American Degree Information

PLEASE READ THE NOTEBOOK GUIDELINES FOR THE AMERICAN DEGREE VERY CAREFULLY. INSTEAD OF THE DOCUMENTATION FOR COMPETENCY IN SKILL TRAINING, THE APPLICANTS WILL NEED TO PREPARE A PROFESSIONAL PORTFOLIO!! STUDENTS RECEIVE HALF OF THEIR POINTS FROM THESE 2 ITEMS. (See the judges rating sheets)

Students should bring notebooks with them to the holding room. **DO NOT** bring notebooks to headquarters. **Please read the guidelines for completion of notebook!**

Two American Degree Applications interview/testing times have been assigned, as follows:

<u>Sunday, April 27th from 3:00 p.m. to 5:00 p.m.</u> for State Officers and students competing in an Occupational Skill Contest.

Monday, April 28th from 1:00 p.m. to 3:00 p.m. for students who are in a Leadership Contest or are a Voting Delegate.

- The testing/holding area is in the Remington Room at the Doubletree Hotel.
 The test will consist of a standardized 50 question multiple choice tests covering all five levels of SkillsUSA's Professional Development Program.
- The interview will cover all five levels of SkillsUSA's Professional Development Program.
- Students must receive 80% of the total score or 320 points for the American Degree. (See the Judges Rating Sheet)
- Seating will be reserved for American Degree Candidates during the General Session on Monday, April 28th at 7:00 p.m. in the Arena of the Tulsa Convention Center.
- Students will be REQUIRED to sit in reserved seating, in order to speed up the General Session.
 After they receive their award they may sit with their school.

If you have any questions, please call Darren Gibson at 405-743-5143 or 1-800-522-5810 or e-mail him at darren.gibson@careertech.ok.gov.

Notebook Guidelines for the American Degree

Students must document their achievements by compiling a notebook for the American Degree. Notebooks are reviewed by the local program advisory committee and a state PDP committee.

Here are guidelines for compiling your notebook:

- 1. The notebook should be a 1" or 1.5", three-ring binder. It can be an official SkillsUSA binder purchased from the SkillsUSA Supply Service or any similar notebook.
- 2. The notebook must have a title page with the following:
 - Name
 - Address
 - Age
 - Training Program
 - Instructor's Name
 - School Name, Address, City, State and Zip Cod3
- 3. The notebook must have a table of contents. There should be a separate page or section for each assignment, activity or report. Materials should be presented in the competency order given the Professional Development Program, Level 5 Student Workbook.
- 4. A professional portfolio must be presented to qualify for the American Degree. Portfolios must contain the following:
 - Self-assessment essays, checklist, drawings, activities
 - Student-kept progress chars/workbook achievement sheet
 - Photos, videos or write-ups of projects
 - Documentation of community service projects (certificates, photos)
 - Best samples of math papers
 - Quality samples of writing/speeches, lesson plans or professional journal reports
 - Samples of quality work such as photos, drawings, videos or media presentations.
 - Individual program task list/competency profile
 - Career exploration and planning
 - Letters of recommendation
 - Research projects
 - Resume'
 - Cover letter
 - Checklist for job search
 - School activities, awards and achievements
 - Certificates, licenses, achievement records or transcripts
 - A summary of mentoring experience

- 5. All materials must be **neatly printed or typed**. You may include worksheets from this book if they are neat. Otherwise, copy or type all material.
- 6. Additional information may be included for each assignment, including evidence of planning and implementations, letters of verification, news releases and photos.
- 7. Work closely with your instructor in compiling your notebook, but **do all of the work yourself.**A team report may be submitted as one section, but each student notebook should be unique to the individual student.

| American Degree Judges Rating Sheet Candidate Name: | | | |
|---|-----|-----------------|-----------------|
| | | School: | |
| | | ITEMS EVALUATED | POSSIBLE POINTS |
| Notebook | | | |
| Layout | 10 | | |
| Section 5.1 | 20 | | |
| Section 5.2 | 10 | | |
| Section 5.3 | 10 | | |
| Section 5.4 | 20 | | |
| Section 5.5 | 10 | | |
| Section 5.6 | 10 | | |
| Section 5.7 | 10 | | |
| Notebook Subtotal | 100 | | |
| American Degree Examination | 100 | | |
| Interview | | | |

| TOTAL SCORE | 400 |
|--------------------|-----|
| Portfolio | 100 |
| Interview Subtotal | 100 |
| Question 10 | 10 |
| Question 9 | 10 |
| Question 8 | 10 |
| Question 7 | 10 |
| Question 6 | 10 |
| Question 5 | 10 |
| Question 4 | 10 |
| Question 3 | 10 |
| Question 2 | 10 |
| Question 1 | 10 |

Note: 80 percent of the total score or 320 total points are required for the American Degree to be awarded.