STANDARD 1 - PURPOSE

The design-drafting program should have clearly stated program goals, related to the needs of the students and employers served.
STANDARD 1.1 - EMPLOYMENT POTENTIAL

The employment potential for design drafters, trained to the level outlined in the program goals, should be demonstrated to exist in the area served by the program.

1.1 EMPLOYMENT POTENTIAL

A. What percentage of students obtain employment or continue their education in design drafting within 6 months after completing your program?  

Percent __________  

Comments:

B. Are employers surveyed on a regular basis (at least annually) to determine training needs of their potential employees?  

Yes ___ No ___  

Comments:

C. Is there documentation that a survey of potential employers’ training needs (no older than 1 school year) is on file?  

Yes ___ No ___  

(Examples of documentation: survey instruments, notes from telephone interviews or plant visits)  

Comments:
STANDARD 1.2 - PROGRAM DESCRIPTION/GOALS

The written description and goals of the program should be stated in advertising and recruiting literature supplied to potential students and must include admission requirements, employment potential, area(s) of training offered, and requirements for completion of the program.

1.2 PROGRAM DESCRIPTION/GOALS

A. Is documentation available (brochure or catalog) which includes:

1. Admission requirements of program  Yes___ No___
2. Employment potential  Yes___ No___
3. Area(s) of training offered  Yes___ No___
4. Goals and requirements for program completion  Yes___ No___

Comments:

B. Is the program information provided to students prior to enrollment in your program?  Yes___ No___
Comments:

C. Is program information made available to a supporting guidance office, if applicable?  Yes___ No___
Comments:
STANDARD 2 - ADMINISTRATION

Program administration should ensure that instructional activities support and promote the goals of the program.
STANDARD 2.1 - STUDENT COMPETENCY CERTIFICATION

The certificate or diploma a student receives upon program completion should clearly specify the area(s) of demonstrated competency.

2.1 STUDENT COMPETENCY CERTIFICATION

Does the certificate or diploma a student receives upon program completion clearly specify the area(s) of demonstrated competency?

Yes____ No____

Comments:
STANDARD 2.2 ADMINISTRATIVE SUPPORT

Positive administrative support from institutional and local administrative bodies should be demonstrated. Indicators of administrative support would include: support for staff in-service training; provision of appropriate facilities; up-to-date tools, equipment, and training support materials. Equipment, supplies, travel, and training budgets for the program for the preceding two years must show an ongoing support for the program. Interviews during the on-site visit with the program head, principal or chief school officer, and the chief district officer shall indicate ongoing support for the program.

2.2 ADMINISTRATIVE SUPPORT

A. Are provisions made for instructors to return to industry for planned in-service and update training on a regular basis? Yes___ No____
Comments:

B. Are training stations provided of the appropriate type and number required for instructional areas described in the program goals? Yes___ No____
Comments:

C. Are tools and equipment needed for training in the lab area provided? Yes___ No____
Comments:

D. Are tools and equipment provided in sufficient quantity to support efficient and effective instruction? Yes___ No____
Comments:

E. Do the tools and equipment provided for the training program meet industry standards? Yes___ No____
Comments:

F. Are current general and technical magazines and papers available for student and instructor use? Yes___ No____
Comments:

G. Does the annual budget prepared by the institutional administration include input from the program instructor? Yes___ No____
Comments:

H. Are equipment, supplies, travel, and training budgets for the design drafting program available for the preceding two years? Yes___ No____
Comments:
STANDARD 2.3 - WRITTEN POLICIES

Written policies should be adopted by the administration and policy board for use in decision-making situations and to provide guidance in achieving the program goals. Policies regarding safety, liability, and lab operation should be written and prominently displayed as well as provided to all students and instructors.

2.3 WRITTEN POLICIES

A. Have written policies regarding student and institutional responsibilities been developed and approved by the administrative policy board?  
   Yes ___ No ___
   Comments:

B. Are copies of these policies provided to students?  
   (Example: Student Handbook)  
   Yes ___ No ___
   Comments:

C. Are written policies regarding safety, liability, and lab operation prominently displayed in the lab area?  
   Yes ___ No ___
   Comments:
STANDARD 2.4 - ADVISORY COMMITTEE

An advisory committee must convene at least two times a year and be utilized to provide counsel, assistance, and information from the community served by the training program. This committee should be broadly based and include former students, employed design drafters, and employers.

