

Merit Award Program Minimum Standards

The following summary of standards are in effect for the Merit Award Program.

1. All students competing at the State Conference **MUST** be included on the chapter's registration form.
2. **All 22 activities must fit within a 1-inch DECA binder [DECA Images catalog #DSB-1].** Only the original project needs to be submitted to Michigan DECA for Written Event Screening on February 17, 2018. (Additional copies are not required.)
3. Merit Awards Projects will also need to be uploaded to TurnItIn by the chapter advisor between February 5-16, 2018 so that it can be reviewed for plagiarism. The upload will need to be in one file that includes all levels and all activities in each level. Complete instructions on how to upload projects will be provided in January.
4. **NEW FOR 2018:** A printout of the TurnItIn confirmation page needs to be included in the folio for the Written Event Screening. This page should be placed after the Written Statement of Assurances page, and does not get numbered or counted in the page count of the project. Failure to include the confirmation page in the folio is a 10 point penalty.
5. Any events that are found to be plagiarized or previously submitted into competition will be disqualified. Those students will be dropped from the conference, and are not eligible for a refund of the conference registration fee.
6. Only projects of students completing all three levels need to be submitted by the annual deadline. Students completing only in the bronze and/or silver levels only need to have their names and occupational areas submitted by the deadline to receive a certificate of participation.
7. The National DECA Statement of Assurances and Academic Integrity (page 53 of the *National DECA Guide*) certifying the originality of the work must be signed by the advisor and the student before the event is submitted. The Statement of Assurances must be the first page of each entry. **Only those students whose name appears on the Statement of Assurances and have been included on the chapter's registration form will be allowed to compete in the event.**
8. The first page is the completed and signed Statement of Assurances. The second page is the TurnItIn confirmation page. The third page is the title page. The fourth page is the completed Bronze Level MAP Progress Form, followed by the bronze level activities, and a bibliography for the bronze level. Next is the Silver Level MAP Progress Form and the silver level activities, and a bibliography for the silver level. Next is the Gold Level MAP Progress Form and the gold level activities, and a bibliography for the gold level. All activities must be in the order indicated on each of the MAP Progress Forms. A separate Table of Contents for each level should **not** be submitted.
9. Tabs **must be used** for the different levels, (Bronze, Silver & Gold) and are optional for the different areas.
10. Sheet protectors may **not** be used.
11. All 22 activities submitted must be typed in 12 point font. Major content of the written entry must be double-spaced. Only the following pages may be single spaced: title page, table of contents, bibliography, footnotes, long quotes, material in tables, figures, exhibits, headings, documentation pages, etc.
12. **Clarification for 2018:** Headings of each activity must consist of and be in the following order:
 1. Award Level (*Bronze, Silver, Gold*)
 2. Instructional Area (*Economic Understanding, Human Relations, Marketing, Promotion, Product & Service Knowledge*)
 3. Activity Title
 4. Member's Name
 5. Completion Date

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13. All activities must be documented by: (activity cover/title pages should **not** be used):
 - Bronze level - include a total of 10 activities, 2 pages average = minimum length of 20 pages.
 - Silver level - include a total of 7 activities, 3 pages average = minimum length of 21 pages.
 - Gold level - include a total of 5 activities, 4 pages average = minimum length of 20 pages.
14. Examples of Original Work consist of the participant's drawings, photos of the participant's work or student generated computer illustrations. Photos of products, business maps, internet down loads, etc., may be included but are not calculated in the minimum page count.
15. Pages must have at least $\frac{2}{3}$ page of text to count as a page. If the participant is making a PowerPoint presentation, the pages must be printed as a handout with a minimum of 3 slides per page. Please note that 6 slides on a page does not count as two pages. Hands-on projects must have at least a one page narrative to support the photos of the hands on-work.
16. All pages are numbered beginning with the first activity in the Bronze section.
17. Projects with more than 40 penalty points will not be allowed to advance to the next level of competition. Those projects will be returned and the student **will not** be allowed to attend the State Conference as a Gold Merit Award Participant.
18. Participants will give a 10 minute presentation at the State Career Development Conference, which should cover the five gold level projects. The presentation will be followed by a 5 minute question/answer period.
19. The participant may use the following items during the oral presentation:
 - Not more than three (3) standard-sized posters not to exceed 22.5 inches by 30.5 inches each. Participant may use both sides of the posters, but all attachments must fit within the poster dimensions.
 - One (1) standard-sized presentation display board not to exceed 36.5 inches by 48.5 inches.
 - One (1) desktop flip chart presentation easel 12 inches by 10 inches (dimensions of the page).
 - One (1) personal laptop computer.
 - Cell phones/smartphones, iPods/MP3 players, iPads/tablets or any type of a hand-held, information sharing device will be allowed in written events if applicable to the presentation.
 - Sound is allowed, as long as the volume is kept at a conversational level.
20. Video may be shown during your oral presentation, but are **not** to be included with the project when it is turned in for Written Event Screening or during competition.
21. Only visual aids that can be easily carried to the presentation by the actual participant will be permitted, and the participant himself/herself must set up the visuals. No set-up time will be allowed. Participant must furnish his/her own materials and equipment. No electrical power or Internet connection will be supplied.
22. Students will not be able to use the hotel or convention center internet for their written event presentations, because that would involve asking someone else to help them with their equipment. (Refer to the presentation guidelines.) They may use an internet aircard or personal hotspot with their computer if the students have one. But we caution that it could be difficult for students to receive and maintain a connection due to so many people using cell phones while at the conference. If they lose connection, they will not be given additional time. Our suggestion is to save anything that they might want to reference directly onto their computer.
23. Material with no economic value and appropriate for the situation may be handed to or left with the judge.
24. Participants may bring notes with them into the presentation.
25. Special consideration during the evaluation will be given for special needs students that are unable to complete the above guidelines. Such a request needs to be communicated by the chapter advisor to the Michigan DECA State Director.
26. Awards will be given to the outstanding projects and will be evaluated using the Outstanding Gold Project Evaluation form, which can be found on Michigan DECA's website at www.mideca.org
27. Projects receiving less than 75 points will not advance on to the International Conference.

Merit Award Program Competition at ICDC

For Gold Level Projects competing at the International Career Development Conference, all items on the previous two pages for the State Conference apply, plus these additional points listed below:

1. If a MAP delegate is elected as an incoming State Officer at the State Conference, they will **NOT** be allowed to compete in the Merit Award Program at the International Conference.
2. If a MAP delegate qualifies to attend the International Conference in another competitive event, they will **NOT** be allowed to compete in MAP; the International DECA event has first priority.
3. **Two copies of ONLY the five gold level activities are to be submitted at the specified time and location at the International Conference. Each copy needs to be in a separate DECA written event folio [DECA Images Catalog #DSWEF].**
4. The page numbers of the Gold level activities do not have to be re-numbered from the State Conference competition.
5. Any project that received penalty points at the State Conference, needs to be corrected prior to being submitted at the International Conference.
6. Each project will be re-examined for penalty points at the International Conference.
7. Two advisors will evaluate each project.
8. Participants will give a 10 minute presentation at the International Career Development Conference. The presentation should cover the five gold level projects. The presentation will be followed by a 5 minute question/answer period.
9. Participants must follow the International Conference Dress Code. This includes wearing a DECA blazer when being judged.
10. The top participants will be recognized as an outstanding project at Michigan DECA's State Recognition Session at the International Career Development Conference.
11. The decision of the judges is final. Students and advisors are not to ask judges for justification of their scores.