

ETHICS & PROFESSIONALISM (540)

—Post-secondary—

REGIONAL – 2019

FINAL

TOTAL POINTS

_____ (160 points)

Failure to adhere to any of the following rules will result in disqualification:

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
- 3. Electronic devices will be monitored according to ACT standards.**

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Workplace Skills Assessment Program competition.

Case Study

You are one of the employees in the Marketing Department of Professional Business Associates that works with company partners setting up for events.

You have been working on three projects for your supervisor that need final analysis and are due to her by the end of the day. One of the company partners, Premier Supplies, is sponsoring a social event today after regular work hours. Your supervisor asked you after lunch to periodically check in with Premier Supplies as they set up for the event to make sure the room arrangements meet the executives' requests. Every time you check in, the representative in charge puts you to work stating that if that is how the company wants it, you will need to help them make those changes. If you help, you fear you won't meet the deadlines of the projects that are due to your supervisor.

- Should you spend the time helping while your company work requirements are put in jeopardy?
- How is the partner relationship affected if you refuse to help?
- What will you say to your boss if you don't get your projects done without simply blaming?
- Do you think you could ask a colleague to assist without jeopardizing their workload as well? And if so, how would you go about that?

Critical Behaviors Desired:

There are three issues at play here:

- 1) Professional communication*
- 2) Job completion at risk due to other supervisor assignments*
- 3) Dependability*

JUDGING PROCEDURE

- The contestants will be provided 20 minutes to develop the presentation.
- Notes will be made on the note cards provided by the event proctor.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Only the *Ethics & Professionalism Resources Manual*, along with three note cards for note taking, may be used in the preparation room.
- Cell phones may *not* be used in the preparation room.
- Contestants will be introduced by contestant number. **Contestants may continue to wear their name badges.**
- The contestants will speak before a panel of judges and a timekeeper.
- The presentation will be no less than five (5) minutes and no more than seven (7) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- The presentation will be stopped at seven (7) minutes; followed by judges' questions not to exceed three (3) minutes.
- Contestants should be dismissed upon completion of judges' questions.
- **There can be no ties in the top ten (10) contestants.** It is the responsibility of the judges to break any ties.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Give administrator all Judges' Rating Sheets, Judge Evaluation Sheets and contest materials.
- No audience is allowed in the contest room.

Please double-check and verify all scores!