

# Career & Technical Educator Lesson Plan Portfolio Guide



Guidelines and tips to  
organize and arrange the  
**Lesson Plan Portfolio**  
for the  
**Career and Technical Educator**  
Competition

# Guidelines Introduction

A great educator is organized and prepared—skills that take years of practice, reflection, and refinement to master. Developing a plan for each lesson is essential to both student learning and the overall success of your program.

This guide provides direction for creating your Lesson Plan Portfolio for competition. Just as in the classroom, an effective educator prepares a lesson, presents it, evaluates the results, revises, and refines until it becomes a proven and engaging teaching tool. Reaching this level of confidence and effectiveness may take several attempts, but the process is key to professional growth.

# Evaluation Tips

SkillsUSA judges often see outstanding presentations and projects; however, competitors sometimes fall short in their supporting documentation. As you prepare, remember that four main areas will be evaluated:

- Lesson Plan Portfolio
- Written Teacher Lesson Plan
- Presented Lesson
- Interview/Question and Answer with Judges

The tips in this guide are designed to help you succeed in all four areas and to support you in becoming organized, prepared, and professional—just like the great Career and Technical Educators who inspire their students every day.

# Documentation Overall Appearance

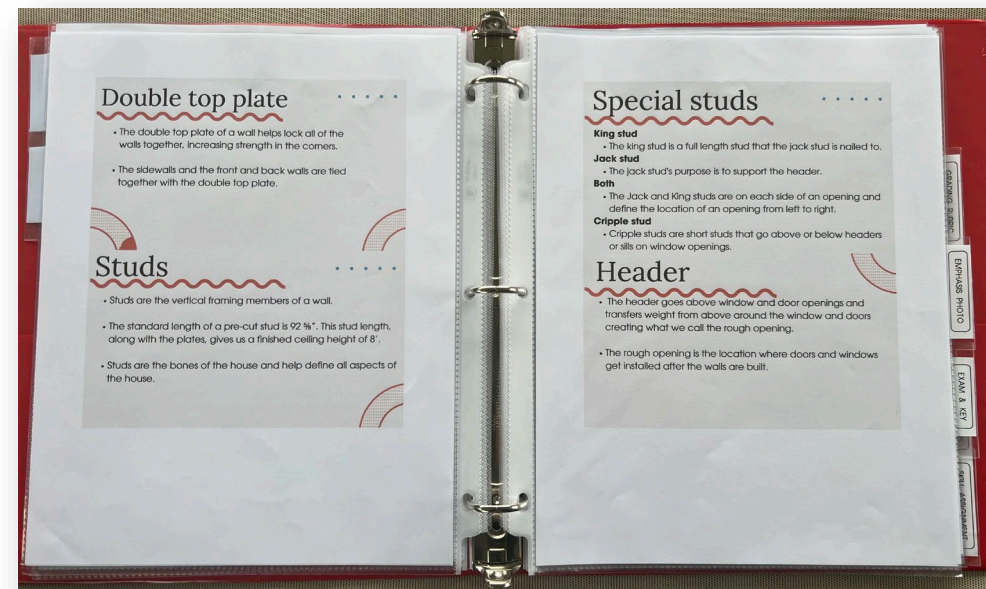
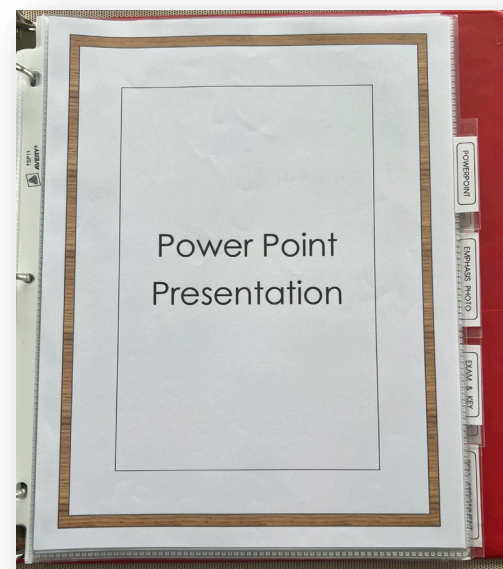
- Documentation must be submitted onsite in an Official SkillsUSA one (1) inch three-ring binder.
- Select a font, color scheme, and accents that align with and reinforce the lesson content and are legible when printed.
- Section dividers and section tabs are required.
- The use of sheet protectors is optional.
- Documentation must be in color, if applicable, and organized per the technical standards.



# Slide Deck | Visual Presentation

A color printout of the presentation slides. Each slide should be clearly visible and legible when printed. Competitors may choose to print one slide per page or multiple slides per page, but the content must remain readable.

