For each assigned program area, identify the **findings** and **recommendations** in FOCUS AREAS that align with the categories and questions in the self-study document.

<table>
<thead>
<tr>
<th>School System:</th>
<th>School:</th>
<th>Program Concentration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Chair(s):</td>
<td>Team Member(s):</td>
<td></td>
</tr>
</tbody>
</table>

1. **Daily Schedule**
   - Length of class time ____________________
     
     **Findings:**
     
     **Recommendation:**

2. **Assistance from Department of Education, State Program Specialist, and District and School level Administrators**
   - The teacher receives support from local system/school administrator(s)
   - The teacher knows his/her state program specialist
     
     **Findings:**
     
     **Recommendation:**

3. **School Improvement Planning**
   - Improvement plan to meet Adequate Yearly Progress (AYP) If so, do CTAE teachers serve on school/system committee?
   - Other _______________________________
     
     **Findings:**
     
     **Recommendation:**

4. **Focus Area: Career Related Education Including Procedures and Documentation**
   - Students are involved in Career Related Education activities (guest speakers, field trips, job shadowing, etc.)
     
     **Findings:**
     
     **Recommendation:**

5. **Focus Area: Professional Association/Professional Development**
   - Teacher has documentation of participation in local professional development activities
   - Teacher has documentation of participation in state/national professional development activities
     
     **Findings:**
     
     **Recommendation:**

6. **Focus Area: Student Organizations**
   - Program has an active, program specific CTSO
   - Students enrolled in the program participate in local, state, or national leadership and/or competitive events
     
     **Findings:**
     
     **Recommendation:**

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7. **Focus Area: Safety Considerations in Classroom/Lab (work environment)**
   - Classroom and lab evacuation plan is posted and clearly visible
   - If applicable, students are wearing safety glasses
   - Evidence that safety is an integral part of the curriculum is noted
   - Appropriate safety devices are available (fire extinguisher, eye wash station, etc.)

   **Findings:**

   **Recommendation:**

8. **Focus Area: Equipment and Supplies**
   - Facilities meet minimum square footage requirements recommended by the Department of Education
   - Current inventory of equipment is on file, updated annually, and available
   - Program has an adequate budget for the purchase of materials and equipment
   - Equipment meets or exceeds industry standards
   - Program follows state standards/recommendations for space requirements and curriculum.

   **Findings:**

   **Recommendation:**

9. **Focus Area: Reinforcement/Integration of Academics**
   - Documentation that academics are reinforced in the curriculum

   **Findings:**

   **Recommendation:**

10. **Focus Area: Service to Special Populations Students**
    - Program has a parapro who assists with special needs students
    - The teacher is involved in the development of all IEPs of students enrolled in the program.

    **Findings:**

    **Recommendation:**

11. **Focus Area: Advisory Committees, Industry Collaboration**
    - Program advisory committee meeting minutes are available for the past two (2) years

    **Findings:**

    **Recommendation:**

12. **Focus Area: Transition Process**
    - School participates in and provides an adequate transition process
    - School collaborates with elementary and high school representatives as part of the transition process
    - Counselor(s) documents transition lessons throughout school year for elementary and middle school students
    - Parent involvement in the transition process is documented.

    **Findings:**

    **Recommendation:**

13. **Focus Area: Career Development**
    - The school has a designated Career Development Center
    - The school has a defined student advisement system

    **Findings:**

    **Recommendation:**
Example - Findings:

- Revised state course standards and program standards are used as the basis for instructional activities.
- A well-equipped lab and classroom that support the use of technology and varied instructional strategies was observed.
- Students were actively engaged in learning activities.
- Project-based learning was evident in observed classroom activities.
- Extensive business and industry collaboration through active advisory committees and other ongoing activities was evident.
- The program has an active student organization that provides opportunities for leadership development and participation in regional and state co-curricular competitive events.
- Equipment was observed to be in good condition and appropriate for the instructional program.

Example - Recommendations:

- ANY safety concerns should be addressed (availability and use of personal protective equipment by students, fire extinguishers, electrical, etc.)
- Labs and classrooms should be cleaned up and organized with unused equipment discarded so that the workspace and work environment maximizes effective teaching and is conducive to student learning.
- An active advisory committee should be implemented for the program.
- Correct course numbers and titles in accordance with the LIST OF STATE-FUNDED K-8 SUBJECTS AND 9-12 COURSES should be utilized.
- An active student organization to provide opportunities for leadership development and participation in regional and state co-curricular competitive events would strengthen the instructional program.
- The cooperation that exists between the high school and middle school teachers should be expanded to further promote seamless transition from the middle school program into the high school program.
- The instructor would benefit from participation in the professional organizations that are affiliated with this instructional area.