_\_\_\_ Station # \_\_\_\_\_ Level \_\_\_\_\_

1. Make sure all information at top is correct. If a student named is not participating, cross their name (s) off. If a team does not show, write "No Show" across the top and return with other forms. Do **NOT** change team or station number.
2. At the conclusion of evaluation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in folder with the completed rubrics.
3. At the end of the evaluation, double check all scores, names, and team numbers to ensure accuracy. Be sure there is **NOT** a 15-point discrepancy.
4. Make sure comments have been added.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Event Online Orientation Documentation	<b>0</b> Official documentation not provided at presentation time	<b>2</b> Official documentation provided at presentation time with adviser signature	
Folder	<b>8 points</b> Labeled correctly Documents/Video labeled correctly Public accessible All documents uploaded by designated date		
<b>TOTAT SCORE ABOVE</b>			
Test Scores	Participant _____ Participant _____ Participant _____ <b>Total Team Score</b> _____	Total Team Score _____ Divided by # of participants on team _____ <b>-Average Team Score</b> _____ (20 points possible)	
Evaluators' Scores	Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____		Average
Final Points	<b>100 points</b> <i>Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)</i>		

RATED ACHIEVED (*mark one*)

\_\_\_\_\_ Gold 90 – 100

\_\_\_\_\_ Silver 70 – 89.99

\_\_\_\_\_ Bronze 1 – 69.99

Room Consultant Signature (*electronic*) \_\_\_\_\_



# CAREER INVESTIGATION RUBRIC



Participants Name \_\_\_\_\_

Chapter # \_\_\_\_\_ State \_\_\_\_ Team # \_\_\_\_ Station # \_\_\_\_ Level \_\_\_\_

<b>SLIDES</b>	<b>Possible Points 5 /Comments</b>	<b>Points</b>
Viewable format for evaluators Contains no more than 45 slides Table of Content and Divider pages meet requirements listed Appearance of slides, neat, legible Work Cited/Bibliography		
<b>FCCLA PLANNING PROCESS</b>	<b>Possible Points 5 /Comments</b>	
Used to plan the project Steps explain in detail Articulated with clear steps Evaluation methods stated Analyzed the impact of the project		
<b>SELF-ASSESSMENT</b>	<b>Possible Points 10 /Comments</b>	
Documented evidence of self-assessment Describe role of self-assessment in selection of specific career Family and Consumer Sciences/Career Field standards/coursework alignment Family and Consumer Sciences/Career Field and academic coursework samples Documented activities that enhance the possibilities of achieving goals		
<b>CAREER RESEARCH</b>	<b>Possible Points 15 /Comments</b>	
Written detail of job description Written detail of job duties and responsibilities Written detail of qualifications Written detail of entry-level position and advancement opportunities Written detail of job outlook and salary		
<b>CAREER PLANNING</b>	<b>Possible Points 20 /Comments</b>	
Documented experiences in selected career field Written narrative of job shadowing or cooperative work experience Written summaries from business/industry/agency/organization personnel Career Goals stated with details on how to achieve goals Identify education and training needed		



# CAREER INVESTIGATION RUBRIC



<b>PRESENTATION</b>	<b>Possible Points 5 /Comments</b>	
Clothing Choice Voice- pitch, tempo, volume Body Language Grammar – Word usage -pronunciation Meets presentation time requirement		
<b>PRESENTATION CONTENT</b>	<b>Possible Points 10 /Comments</b>	
Knowledge of Subject Matter Relationship of Family and Consumer Sciences/Career Field Coursework Use of slides during Presentation Organization, seamless and relevant Delivery, eye contact, holds audience interests		