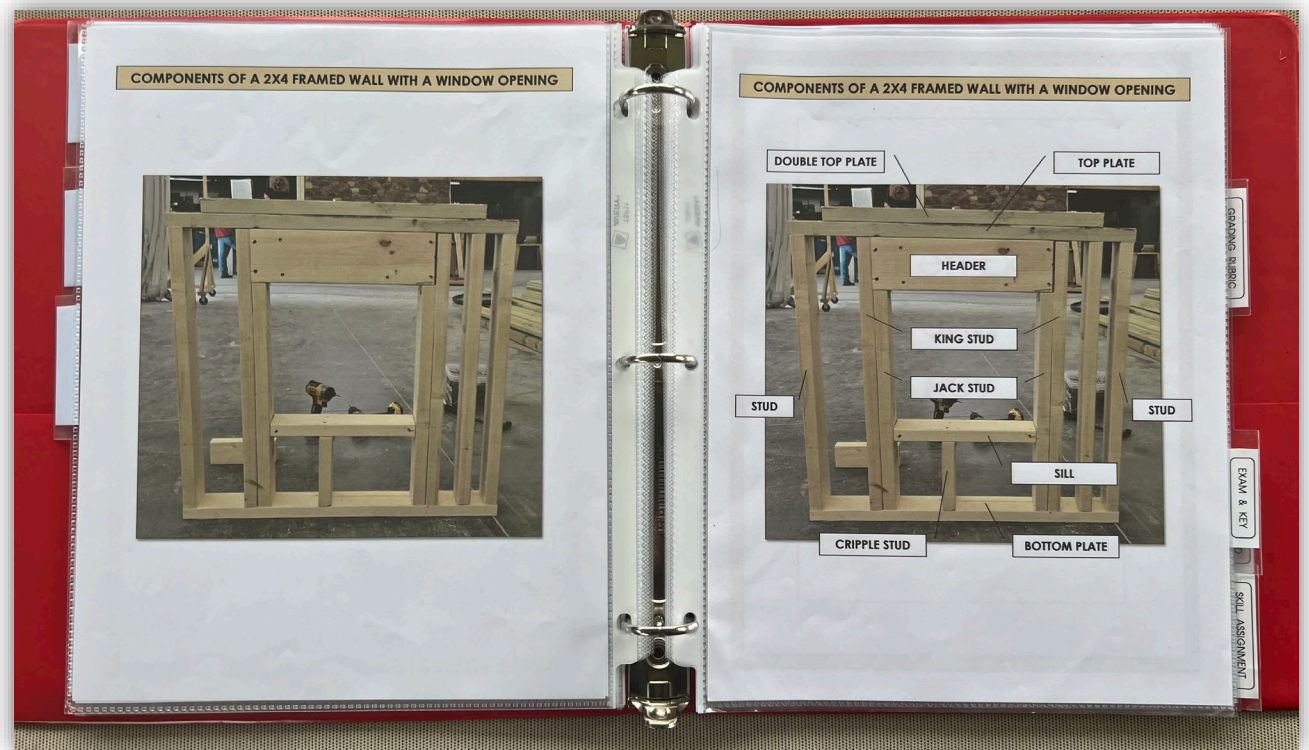
The printed slide deck should reflect the final version of the presentation that will be delivered.



# Lesson Emphasis Photo

The emphasis photo is a visual identifier of the outcome of the lesson. It should visually explain what you anticipate the student will learn and understand at the conclusion of your lesson.

