



Please use the space provided for comments to expand on and/or clarify your responses.
Attach additional sheets as needed.

Section 1 - Employment Potential

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

____ %

Comments: _____

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

Yes ____ No ____

Comments: _____

3. Is there documentation that a survey of potential employer's training needs (no older than 1 school year) is on file? (Examples of documentation: survey instruments, notes from telephone interviews or plant visits)

Yes ____ No ____

Comments: _____

4. Is an organized student placement system used to assist graduates in obtaining employment in the design drafting profession?

Yes ____ No ____

Comments: _____

5. Is a formal follow-up system used to determine student's first employment in the design drafting profession?

Yes ____ No ____

Comments: _____

**Section 2 - Program Description/Goals**

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

a. Admission requirements of program

Yes ____ No ____

b. Employment potential

Yes ____ No ____

c. Area(s) of training offered

Yes ____ No ____

d. Goals and requirements for completion of program

Yes ____ No ____

Comments: _____

2. Is the program information provided to students prior to enrollment in your program?

Yes ____ No ____

Comments: _____

3. Is program information made available to a supporting guidance office, if applicable?

Yes ____ No ____

Comments: _____

4. Do you support a public awareness program promoting design drafting as a profession?

Yes ____ No ____

Comments: _____

5. Does the school participate in Annual Design Drafting Week?
(Held during Technical Conference Week, March or April)

Yes ____ No ____

Comments: _____


Section 3 - Administration

1. Have written policies regarding student and institutional responsibilities been developed and approved by the administrative policy board?

Yes ____ No ____

Are Policies listed in catalog or handbook

Yes ____ No ____

If yes, please attach a copy to this form and provide the catalog or handbook
In the tabbed area of the binder

Comments: _____

2. Are copies of these policies provided to students? (Example: Student Handbook)

Yes ____ No ____

Comments: _____

3. Are the permanent records for former students in the program available?

Yes ____ No ____

Comments: _____

4. Is a systematic program evaluation system used to make decisions about program efficiency, effectiveness and content?

Yes ____ No ____

Comments: _____

5. Is student input used in the evaluation system?

Yes ____ No ____

Comments: _____

6. Has an Advisory Committee been established for the program?

Yes ____ No ____

Comments: _____

**Section 3 - Administration**

7. What date was the Advisory Committee established?

Date _____

Comments: _____

8. How many times during the School Year does the Advisory Committee meet?

No. _____

Comments: _____

9. Are minutes from the Advisory Committee meetings on file at the school?

Yes ____ No ____

Comments: _____

10. Are at least three members of the Advisory Committee representatives from local industries?

Yes ____ No ____

Comments: _____

**Section 4 – Resources**

1. Are equipment and supplies available for faculty use in preparing materials needed for class instruction?

Yes ____ No ____

Comments: _____

2. Are equipment and drawing supplies available for student use during lab hours?

Yes ____ No ____

Comments: _____

2. Is equipment for student use supplied in sufficient quantity to permit usage by students without “doubling up?”

Yes ____ No ____

Comments: _____

4. Are consumable supplies readily available to insure continuous instruction?

Yes ____ No ____

Comments: _____

5. Is visual aid equipment available?

Yes ____ No ____

Comments: _____

6. Is CADD equipment available?

Yes ____ No ____

Comments: _____

7. Is equipment in good and usable condition?

Yes ____ No ____

Comments: _____

8. Do the equipment and supplies used in the program reflect the types used in the design drafting industry?

Yes ____ No ____

Comments: _____

**Section 4 – Resources**

9. Is a systematic replacement schedule used to maintain up-to-date equipment at industry standards as recommended by the Advisory Committee?

Yes ____ No ____

Comments: _____

10. Are classrooms of adequate size (minimum of 22 sq ft/student)?

Yes ____ No ____

Comments: _____

11. Are drawing rooms of adequate size (75 sq. ft/student)?

Yes ____ No ____

Comments: _____

12. Is storage space available for student drawings and supplies?

Yes ____ No ____

Comments: _____

13. Are work areas cleaned daily?

Yes ____ No ____

Comments: _____

14. Are instructional texts current and available to satisfy the objectives of the course?

Yes ____ No ____

Comments: _____

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

Yes ____ No ____

Comments: _____



Section 4 – Resources

16. Does the instructor have input into the annual budgeting process for the design drafting program?

Yes ____ No ____

Comments: _____

17. Are annual budget reports provided to the instructor?

Yes ____ No ____

Comments: _____

18. Are staff development and continuing education funds available for design drafting faculty?

Yes ____ No ____

Comments: _____

19. Are opportunities provided for instructors to return to industry for seminars, internships, and skill upgrading on a regular basis?

Yes ____ No ____

Comments: _____

20. Is a planning period scheduled for instructors during the normal school day?

Yes ____ No ____

Comments: _____

End of Tab 2