## Differentiated Accountability (DA) Intervene Process Classroom Visitation Checklist

A. PROGRAM INFORMATION
School District:
CTE Director:
School:
Principal:
School Address:
Phone Number:
Schedule Type (circle): Block Alternating 6 period 7 period other
CTE Program:
METHOD OF INSTRUCTION:
Career and Technical Education Program
Registered Career and Professional Academy (CAPE)
Career Academy Does the Career Academy meet National Standards of Practice? Yes No
Small Learning Community/Professional Learning Community Yes No
CTE Course(s):
Instructor: Email Address
INDUSTRY CERTIFICATION(S)/ ACCELERATED MECHANISMS/ ARTICULATION AGREEMENTS
Does the instructor hold the appropriate industry certification and/or licensures? Yes No
Can students earn industry certification(s) and/or licensures? Yes No
Is the industry certification and/or licensure part of a statewide articulation agreement? Yes No
List all applicable industry certifications and/or licensures that students may earn:

	B. PROGRAM DEMOGR	RAPHICS
Racial/Ethnic Group		Number of Students
	Male	Female
WHITE		
BLACK		
HISPANIC		
ASIAN		
OTHER		
TOTALS		

C. PROGRAM'S WORK-BASE	D LEARNING AND EMPLOYABILITY OPP	ORTUNITES
Type of work-based learning opportunities available:		
Cooperative work experience	Career Exploration/Internships	Clinicals
Apprenticeships	On Job Training (OJT)	Other
Supervised experience projects	Community service learning	Other

	D. CLASSROO	OM OBSE	RVATIONS
Observation	Behavior	Yes/No	Comments
Professional	Instructors strive to upgrade skills and		
Development	knowledge by attending conferences,		
	conventions, college courses, staff		
	development, inservice training, and/or other		
	sources of professional development		
	The CTE instructor participated in the CATER		
	program.		
	The CTE instructor participated in the SREB		
	Math/Science CTE integration workshops.		
Program Quality	Each course offered within the program is a		
	State approved course.		
	At least three sequential courses are offered		
	within the program.		
	There is evidence that math, language arts,		
	and/or science is integrated into all applicable		
	lessons.		
	Vocabulary acquisition strategies (e.g. picture		
	notes, word mapping, interactive word walls,		
	and context clues) are incorporated into the		
	lesson plans.		
DATA Analysis	The CTE Instructor has reviewed student		
	performance data and has developed lessons		
	to target student's needs.		
	There is evidence of differentiated instruction.		

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CTE syllabus	Each course has an appropriate syllabus that	
	includes appropriate course description,	
	instructional philosophy, goals, objectives, major	
	projects, instructional delivery plans,	
	assessment plans, and grading policies.	
	Students are provided with specific expectations	
	as to how class tasks and assignments are to be	
	completed, due dates, the form which they are	
	to be presented, and the expected quality of the	
	final product.	
Career and	Program is appropriately affiliated with a	
Technical Student	corresponding CTSO.	
Organization (CTSO)	CTSO is an integral part of the program.	
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	Leadership training activities are provided for all	
	students.	
	CTSO participates in community service	
	activities.	
	CTSO participates in applicable local, district,	
	regional, state and national technical skills	
	competitions and leadership activities.	
Parent and	Parents and/or guardians are part of the CTE	
community	program of study decision-making process.	
involvement	There is evidence that the instructor	
	communicates with parents and/or guardians.	
	The program utilizes an advisory committee with	
	appropriate representation from business,	
	industry, education, community, government	
	agencies, and special populations.	
	The advisory committee is functioning at the	
	local school or district level, and is specifically	
	utilized for the program.	
	There is evidence of collaboration with local	
	business partners, professional and service	
	organizations and other community groups.	
Appropriate student/instructor	Enrollment in laboratory courses does not	
ratios	exceed the available workstations.	
	Enrollment in all courses ensures that the	
	program objectives can be met in a safe and	
	effective manner.	

Appropriate Equipment	Equipment provided is consistent with program objectives.		
	Established procedures for the maintenance,		
	repair, and replacement of equipment are followed.		
	Current inventory of equipment is on file and updated annually.		
Technology	Each classroom and/or lab has at least one computer with Internet access and email capability for instructors.		
	Students have access to computers when needed to learn specific competencies.		
Instructional materials	Adequate instructional materials are available for all students in all courses.		
	Students are exposed to guest speakers, business leaders, and field study opportunities.		
Classroom,	Program facilities are consistent with program		
laboratory,	standards and objectives.		
storage areas	Storage space is functional and sufficient for		
	instructional materials, supplies, and equipment.  Classroom and laboratories are clean, properly		
	maintained and in good repair to provide an		
	environment conducive to learning.		
	Facility repairs and improvement request are submitted and resolved in a timely manner.		
Safe practices	Federal, state, and district health and safety		
<u>.</u>	policies and procedures are utilized.		
	Classrooms and laboratories are safe and clear		
	of clutter.		
	Classroom and laboratories are equipped with		
	appropriate safety and first aid equipment.		
	Appropriate safety procedures are posted in a		
	prominent location and are reviewed with		
	students frequently.		