

2007 JOINT MEETING CASE STUDY COMPETITION GUIDELINES

Team Composition. Each team will be composed of two members. Teams may enter as pairs or as individuals. Individuals will be paired with their partners at the Orientation Meeting on Sunday, April 1st.

Team Categories. Teams will be divided into two categories: Graduate Student teams and Entry Level Professional teams for the competition. Mixed teams will be entered as Entry Level Professionals.

Member Eligibility. All team members must meet the following eligibility:

Graduate Students. The team member must be a student in a master's or doctoral professional preparation program.

Entry Level Professionals. The member must be in their first professional student affairs/ student services professional position for **no more** than three years at the time of the 2007 Joint Meeting.

Maximum Teams Allowed. In an effort to encourage participation in the case study process, the case study planning team is not initially placing limits on the number of teams from individual institutions or number of individuals who can sign up to be paired. However, because presentation time, facilities and resources are limited, the planning team reserves the right to reduce the number of teams and individuals to fit what can be made available. That process will be determined based on the number of applications received by the posted deadline. If it is not possible to accommodate all on time teams, an ordered alternate list will be developed in case of cancellations.

Application Deadline. Applications received by 5pm. EST, Friday, December 15, 2006 will be considered "on-time." Applications received after that date will be considered on a space available basis (see "Maximum Teams Allowed" above).

Presentation Schedule Requirements. Teams must be able to meet the following logistical expectations:

Orientation Meeting. All participants are encouraged to attend the Orientation Meeting. At least one member of each team (and **all** individual entries because of the pairing process) is required to attend the Orientation Meeting from 1-2pm on Sunday, April 1st. Teams not represented at the Orientation meeting will be not be able to participate.

Presentations. The competition will be held between 8:30am and 4:30pm on Monday, April 2nd. Teams must be able present their case during that time period as scheduled at the Orientation Meeting, but are only required to be present for their scheduled time.

Presentation Scheduling. Times for team presentations will be scheduled at the Orientation Meeting. Every effort will be made to accommodate team scheduling needs, but cannot be guaranteed.

Case Studies. The case studies will be distributed at the end of the Orientation Meeting. There will be separate cases for each category (Graduate Student and Entry Level Professional), and all teams in each category will receive the same study to prepare.

Case Presentations. Teams must be prepared for the following presentation expectations:

Presentation Time. Depending on the total number of entries, either a 20 minute or 30 minute cycle will be used, which will include the presentation, a question and answer period by the panel of judges, and time for the panel to evaluate the presentation before bringing in the next team.

Presentation Resources. In order to keep the competition even, only the following resources will be available for use during the case presentations:

- Overhead Projector (transparencies will not be provided)
- Flipchart and Markers
- Note: Computers may not be used for presentations

Observers. Only team members will be allowed in the presentation area before, during, and after the case presentation.

Case Preparation. Teams are expected to work on the case preparation as a team only. Other students, faculty, professional colleagues, etc. are not allowed to assist in the preparation of the case.

Awards. All teams will receive certificates of participation. The top three teams in each category will be recognized. The top team in each category will receive individual plaques recognizing their accomplishment. In the graduate category, the winner's school(s) will receive additional recognition to recognize their student's accomplishment.

Announcement of Results/ Joint Meeting Recognition. The results of the case study competition will be announced immediately following the competition.