





## ADVISOR EXPECTATIONS

CTSO Advisors are the face of the CTE program at events like the TSA State Conference. The way you conduct yourself and your interactions with students, professionals, and event organizers will reflect directly on the reputation of your program. In preparation for a positive conference experience, practice the following:

- **Build Relationships:** Use the conference as an opportunity to build relationships with industry professionals, community members, and other educators. By forming partnerships, you can open doors for further opportunities for your students, such as internships, mentorships, or guest speaker engagements.
- **Promote the Value of CTE:** Your involvement in the event provides an excellent platform to advocate for the importance of CTE and the impact it has on students' future success. Engage in conversations about the skills students are gaining through CTE programs and help raise awareness of their relevance to current industry needs.
- **Prepare for Your Role in Advance:** Before the event, review all materials related to the conference. Understand the format of the competitions, the rules, the judging criteria, and the event schedule. Being well-prepared will allow you to focus on what's most important during the event.
- **Be Engaged and Present:** Whether you're advising, judging or coordinating, stay focused and present. Give students your full attention when interacting with them. Even small moments of engagement can have a big impact on a student's confidence and overall experience.
- **Stay Flexible and Adaptable:** Events may not always go as planned. Being adaptable and solution-oriented can help keep the event running smoothly. If challenges arise, such as technical difficulties or scheduling conflicts, having a calm and constructive approach will help everyone involved.
- **Be Professional:** You serve as models for how students should behave in the workplace or professional settings, showcasing the qualities of responsibility, reliability, and professionalism will resonate more with the students than your instructions given to them.

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## JUDGING/COORDINATING REQUIREMENTS


As a CTSO Advisor at the event, you're not just there as a volunteer, chaperone, or as an organizer. You're a key figure in guiding students, supporting the event's success, and ensuring that the students develop college and career readiness skills. **Advisors attending the Texas TSA State Conference are required to judge or coordinate events.** This involvement serves several purposes:

- 1. Role Modeling Professionalism and Employee Expectations:** By serving as judges or coordinators, CTSO Advisors demonstrate professionalism and set expectations for students. They serve as models for how students should behave in the workplace or professional settings, showcasing the qualities of responsibility, reliability, and professionalism.
- 2. Guiding Community Members and Industry Professionals:** As experts in the CTE (Career and Technical Education) classroom, CTSO Advisors provide valuable insight into the expectations for students' skills and behavior. Their participation ensures that community members and industry professionals are informed about the standards expected from students within these specific programs.
- 3. Set Clear Expectations:** Help industry professionals and community members understand what the students are capable of and how their skills should be evaluated. Provide context on the educational goals and how each event or competition reflects a real-world scenario.
- 4. Ensure Consistent Evaluation:** By offering insight into the CTE curriculum, you help ensure that student evaluations remain aligned with industry standards and the competencies they've been taught in the classroom. Your guidance helps to keep the judging fair and consistent across different events.


**Any Advisor who does not sign-up for Judging/Coordinating duties will have a HOLD placed on their registration packet. The HOLD will not be released and the chapter will not be allowed to pick up registration packet at State Conference until the Advisor(s) sign-up for an event(s).**

**Any Advisor who signs up for a duty (judging or coordination) and does not show-up or complete their assignment will have a hold placed on their awards and/or state advisor advancement to the National Conference. Additionally, campus and/or district administration will be notified of the incident.**

**Any Advisor who signs up and fulfills their duty (judging or coordination) will receive a thank you gift at the conclusion of the State Conference.**

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## ADVISOR CODE OF CONDUCT

### Texas TSA Advisors and Official Chaperones shall:

- Ensure all attendees have access to the official schedule for the EVENT. This includes the official event app if such is used by Texas TSA.
- Ensure adequate adult supervision for their chapter members at all times. It is advised that if your district does not have a required chaperone to student ratio, that a minimum of 1 to 10 ratio be adhered to if at all possible.
- Ensure that students are always under direct supervision. For example: If all the advisors and chaperones are onsite in the convention center, then no students should be in the hotel unattended.
- Make sure their chapter arrives on time to not interfere with the timely running of the EVENT and not schedule their departure from EVENT until the conclusion of all activities or required meetings. Please notify event coordinator or Texas TSA executive director ahead of time if there are issues.
- Conduct periodic meetings with their students and chaperones for the purpose of reviewing the EVENT activities, obtaining progress reports, emphasizing time schedules, sharing successes, and to ensure that the safety and well being of students in attendance.
- Keep an agenda of their own schedule and give it to their students along with contact information, so that the advisor may be reached during the EVENT at any time. Contact information for all chaperones should also be provided.
- Ensure that all attendees, including advisors & chaperones, adhere to the Attendees Code of Ethics/Conduct for the EVENT as well as published safety & security policies.
- Make sure their chapter attends required activities, to include judging of events, while at the EVENT.
- Follow the dress code designated by Texas TSA.

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## ADVISOR CODE OF CONDUCT

### Texas TSA Advisors and Official Chaperones shall:


- Attend any mandatory Advisor/Chaperone meetings while at EVENT.
- Provide Texas TSA contact information for all Advisors and Chaperones present at Texas TSA events if requested.
- Advisors are expected to notify Texas TSA officials if students are involved in illegal activities while present at Texas TSA events. Texas TSA reserves the right to take steps it deems necessary in such situations. To include notifying law enforcement and/or School District administration.
- Unacceptable behavior will not be tolerated by adults or students to include:
  - abusive or aggressive language
  - bullying
  - discrimination
  - threatening behavior
  - sexual harassment
  - causing physical harm
- No alcoholic beverages, narcotics, firearms, or weapons, in any form, shall be possessed by attendees at any time, under any circumstances..
- All conference attendees must follow facility guidelines for adhering signs, notices, posters, etc. to walls, doors, or any facility surface. There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or buildings must be paid for by the individual(s) or chapter(s) responsible.

**ADVISOR NAME** \_\_\_\_\_


**CHAPTER NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

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The purpose of these policies is not to create an unreasonable burden on schools but to ensure the safety of attendees and create a positive environment that allows Texas TSA to run a successful EVENT. Failure to adhere to these policies could jeopardize your chapter's status with Texas TSA and any awards/recognitions earned at Texas TSA events.


**This policy has been approved by the Texas TSA Board of Directors.  
Jan. 18, 2020**

If interested in coordinating an event at the Texas TSA State Conference, please contact the Texas TSA Contest Director for the Unique to Texas Events or the NQE Coordinator for the NQE events.


- Texas TSA Contest Director, Jeff Taylor - [contest.director@texastsa.org](mailto:contest.director@texastsa.org)
- NQE Coordinator, Kristin Rausch - [krausch@texastsa.org](mailto:krausch@texastsa.org)

**To Sign-Up For Judging, Please See Link Below:**

**Judges Sign-Up** 

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