Administrative Support Research Project (S) (260)

Description
One administrative support topic is selected by the National Center and provided at the beginning of the school year. Contestants will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

Eligibility
Any student member may enter this event. Each contestant may submit only one (1) research paper. Contestants participating in national level competition must be registered for the event prior to submission deadline for Technical judging. Contestants must participate in both parts of the competition in order to be ranked.

Contestant must supply
Notes or note cards for oral presentation (optional)
One envelope containing the materials required for presentation, as listed in the specifications
Contestant may use a computer, projection equipment, product displays and props (charts, graphs, tables, etc. in their presentation (optional)
Props (optional)
Carry-in and set-up of equipment must be done solely by the contestant and take place within the allotted time
No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges
Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies
- Demonstrate knowledge and understanding of basic administrative support concepts in exploring and analyzing related issues
- Communicate research in a clear and concise manner both orally and in writing
- Analyze and discuss changes in the workplace
- Explore issues affecting the role of administrative support in the workplace
- Conduct research using various resources and methods
- Discuss findings and respond to questions
- Prepare a research paper using the report format found in the *Style & Reference Manual*
- Evaluate and make decisions based on research findings

Specifications
- This is a pre-submitted event. See instructions for submissions.
- The completed research paper and an Individual Entry Form must be submitted to the National Center website at http://www.bpa.org/submit in .pdf format no later than 11:59 pm Eastern Time on April 1, 2016.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.

- Multiple submissions cannot be accepted.
- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- No changes can be made to the paper after the date of submission.
- **The research paper must follow the Report format located in the** *Style & Reference Manual***. (Note: no title page is required.)** Header information on the first page of the report should be as follows: Contestant ID Number (Sender's ID Number – XX-XXXX-XXXX), Harvey Rosen (Recipient's Name), Financial Services Department (Recipient's Department), and Current Date.
- Length of document is limited to seven (7) double-spaced, single-sided, numbered pages with one-inch margins. The works cited page(s) is/are not included in the seven pages; however any graphs, tables or charts included will be included in the seven page limit. **JUDGES WILL NOT READ ADDITIONAL PAGES BEYOND THE SEVEN (7) ALLOWED PAGES.**
- Each research paper must reflect the contestant's own research, writing, and original thinking.
- Props will be allowed, including additional charts, tables, graphics, etc. beginning with the 2015-16 membership year. All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- The research paper and entry form must be keyed/word-processed.
- No changes can be made to the paper after the date of submission.
- Each paper must include word-processed Works Cited page which follows the *Style &Reference Manual* format.
- Two (2) copies of the completed research paper and two (2) copies of the Individual Entry Form, including signatures, must be submitted at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The length of the presentation will be no more than seven (7) minutes.
- **The presentation will be stopped at seven (7) minutes and will be followed by judges' questions.**
- Notes or note cards may be used.

Topic

> We are living in an era of security breaches, identity theft, etc. Describe what types of precautions should be taken to protect data and company security within the office setting.

Contestants who do not submit an entry that follows this topic will be disqualified.

Method of evaluation
Technical Scoring Rubric
Presentation Scoring Rubric

Length of event
No more than three (3) minutes set-up time
No more than seven (7) minutes presentation time
No more than five (5) minutes of judges' questions
Finals may be included at state and national levels

Entries
Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned and will *not* be available at NLC.

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Judge Number _____   **Contestant Number** _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	☐ Yes (Disqualification)	☐ No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	☐ Yes	☐ No (Disqualification)

Items to Evaluate RESEARCH PAPER	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. • Individual Entry Form – .pdf format (must be keyed, but does not have to be signed for pre-submission) • Research Paper – .pdf format ***All points or none are awarded by the technical judge.***				10	
Comprehension of topic Demonstrates understanding of subject matter	1-5	6-10	11-15	16-20	
Organization and expansion of ideas Argument follows logical progression	1-5	6-10	11-15	16-20	
Introduction/Summary Logical argument, evidence to support conclusions, compelling summary	1-5	6-10	11-15	16-20	
Creativity Diverse resources, creative angle on the issue, originality, inventiveness	1-5	6-10	11-15	16-20	
Writing Skills Correct grammar, spelling, and punctuation, concise language, sentence structure	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (110 points maximum)					

Contestant is required to format research paper according to the *Style & Reference Manual*.

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Judge Number _____   **Contestant Number** _____

Presentation Scoring Rubric

Evaluation of Oral Presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation: Voice projection, transitions, flow, stage presence, etc.	1-5	6-10	11-15	16-20	
Quality of problem solution	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (100 points maximum)					

Specification Points Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.	Points Awarded	
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than seven (7) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Individual Entry Form (2 copies) and Research Paper, including Work Cited (2 copies) ***Must have copies for preliminaries and finals***	10	
Word-processed research paper and Works Cited page followed the *Style & Reference Manual*	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 240

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES