



Career Program Area: Career Planning

General Guidelines and Information

1. Using the Planning for Progress Handbook, PAS first-year students study agricultural occupations to gain an understanding of the tasks performed by employees or business owners and to discover what knowledge is needed to perform these tasks. Increased knowledge, technical skills and leadership/human relation skills required for advancement and are emphasized in the Career Planning application.
2. Based on four industry representative interviews, the student will develop individual career and personal goals. Please use the Planning for Progress Handbook (P4P) Career Planning section for guidance and a step by step of "how to" activities for this award area.
3. The Career Planning Program clusters include*:
 - a. Agricultural Education Systems
 - a. Agribusiness Management and Marketing Systems
 - b. Agricultural Processing and Biotechnology
 - c. Horticulture, Environment and Natural Resource Systems
 - d. Plant Systems
 - e. Power, Structural and Technical Systems
 - f. Retail Agribusiness Systems
 - g. Ruminant Animal Systems
 - h. Non-Ruminant Animal Systems

*Please Note: Career Progress events have the exact same event titles.

When each participant begins the process of developing their final application for competition, the above titles will be used on page 1, 13 and 14 of the Planning application and is the only verbiage and method acceptable without encountering a 10 point deduction in scoring.

Applicants, please use the electronic document for Career Planning to prepare your material. It can be downloaded to your device from the National PAS website or be sent from your advisor. Most of the information you provide will have an auto-fill space for word processing. Please edit the document as best as possible prior to printing to insure that the information that is supposed to be on a certain page in the original template is on that page of your final draft. Please email the National Coordinator if you have questions.

In the event of a computer form or printer malfunction, the CPA coordinator provides flexibility during form evaluation. Other point deductions will occur based on the rules outlined below.

Students who are in the **first year of their present curriculum** are eligible to compete at the state conference. This allows students who have changed program or major to participate in the first year of their new program.

Procedures

1. The application form required for Career Planning is provided in the PAS handbook and website and must be completed by each student. Use of any other form will subject the participant to a 30 point deduction of total points for use of any other forms than those provided in the application.
2. Two copies of the application must be submitted to the registration desk at the national conference by the time stated on the agenda.
3. At least one of the four student interviews required on the application should be directly related to the Career Planning area title and the goals. Scoring rubric addresses this rule.
4. All applications shall be on plain white, non-bonded 8 1/2" x 11" paper and stapled in upper left-hand corner. Do not put in a folder. **A 10 point deduction will occur if the following requirements are not met or are not present on the application.**
 - White, 8 1/2 by 11" paper.
 - Stapled in the upper left corn of application. Do not place in a folder.
 - Submitting less than 2 copies of the Planning application at National Conference.
 - Career Planning Award Area title at top of page 1 as stated in the PAS handbook. Refer also to the Planning discipline titles provided above.
 - Competencies on page 11 will only be one line phrases, sentences or statements. 10 point deduction for multiple line competencies.
 - Not more than 20 Competencies on page 11.
 - 14 total pages. Each page missing from application will result in a 10 point deduction.
 - Pages in numeric order, 10 point deduction if out of order.
 - Planning title and student name on page 13 and 14. Student name and postsecondary institution and address on page 14. Each piece of missing information will result in a 10 point deduction.
5. The interview with judges will be 15 minutes or less.
6. In the event of an initial tie score, scoring rubric Section I point total will serve as the tiebreaker. In the event of a further tie, the tiebreaker will be the Section III. This tiebreaker would then be followed by Section II then Section IV as recorded on the score sheet.
7. After scoring, the applications may be distributed as follows:
 - One to the PAS corporate sponsor
 - One returned to the applicant
8. Score sheets will be returned to participants. Judges will also provide general written comments to each participant via the critique sheet on page 13.

The following table is designed as a checklist of required information about the pages of the Planning application.

Checklist of Required Pages and Information

Page Number	Page Description	Information about Page
1	Title Page	Planning title and personal information. Event title must be correctly listed as above. Point deductions listed above.
2	Career Goals	Realistic, measureable and objective.
3-10	Occupational Survey	Must be four. At least one of the interviews is pertinent to the career goals. Interviews are thorough and complete. The responses to gaining experience are reasonable.
11	Individual Competencies	Gained from interviews, are logical, based on career objectives and level of competency for specific tasks, etc. Do they correspond with the industry interviews? Do they correspond with the Planning area?
12	Gain Experience Human Relations Leadership	The narrative plan is logical, organized and well presented. The narrative on leadership skills is logical, organized and well presented.
13	Critique Sheet	Must have correct Planning area title and Name
14	Scoring Rubric	Four required pieces of information at top

Call Back Rule

According to the number of participants there may be a need to conduct more than one section in any specific Planning for Progress event. Students need to know up front that the top participants per section, when this rule applies, may need to reserve time following the event for a final call-back. New interviews with all judges of the event would then be conducted at that final call-back.

For the benefit of participants, a general debriefing session led by judges may be conducted after all interviews are completed. When applicable, this objective may be accomplished by participation at the industry luncheon.

State Awards and Recognition will be given to 1st, 2nd and 3rd place.