2.4 ADVISORY COMMITTEE

A. Has an advisory committee been established for the program? Yes__ No____
   Comments:

B. What date was the advisory committee established? Date
   Comments:

C. How often does the advisory committee meet? No.
   Comments:

3. Are minutes from the advisory committee meetings on file at the school? Yes__ No____
   Comments:

4. Are at least three members of the advisory committee representatives from local industry? Yes__ No____
   Comments:

F. Does the advisory committee include members who are representative of the following groups?

1. Design drafters Yes__ No____
2. Local employers Yes__ No____
3. Former students Yes__ No____
   Comments:
STANDARD 2.5 - PUBLIC/COMMUNITY AWARENESS

An organized plan should be used to provide the public with information regarding the profession, the training program, its graduates, its plans, and any services provided to the community.

2.5 PUBLIC/COMMUNITY AWARENESS

5. Does a public awareness program promoting design drafting as a profession exist at the school? Yes___ No___
Comments:

6. Is there documentation to verify the distribution of public awareness materials on a regular basis? Yes___ No___
Comments:

7. Does the school participate in National Design Drafting Week (set as the second full week of March)? Yes___ No___
Comments:
STANDARD 2.6 - LIVE WORK

The program should have a written policy, approved by the school administrator, on the selection and implementation of live work. The policy may either allow or prohibit live work.

2.6 LIVE WORK

Has a written policy approved by the school administration on the selection and implementation of live work been provided for the design drafter program?  Yes ___ No ___

Comments:
STANDARD 2.7 - FIRST AID

The program should have a written policy, approved by the administrator of the school, on first aid procedures. The policy should provide detailed procedures to be followed when addressing a first aid emergency and should be well-communicated to all students and instructors.

2.7 FIRST AID

A. Has a written policy approved by the school administration on first aid administration and procedures been provided for the design drafter program?  
   Yes ___ No ___

   Comments:

B. Do the procedures developed to address first aid emergencies in the design drafter program meet program needs?  
   Yes ___ No ___

   Comments:
STANDARD 3 - LEARNING RESOURCES

Support material, consistent with both program goals and performance objectives, should be available to staff and students. Support material should reflect recent and state of the art technologies.
STANDARD 3.1 - MULTI-MEDIA

Appropriate up-to-date multimedia materials such as video tapes and transparencies should be readily available. Visual aid equipment such as overhead projectors and video cassette recorders should also be readily available and utilized in the training process.

3.1 MULTI-MEDIA

A. Are appropriate, up-to-date multi-media materials such as video tapes and transparencies readily available? Yes___ No____
   Comments:

B. Is visual aid equipment available? Yes___ No____
   Comments:
STANDARD 3.2 - CADD EQUIPMENT

Equipment used for CADD components of the design drafting program should be compatible with the requirements of local employers and should be available in sufficient number to support program objectives.

3.2 CADD EQUIPMENT

A. Is CADD equipment available?  
   Comments:  
   Yes___ No____

B. Is equipment in good and usable condition?  
   Comments:  
   Yes___ No____

C. Do the equipment and supplies used in the program reflect the types used in the design drafting industry?  
   Comments:  
   Yes___ No____

D. Is a systematic replacement schedule used to maintain up-to-date equipment at industry standards as recommended by the advisory committee?  
   Comments:  
   Yes___ No____
STANDARD 3.3 - INSTRUCTIONAL DEVELOPMENT SERVICES

The service of professional instructional development personnel should be used when available. At a minimum, equipment and supplies should be available for duplication or copying printed materials and transparencies. Instructional development personnel should conduct in-service and/or training in curriculum and media development.

3.3 INSTRUCTIONAL DEVELOPMENT SERVICES

A. Are media specialists used to provide media development services for instructional staff?  
   
   Yes ____  No ____

   Comments:

B. Are equipment and supplies available for faculty use in preparing materials needed for class instruction?  
   
   Yes ____  No ____

   Comments:
STANDARD 3.4 - PERIODICALS

Current and technical periodicals related to design drafting should be available and accessible for student use.

3.4 PERIODICALS

Are current and technical periodicals related to design drafting available and accessible for student use? (Identify periodicals in comments section.)

Yes ___ No ____

Comments:
STANDARD 3.5 - STUDENT MATERIALS

Current instructional texts or pertinent material used to satisfy program objectives should be available for each student in quantities appropriate for the instructional delivery system used. Basic textbooks should have copyright dates that are not over five (5) years old; specialized textbooks should have copyright dates that are not over three (3) years old.

3.5 STUDENT MATERIALS

A. Are instructional texts current and available to satisfy the objectives of the course?  Yes___ No____

Comments:

3. Are instructional texts or pertinent material available for each student in quantities appropriate for the instructional delivery system used?  Yes___ No____

Comments:

C. Do basic textbooks have copyright dates no more than 5 years old?  Yes___ No____

Comments:

D. Do specialty textbooks have copyright dates no more than 3 years old?  Yes___ No____

Comments:
STANDARD 4 - FINANCES

Funding should be provided and financial procedures developed to meet the program goals and performance objectives.
STANDARD 4.1 - BUDGET

An adequate annual budget should be developed, allocated, provided to the instructor, and used for the operation of the program. Program budgets for the preceding two years must be available.

4.1 BUDGET

A. Is there documentation to verify the development of an annual budget specifically for program operation? Yes__ No ____

Comments:

B. Are annual budget reports provided to the instructor? Yes__ No ____

Comments:

C. Is documentation available to verify that allocated funds are available exclusively for use by the design drafting program? Yes__ No ____

Comments:

D. Is current funding adequate for program operation? Yes__ No ____

Comments:

3. Are program budgets for the preceding two years available for inspection? Yes__ No ____

Comments:
STANDARD 4.2 - BUDGET PREPARATION

The budget should be prepared by the institutional administration with input from the program instructor.

4.2 BUDGET PREPARATION

Does the instructor have input into the annual budgeting process for the design drafting program? Yes___ No ____

Comments:
STANDARD 4.3 - STATUS REPORTS

Budget status reports pertaining to equipment and supplies should be available to the program instructor, at least quarterly.

4.3 STATUS REPORTS

Are budget status reports provided to program faculty, at least quarterly? Yes__ No ____

Comments:
STANDARD 4.4 - LIVE WORK ACCOUNTING

If live work is accepted by the program, a systematic method of collecting, documenting, and disbursing live work receipts should be used. Program faculty should not be required to collect payment for live work projects.

4.4 LIVE WORK ACCOUNTING

A. Is there evidence of a system used to collect, document, and disburse live work receipts?  
Yes    No

Comments:

B. Is a collection process in place that requires support staff (not instructors) to collect payment for live work projects?  
Yes    No

Comments:
STANDARD 5 - STUDENT SERVICES

Systematic pre-admission testing, interviews, counseling services, placement, and follow-up procedures should be used. Documentation of the previous two-years of student testing should be available for inspection.
STANDARD 5.1 - PRETESTING

A formal pretesting program should be used to assess a student's abilities in reading, mathematics, and mechanical aptitude (if required) to evaluate and assure the student a reasonable probability of success as a design drafter. Testing procedures and justification for all requirements should be available. Documentation of the previous two-years of student testing should be available for inspection.

5.1 PRETESTING

A. Is a pretest in each of the following areas administered prior to student enrollment:
   1. reading  Yes__ No____
   2. mathematics and science  Yes__ No____
   3. mechanical aptitude (if required)  Yes__ No____

B. Is documentation available to explain testing procedures and is the documentation available to all interested parties?  Yes__ No ____

C. Is written justification for all requirements available?  Yes___ No ____

D. Are pretest results available to program instructor for the purpose of assessing student needs?  Yes__ No ____

E. Are pretest results available for the previous two years?  Yes__ No ____
STANDARD 5.2 - PRE-ADMISSION INTERVIEWS

Where the system requires it and prior to program admission, a student should be interviewed and approved for admission.

5.2 PRE-ADMISSION INTERVIEWS

If required, are students interviewed and approved prior to program admission? Yes____ No ____

Comments:
STANDARD 5.3 - STUDENT RECORDS

Permanent records of former students should be available, preferably in one central location, and kept confidential.

5.3 STUDENT RECORDS

Are the permanent records for former students in the program available? Yes__ No ____

Comments:
STANDARD 5.4 - PLACEMENT

A systematic student placement system should be used to assist program graduates to obtain employment in the design drafting profession.

5.4 PLACEMENT

Is an organized student placement system used to assist graduates in obtaining employment in the design drafting profession? Yes___ No ____

Comments:
STANDARD 5.5 - FOLLOW-UP

A formal follow-up system should be used to determine students' employment location and for feedback regarding the efficiency, effectiveness, and appropriateness of training. The follow-up procedure should be designed to assure feedback regarding needed additions or deletions to the training curriculum, program, and tools and equipment. Follow-up of graduates employed outside the drafting design profession should indicate reasons for non-drafting employment. When applicable, this information should be used to modify the training quality and/or content. Follow-up results of the previous two years service should be available for inspection.

5.5 FOLLOW-UP

A. Is a formal follow-up system used to determine student’s first employment in the design drafting profession?  
   Yes___ No ____

   Comments:

B. Is the follow-up system used to obtain student assessment of the efficiency and effectiveness of their training?  
   Yes___ No ____

   Comments:

C. Does the follow-up system provide feedback regarding needed additions or deletions to the following training areas?
   1. curriculum  
      Yes___ No____
   2. program  
      Yes___ No____
   3. tools and equipment  
      Yes___ No____

   Comments:

D. Is the follow-up system used to obtain information from program graduates who are employed outside the design drafting profession?  
   Yes___ No____

   Comments:

E. Is there evidence that information from the follow-up system is used to modify the training program?  
   Yes___ No____

   Comments:

F. Are follow-up results available for the previous two years?  
   Yes___ No____

   Comments:
STANDARD 5.6 - LEGAL REQUIREMENTS

The training program should meet all applicable local, state, and federal requirements.

5.6 LEGAL REQUIREMENTS

Is documentation available to verify training program compliance with applicable local, state, and federal requirements?  Yes ___ No ___

Comments:
STANDARD 6 - INSTRUCTION

Instruction must be systematic, reflect current technology, and meet program goals. A list of specific performance objectives with criterion-referenced measures must be used.
STANDARD 6.1 - PROGRAM PLAN

The training plan should progress in logical steps, provide for alternate sequences, where applicable, and be made available to each student.

6.1 PROGRAM PLAN

A. Is the training program logically sequenced? Yes__ No ___

Comments:

B. Does the training program providing alternate sequences of instruction? Yes__ No ___

Comments:
STANDARD 6.2 - STUDENT TRAINING PLAN

A training plan for each student should be used, indicating the student's training goal(s) and specific steps needed to meet that goal. Students should be given a copy of their training plan.

6.2 STUDENT TRAINING PLAN

A. Is a specific training plan available for each student stating the student goals and steps needed to meet those goals? Yes__ No ____
Comments:

B. Is each student given a copy of his/her training plan? Yes__ No ____
Comments:
STANDARD 6.3 - PREPARATION TIME

Adequate time should be provided for teacher preparation and program development.

6.3 PREPARATION TIME

Is a planning period scheduled for instructors during the normal school day? 
Yes ___ No ____

Comments:
STANDARD 6.4 - TEACHING LOAD

The instructor/student ratio and class contact hours should allow time for interaction on a one-to-one basis. Classroom observation will be used to evaluate this.

6.4 TEACHING LOAD

A. Is the current instructor/student ratio educationally sound? Yes___ No ___
   Comments:

B. Is documentation available to verify that the average instructor/student ratio for the past year was educationally sound? Yes___ No ___
   Comments:
STANDARD 6.5 - CURRICULUM

The curriculum must reflect current technology as evidenced by textbooks, lab activities, and assignments. Theory and "hands-on" instruction should be provided for a minimum of eighty percent (80%) of the skills listed in each skills area. Additional skills may be included to meet the needs of local employers. All additional skills should be reviewed and approved for inclusion by the advisory committee.

6.5 CURRICULUM

A. For each skills area, give the percentage of skills for which the program provides theory and "hands-on" instruction. Percentage of skills taught:

1. Fundamental Drafting Skills
   Percentage %
2. Fundamental Computer Skills
   Percentage %
3. Basic CADD Skills
   Percentage %
4. Advanced CADD Skills
   Percentage %
5. Related Academic Skills
   Percentage %
6. Employability Skills
   Percentage %

Comments:

B. Are tools, equipment, and/or resource material available for each area?

1. Fundamental Drafting Skills
   Yes__ No ___
2. Fundamental Computer Skills
   Yes__ No ___
3. Basic CADD Skills
   Yes__ No ___
4. Advanced CADD Skills
   Yes__ No ___
5. Related Academic Skills
   Yes__ No ___
6. Employability Skills
   Yes__ No ___

Comments:

C. Is documentation available to verify use of the advisory committee to review and approve additional tasks?
   Yes__ No ___

Comments:

D. Is competency in filling out work order forms and recording the time spent on a required skill included in the curriculum?
   Yes__ No ___

Comments:
STANDARD 6.6 - STUDENT PROGRESS

A record of each student's progress should be maintained through the use of a progress chart, individual folder or other recording device.

6.6 STUDENT PROGRESS

Are progress charts, individual folders or other record keeping tools (with specific skills) used to indicate students' progress? 
Yes ___ No ____

Comments:
STANDARD 6.7 - PERFORMANCE STANDARDS

All instruction should be performance based, with an acceptable performance standard stated for each required skill. These performance standards should be reviewed by the advisory committee and shared with students and potential employers. Students should demonstrate "hands-on competency" or "mastery" of a skill or group of skills before the instructor verifies a student's performance.

6.7 PERFORMANCE STANDARDS

A. Is documentation available to verify requirement of a stated performance level for each required skill?  
   Yes__No ____
   Comments:

B. Are performance standards given to students and potential employers?  
   Yes__No ____
   Comments:

C. Is a student required to demonstrate "hands-on" competency or "mastery" of a skill before the instructor verifies the student's performance?  
   Yes__No ____
   Comments:
STANDARD 6.8 - SAFETY STANDARDS

Safety instruction should be given prior to lab work and be an integral part of the training program. A safety test should be included in the training program. Students and instructors should comply with personal and environmental safety practices associated with the design drafting profession.

6.8 SAFETY STANDARDS

A. Is documentation available to verify that safety instruction is given prior to lab work?  Yes  No

Comments:

B. Is documentation available to verify that safety instruction is an important part of the training program?  Yes  No

Comments:

C. Is documentation available to verify that safety tests are included in the training program?  Yes  No

Comments:

D. Is evidence available to verify emphasis on complying with safety practices in the lab area?  Yes  No

Comments:
All training activities and on-site generated instructional material should emphasize the importance of maintaining high personal standards.

6.9 PERSONAL CHARACTERISTICS

Is evidence or documentation available to verify emphasis on the following in all training activities and instructional materials?

1. The importance of maintaining good relationships with fellow employees
2. Respect for fellow students' tools and other property
3. The development of good customer relations
4. Respect for customers' property
5. Appropriate clothes similar to those found in local business and industry

Comments:
STANDARD 6.10 - WORK HABITS/ETHICS

The training program should be organized in such a manner that work habits and ethical practices required on the job are an integral part of the instruction. These shall be evident in the laboratory exercises.

6.10 WORK HABITS/ETHICS

A. Is the training program organized so that work habits developed in the training program are similar to work habits required on the job? Yes__ No ____

Comments:

B. Is documentation available to verify emphasis on successful group and team work? Yes__ No ____

Comments:

C. Is documentation available to verify emphasis on ethical practices? Yes__ No ____

Comments:

D. Are visual reminders concerning appropriate work behaviors posted in the lab or classroom areas? Yes__ No ____

Comments:

E. Is documentation available to verify instruction regarding work habits and ethics for each student? Yes__ No ____

Comments:
STANDARD 6.11 - PROVISION FOR INDIVIDUAL DIFFERENCES

The training program should be structured in such a manner that students with different levels of cognitive and psychomotor skills can be accommodated.

6.11 PROVISION FOR INDIVIDUAL DIFFERENCES

A. Is the structure of the training program designed to accommodate students with different levels of cognitive and psychomotor ability? Yes__No ____
Comments:

B. Is documentation available to verify that students are provided with different levels of instruction when needed? Yes__No ____
Comments:
STANDARD 6.12 - RELATED INSTRUCTION

Instruction in related communication, math, and science skills should be provided and coordinated with ongoing instruction in the training program. This instruction should be provided by a qualified instructor.

6.12 RELATED INSTRUCTION

A. Is documentation available to verify that instruction in related communication, math, and science skills is coordinated with on-going instruction in the training program?  
Yes__ No ____  
Comments:

B. Are qualified instructors used to provide related instruction?  
Yes__ No ____  
Comments:
STANDARD 6.13 - TESTING

Both written and performance tests should be used to validate student competency. Tests and samples of student work from the previous two years should be available for inspection.

6.13 TESTING

A. Are written tests used to evaluate student competence? Yes__No ___
   Comments:

B. Are performance tests used to evaluate skill performance? Yes__No ___
   Comments:

C. Are minimum levels of workplace-acceptable performance used in the evaluation of student performance? Yes__No ___
   Comments:

D. Are experts in the industry used to establish the minimum levels of performance for workplace success? Yes__No ___
   Comments:

E. Are samples of tests and student work from the previous two years available for inspection? Yes__No ___
   Comments:
## STANDARD 6.14 - EVALUATION OF INSTRUCTION

Instructional procedures should be evaluated in a systematic manner. This evaluation should be through regular reviews by students, peers, and administrators. Self-evaluation of instruction should also be utilized on a systematic and regular basis. This system should include input from former students and the advisory committee. Instructional procedures should show responsiveness to the feedback from these evaluations.

### 6.14 EVALUATION OF INSTRUCTION

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>A. Is a systematic program evaluation system used to make decisions about program efficiency, effectiveness, and content?</td>
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<td>B. Is student input used in the evaluation system?</td>
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<td>C. Are instructor(s) evaluations used in the evaluation system?</td>
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<td>D. Is self-evaluation of instruction used on a regular basis in the evaluation system?</td>
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<td>E. Is student follow-up data used in the evaluation system?</td>
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<td>F. Are advisory committee reviews used in the evaluation system?</td>
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<td>Comments:</td>
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</table>
STANDARD 6.15 - LIVE WORK

If the program accepts live work, it should be scheduled to benefit the student and supplement on-going instruction. A student should have had instruction and practice on a specific skill before live work requiring that skill is assigned. All live work projects in the lab should have a completed industry-type work order attached.

6.15 LIVE WORK

A. Is documentation available to verify that live work benefits the student and supplements on-going instruction? Yes__ No ____
Comments:

B. Is student instruction and practice on a specific skill required and verified before a live work project requiring this skill is assigned? Yes__ No ____
Comments:

C. Is documentation available to verify that a written industry-type work order is used for each live work project? Yes__ No ____
Comments:
STANDARD 6.16 - ARTICULATION

Agreements between programs with equivalent competencies should be used to eliminate unnecessary duplication of instruction. Copies of articulation and reciprocity agreements should be available for inspection.

6.16 ARTICULATION

A. Are articulation agreements used between programs with equivalent competencies to eliminate unnecessary duplication of instruction?  
   Yes__ No ____

Comments:

B. Are articulation and reciprocity agreements used in the design drafting program available for inspection?  
   Yes__ No ____

Comments:
STANDARD 7 - EQUIPMENT AND SUPPLIES

Equipment and tools used in the design drafting program must be current and of the type and quality found in the industry and must also be the type needed to provide training to meet the program goals and performance objectives. Instructional supplies must be available in sufficient quantity to support program goals.
STANDARD 7.1 - SAFETY

Equipment and tools used in the design drafting program must have all safety devices in place, operable, and in current use.

7.1 SAFETY

Are all safety devices in place, operable, and in current use? Yes__ No ____

Comments:
STANDARD 7.2 - QUANTITY AND QUALITY

The tools and equipment used in the design drafting program should be current and reflect the program goals and performance objectives. Sufficient tools and equipment must be in good repair and be available for student use during lab hours. The tools and equipment should meet industry quality standards.

7.2 QUANTITY AND QUALITY

A. Are tools, equipment, and drawing supplies available for student use during lab hours?  
   Yes____ No____  
   Comments:

B. Is equipment for student use supplied in sufficient quantity to permit usage by students without “doubling up?”  
   Yes____ No____  
   Comments:

C. Do tools and equipment used in the design drafting program meet industry quality standards?  
   Yes____ No____  
   Comments:
STANDARD 7.3 - CONSUMABLE SUPPLIES

Sufficient consumable supplies should be readily available to assure continuous instruction. Inventory of supplies should be available for inspection.

7.3 CONSUMABLE SUPPLIES

A. Are consumable supplies readily available to insure continuous instruction? Yes__ No ____
Comments:

B. Is a current inventory of supplies available for inspection? Yes__ No ____
Comments:
STANDARD 7.4 - MAINTENANCE

A preventive maintenance schedule for all equipment should be used to minimize equipment down-time.

7.4 MAINTENANCE

Is documentation available to verify the use of a preventative maintenance program to minimize equipment down-time? Yes ___ No ___

Comments:
STANDARD 7.5 - REPLACEMENT

A systematic schedule for replacement should be used to maintain up-to-date tools and equipment at industry and safety standards. Student follow-up and advisory committee input should be used in this system. Records from the previous two years should be available for inspection.

7.5 REPLACEMENT

A. Is documentation available to verify the use of a systematic replacement schedule used to maintain up-to-date tools and equipment at industry and safety standards?  
Yes__ No ____  
Comments:

B. Is documentation available to verify the use of student follow-up information and local Advisory Committee input in the replacement schedule?  
Yes__ No ____  
Comments:

C. Are replacement records available from the previous two years?  
Yes___ No ____  
Comments:
STANDARD 7.6 - INVENTORY

An inventory system should be used to account for tools, equipment, and supplies.

7.6 INVENTORY

Is documentation available to verify the use of an inventory system to account for tools, equipment, and supplies? Yes__ No ____

Comments:
STANDARD 8 - FACILITIES

The physical facilities must be adequate to permit achievement of the program goals and performance objectives.
STANDARD 8.1 - TRAINING STATIONS

Training stations should be available in the type and number required for the performance of skills outlined in the program goals and performance objectives.

8.1    TRAINING STATIONS

Are training stations available in the type and number required for skill performance as outlined in the program goals and performance objectives?    Yes __ No ____

Comments:
STANDARD 8.2 - SAFETY

The facilities should meet all applicable safety standards.

8.2 SAFETY

A. Are safety hazard areas identified with signs?  Yes  No _____
Comments:

B. Do fire extinguishers have regular, current inspection tags attached and meet fire codes for different types of fires?  Yes  No _____
Comments:

C. Are electrical outlets easily disconnected in case of an emergency?  Yes  No _____
Comments:

D. Is lighting adequate for task performance and safety?  Yes  No _____
Comments:

E. Are safety inspections held regularly?  Yes  No _____
Comments:
STANDARD 8.3 - HOUSEKEEPING

Work and support area(s) should be kept clean and orderly.

8.3 HOUSEKEEPING

A. Are work areas cleaned daily? Yes__ No ____
Comments:

B. Are resource and storage areas kept clean and orderly? Yes__ No ____
Comments:
STANDARD 8.4 - OFFICE SPACE

An area separate from the work area should be available and convenient for the instructor(s) to use as an office. Computers shall be available for instructor(s) use in the office.

8.4 OFFICE SPACE

A. Is an area separate from the work area available for the instructor's use as an office?  
   Yes___ No ____
   Comments:

B. Are computers available for instructor(s) use in the office?  
   Yes___ No ____
   Comments:
STANDARD 8.5 - INSTRUCTIONAL AREA

A classroom area convenient to the work area should be available for instruction and other non-lab activities. Classrooms and drawing rooms (work areas) should be of adequate size. Classrooms should be a minimum of 22 sq. ft. per student and drawing rooms should be a minimum of 75 sq. ft. per student.

8.5 INSTRUCTIONAL AREA

3. Is an area convenient to the work area available for theory instruction and other non-lab activities? Yes ___ No ____
   Comments:

4. Are classrooms of adequate size (minimum of 22 sq. ft. per student?) Yes ___ No ____
   Comments:

5. Are drawing rooms of adequate size (75 sq. ft. per student?) Yes ___ No ____
   Comments:
STANDARD 8.6 - STORAGE

Storage space for drawings, tools, supplies, and components should be sufficient to support the activities outlined in the program goals and performance objectives. Security should be provided to prevent pilferage and vandalism.

8.6 STORAGE

A. Is storage space available for supplies adequate to support the activities outlined in the program goals and objectives?  Yes  No  ____
   Comments:

B. Is storage space available for tools and components adequate to support the activities outlined in the program goals and performance objectives?  Yes  No  ____
   Comments:

C. Is storage space available for student drawings and supplies?  Yes  No  ____
   Comments:

D. Are storage areas secure from pilferage and vandalism?  Yes  No  ____
   Comments:
STANDARD 8.7 - HEATING/COOLING

Heating and cooling systems should be used to provide sufficient comfort for learning.

8.7 HEATING/COOLING

Do heating and cooling systems provide sufficient comfort for learning?  
Yes__ No ____

Comments:
STANDARD 8.8 - FIRST AID/SAFETY

A current, well-equipped first aid kit and fire extinguishers should be in place and comply with local regulations.

8.8 FIRST AID

A. Is a first aid kit available for the program? Yes__ No ___
   Comments:

B. Is the first aid kit well marked? Yes__ No ___
   Comments:

C. Is the first aid kit equipped with basic, up-to-date first aid supplies? Yes__ No ___
   Comments:

D. Are an appropriate number of fire extinguishers available for the program? Yes__ No ___
   Comments:

E. Are fire extinguishers the appropriate type for electrical fires? Yes__ No ___
   Comments:
STANDARD 8.9 - FACILITY EVALUATION

The advisory committee and the administration should conduct an annual evaluation of the facilities to assure adequacy in meeting program goals.

8.9 FACILITY EVALUATION

A. Is documentation available to verify use of the advisory committee to conduct an annual evaluation of the facilities to assure adequacy in meeting program goals?  
   Yes  No ___

Comments:

B. Is documentation available to verify use of the administration to conduct an annual evaluation of the facilities to assure adequacy in meeting program goals?  
   Yes  No ___

Comments:
STANDARD 9 - INSTRUCTIONAL STAFF

The instructional staff must have technical competency and meet all state and local requirements for certification/credentials.
STANDARD 9.1 - INSTRUCTIONAL COMPETENCY/CERTIFICATION

Instructors should meet all state certifying requirements. A current résumé indicating industry related experiences and technical update activities shall be on file for each instructor.

9.1 INSTRUCTIONAL COMPETENCY/CERTIFICATION

A. Is documentation available to verify that program instructors meet all state certifying requirements?  
Yes ___  No ____
Comments:

B. Are current résumés including industry related experiences and technical updates available for each instructor?  
Yes ___  No ____
Comments:
STANDARD 9.2 - TECHNICAL UPDATING

Faculty members should be provided technical materials required to maintain their competency. An opportunity should be provided for instructors to return to industry on a regular basis for staff development and skill upgrading.

9.2   TECHNICAL UPDATING

   A. Are design drafting publications, related periodicals, and other materials needed to maintain technical competence available for the instructional staff? 
      Yes__ No ____
      Comments:

   B. Are opportunities provided for instructors to return to industry for seminars, internships, and skill upgrading on a regular basis? 
      Yes__ No ____
      Comments:

   C. Are staff development and continuing education funds available for design drafting faculty? 
      Yes__ No ____
      Comments:
STANDARD 9.3 - SUBSTITUTES

A systematic method of obtaining "substitute" instructors should be used to assure instructional continuity. An orientation session for substitutes should be held on a regular basis.

9.3 SUBSTITUTES

A. Is there evidence of a systematic method used to obtain "substitute" or "supply" instructors?  
   Yes __ No ____
   Comments: 

B. Is an orientation session for substitutes provided on a regular basis?  
   Yes __ No ____
   Comments:
STANDARD 10 - COOPERATIVE AGREEMENTS

Written policies and procedures should be used for cooperative and apprenticeship training programs.
STANDARD 10.1 - STANDARDS

Student performance standards should be developed and coordinated by the supervising instructor.

10.1 STANDARDS

Are performance standards a student will be expected to meet developed and coordinated by the supervising instructor? Yes___ No ____

Comments:
STANDARD 10.2 - AGREEMENTS

All agreements, training plans, and/or memorandum should be written and legally binding.

10.2 AGREEMENTS

Are all agreements, training plans, and/or memorandum between the institution and the work location written and legally binding?  Yes __ No ____

Comments:
STANDARD 10.3 - SUPERVISION

A supervising design drafting instructor should be assigned responsibility, authority, and time to monitor or coordinate design drafting cooperative/apprenticeship programs.

10.3 SUPERVISION

Is a supervising design drafting instructor assigned the responsibility, authority, and the time to monitor or coordinate cooperative design drafting programs?  
Yes___ No ____

Comments: