

Instructions for Business/Industry Representatives: Please complete and return this monitoring form to the director of career and technical education for the school system with which you work. You may complete the form electronically or in print and send it to the director as an e-mail attachment, by fax, or by mail.

Instructions for Career and Technical Education Directors: A minimum of 5 Business and Industry forms must be completed for each system. Please keep a file with these forms available and e-mail your regional consultant your completed Business and Industry forms prior to your monitoring visit.

Business/Industry Program Assessment

Company Name:	
Person Completing Form:	
Title:	
School of Record:	
Date Completed:	
Statement That Best Describes You:	

1. In your opinion, how does the program present, teach and evaluate the student's understanding and application of the following employability skills: work completion, attendance, sense of student responsibility, respect for authority, following directions, respecting others, communicating/listening, commitment to quality, pride in work?

Comments:

2. As much as you can determine, describe how the program's curriculum standards, equipment and instructional materials meet workforce needs and meet/compare with current industry standards and conditions?

Comments:

3. In your opinion, describe how the program content adequately prepares students to meet the needs of business and industry at job entry level and prepare students to continue to post-secondary training.

Comments:

4. As much as you can determine, describe how community resources are appropriately used in providing occupational instruction.

Comments:

5. In your opinion, describe how course offerings and content reflect future local labor market needs.

Comments:

6. In your opinion, describe how instruction utilizes appropriate techniques and equipment to reflect 21st century technology needs.

Comments:

7. In your opinion, describe how the program reflects all aspects of program-related industries.

Comments:

8. Additional Comments:

Comments: