

PROGRAM ASSESSMENT

INSTRUCTIONAL PERSONNEL

PROGRAM STATUS	CURRENT STATUS		REMARKS
	YES	NO	
Teacher is certified. Teacher has obtained the endorsement Teacher attends Career Guidance in-service at least every other year Teacher attends in-service to update technology skills regularly Teacher attends in-service to improve math & literacy integration Teacher belongs to professional organizations which promote career exploration education Teacher takes an active role in professional development activities to promote and improve career exploration education			

INSTRUCTIONAL FACILITIES

PROGRAM STATUS	CURRENT STATUS		REMARKS
	YES	NO	
<p>The classroom provides an environment that promotes learning through the use of career related posters and the display of student work</p> <p>The classroom is clean, neatly organized, and well maintained</p> <p>The teacher has an Internet connected computer and printer for classroom and instructional management</p> <p>The classroom is of sufficient size to conduct individual, group, and hands-on activities</p> <p>Materials and supplies for hands-on activities are available</p> <p>Adequate storage is available for materials and supplies to conduct hands-on activities</p>			

INSTRUCTIONAL PLANNING

PROGRAM STATUS	CURRENT STATUS		REMARKS
	YES	NO	
<p>Career guidance is viewed as an integral part of daily instruction.</p> <p>Instruction is based on the curriculum content framework</p> <p>A semester plan is developed to organize instructional time (curriculum guide or map)</p> <p>Daily lesson plans are developed to show the framework objective, a learning activity which supports the objective, and an assessment strategy</p> <p>The instructor works with other teachers to plan appropriate career related activities.</p> <p>The teacher has developed assessment rubrics for evaluating student participation and learning</p> <p>The teacher assesses competencies/learning on a regular basis</p> <p>The teacher reviews student competencies to identify areas in which to improve learning</p>			

INSTRUCTIONAL EQUIPMENT

PROGRAM STATUS	CURRENT STATUS		REMARKS
	YES	NO	
Internet connected computers are available for student use in the classroom (1:5) A lockable file cabinet is available for confidential student records A television, VCR/DVD player is located in the classroom An A/V cart for media storage is available Digital camera equipment is available A projector screen is available An up-to-date inventory is kept in the classroom Long range plans (3 to 5 years) for equipment replacement or addition is assessed annually Perkins equipment purchased for the program is clearly labeled with program name and date purchased			

INSTRUCTIONAL MATERIALS

PROGRAM STATUS	CURRENT STATUS		REMARKS
	YES	NO	
<p>The classroom has current instructional material for teaching frameworks</p> <p>The classroom has an assortment of current occupational information resources</p> <p>The program uses an assortment of self-awareness assessments and research programs provided at no cost such as Kuder, O*Net, Career One Stop, Discover Arkansas, Occupational Outlook Handbook, and ArkOscar.</p> <p>The program uses hands-on activities to keep instruction current and relevant</p> <p>The program has state published manuals such as the <i>Job Shadow Manual</i> and the <i>CAP Manual</i>.</p> <p>The program has career publications such as <i>Arkansas NEXT</i>, <i>Career Watch</i>, and <i>American Careers</i></p> <p>The program has current career video collections</p>			

INSTRUCTIONAL ACTIVITIES

PROGRAM STATUS	CURRENT STATUS		REMARKS
	YES	NO	
<p>The C/O teacher uses a variety of applied hands-on activities for each cluster</p> <p>The teacher integrates literacy, math, and science in the framework unit activities</p> <p>The teacher emphasizes non-traditional programs of study and careers</p> <p>The teacher uses Arkansas Career Guidance Association (ACGA, formerly ACOTA) contests to motivate students and exploratory careers</p> <p>The teacher works with business and industry representatives to introduce students to “real” careers within the local community</p> <p>The teacher plans relevant field trips for students</p> <p>All students have an opportunity for job shadowing</p> <p>All students prepare a four-year (6 to 8 year recommended) plan that relates careers, individual interests, and career decision-making</p> <p>Parents, teachers, and counselors all play an active role in career planning development</p>			

INSTRUCTIONAL IMPROVEMENT ACTIVITIES

PROGRAM STATUS	CURRENT STATUS		REMARKS
	YES	NO	
<p>The teacher regularly reviews activities offered through Perkins and other sources to plan improvement for the program</p> <p>The teacher regularly assesses records and other evidence to determine areas in which program improvement is needed</p> <p>The school has an advisory committee of business and community leaders who support the goals and objectives of the program and who work with the school to recommend areas in which improvement is needed</p> <p>The teacher encourages students to participate in leadership activities</p> <p>The teacher shares materials and activities through participation in the annual Career Guidance Conference</p> <p>The instructor uses the CEP Listserve to share information and resources</p>			