**Photo should:**  
Summarize the lesson outcome.

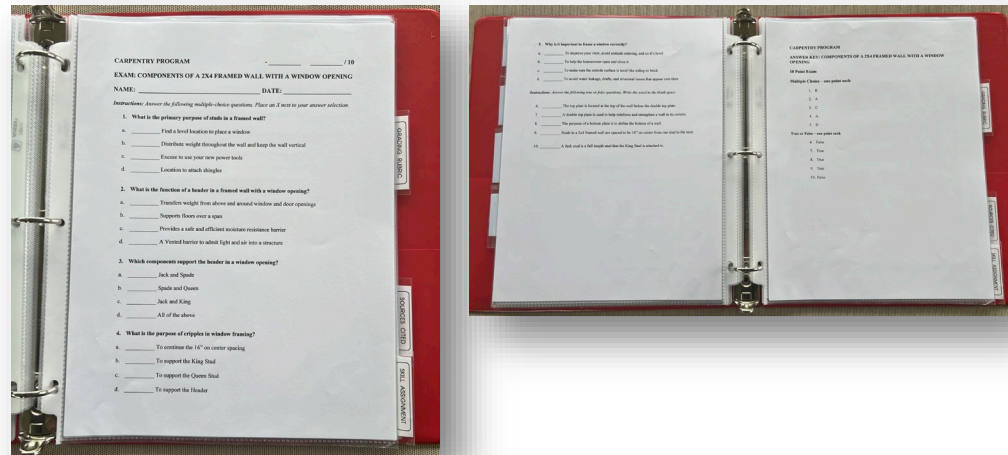


# Written Exam and Key

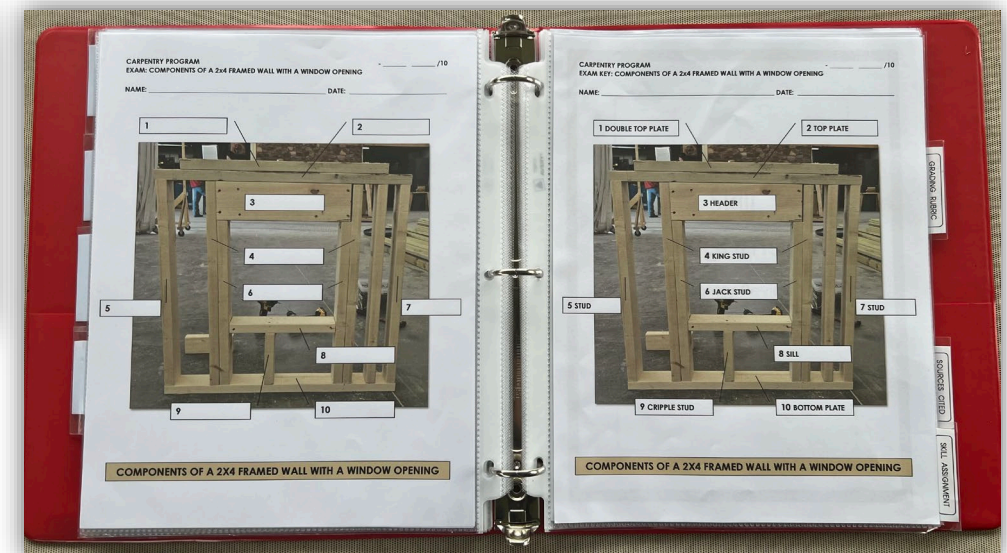
Create exams with more than one style of questioning.

- Multiple Choice, Fill in the Blank, True and False, Writing Prompts
- Visual Exams are highly effective tools
- Don't forget to provide an answer key

## Written Exam



## Visual Exam



# Skill Assignment & Safety Review

When appropriate, a lesson plan should include a related skill assessment. The assigned skill activity must align with the focus or objective of the lesson (as illustrated in the emphasis photo).

Before releasing students to the shop for hands-on work, consider:

- What specific tasks should students be performing based on the lesson just taught?
- Have all safety procedures and requirements been reviewed and confirmed prior to allowing students to begin work?

# Rubric for Skill Assignment

The format shown in this example is just one of many options—choose a rubric style that best fits your needs.

- An effective rubric provides opportunities for both recognition and growth. Offer constructive feedback that highlights strengths while identifying areas for improvement. Keep your comments clear and concise, avoiding emotional or subjective language.
- Before the activity, review the rubric with students so they understand the expectations and criteria for success.

CARPENTRY PROGRAM  
RUBRIC FOR 2x4 FRAMED WALL WITH WINDOW OPENING  
NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CRITERIA	EXCELLENT (4)	GOOD (3)	SATISFACTORY (2)	NEEDS IMPROVEMENT (1)	SCORE & NOTES
<b>Framing Construction</b>	Framing is square, level, and plumb with accurate placement of studs, headers, and plates.	Framing is mostly square and level with minor misalignments or imperfections.	Framing is somewhat square or level, with noticeable misalignments.	Framing is not square or level; significant misalignments.	
<b>Window Opening Dimensions</b>	Window opening is accurate to specifications, properly centered and aligned.	Window opening is mostly accurate with slight misalignments or measurement errors.	Window opening is slightly off in terms of dimensions or alignment.	Window opening is significantly incorrect in size or alignment.	
<b>Header &amp; Support Structure</b>	Header is properly installed with adequate support. Properly sized for load-bearing capacity.	Header is installed with adequate support, but might have minor errors in sizing or installation.	Header is improperly installed or does not meet required load-bearing standards.	No header or improperly sized/installed header.	

SOURCES CITED

# Sources Cited

All sources must be cited within the written lesson plan and listed on a title page in your portfolio. Lesson plans professionally developed by business or industry are **not permitted**.

- You can never have too many sources, always give credit where it's due. In today's fast-paced, AI-driven world, information is easily accessible, and originality lies in how you apply and synthesize what you've learned.
- Citing your sources is not only ethical but also demonstrates academic honesty and professionalism. It's not fraudulent work when proper credit is given.

# Preparing for Competition

- Review the **National Technical Standards** carefully, use color pens and highlighters just like an educator would.
- Know the rules and regulations thoroughly so you don't lose points on clearly stated requirements.
- Treat the competition room as your classroom and the judges as your students.
- Remember, a great lesson should be an enjoyable and engaging experience. When you have fun teaching, your students—and our judges—will have fun learning!

# SkillsUSA Framework

Don't forget to incorporate the **SkillsUSA Framework** into your lesson content. It connects to every aspect of learning—both in the classroom and in life—and should be reflected throughout your curriculum.



# Practice – Practice – Practice

The worst thing you can do is present your competitive lesson for the first time during the actual competition. Ask your program instructor if you can first present to your classmates, they can offer valuable feedback as you prepare.

Accept advice graciously and without excuses. Once you feel confident, try presenting your lesson to students from another program at your school. If they find your teaching style engaging, our judges likely will too!

Remember, success isn't only about the content you deliver, it's about how you deliver it.

