

TEXAS EDUCATION AGENCY  
CAREER AND TECHNOLOGY EDUCATION PROGRAM  
SELF-EVALUATION FORM  
FOR LOCAL TRADE AND INDUSTRIAL EDUCATION PROGRAMS

COUNTY-DISTRICT NUMBER: \_\_\_\_\_

NAME ISD: \_\_\_\_\_

CAMPUS NAME: \_\_\_\_\_

CAMPUS NUMBER: \_\_\_\_\_

COMPREHENSIVE COURSE  
NAME AND CODE: \_\_\_\_\_

INSTRUCTOR'S NAME: \_\_\_\_\_

	Yes	No	N/A
<b><u>SECTION 1:</u></b>			
<b><u>A. INDIVIDUAL PROGRAM ADVISORY COMMITTEES:</u></b>			
1. Program represented on district wide council.	( )	( )	
2. An advisory committee is utilized.	( )	( )	
3. The individual advisory committee is composed of representatives of the general public, business, industry, and the trade area of the program.	( )	( )	
4. The committee is composed of representatives of both sexes, racial, and ethnic minorities found in the classroom and the community.	( )	( )	
5. The committee reviews, recommends, and proposes changes in curriculum, equipment, and materials to update to latest technology	( )	( )	
<b><u>SECTION II:</u></b>			
<b><u>A. STUDENT RECRUITMENT, SELECTION, AND ENROLLMENT PROCEDURES:</u></b>			
1. An active student recruitment program is in place.	( )	( )	
2. Cooperation between instructors, student advisors, and counselors exists to ensure student objectives and goals are met.	( )	( )	
3. Instructor counsels with students and parents on a continuing basis to ensure student's career goals are met.	( )	( )	
4. Program is open to all students regardless of race, color, creed, national origin, or handicapping condition.	( )	( )	
<b><u>B. SPECIAL NEEDS STUDENTS:</u></b>			
1. Required Career and Technology Education interest and aptitude assessment data are collected for each student prior to assignment to the program.	( )	( )	( )
2. Data that is collected through the interest and aptitude assessment is used by the ARD committee to plan the appropriate program placement and to determine the necessary support services when developing the IEP.	( )	( )	( )
3. The career and technology teacher who is to instruct the	( )	( )	( )

	Yes	No	N/A
special needs student participated in the Admission, Review, and Dismissal (ARD) Committee deliberations.			
4. Career and Technology Education academic instruction is coordinated to ensure that concepts are taught in an applied manner.	( )	( )	( )
5. Supportive data are available indicating that special needs students are receiving the necessary support to ensure success in the vocational program.	( )	( )	( )
<b>SECTION III:</b>			
<b>A. <u>TEKS, OCCUPATIONAL COMPETENCIES, PROFILES, AND INSTRUCTIONAL OBJECTIVES.</u></b>			
1. Instruction is competency based.	( )	( )	
2. Instructional objectives are based on TEKS identified in 19 <u>Texas Administrative Code Chapter 75, Curriculum.</u>	( )	( )	
3. Competency profiles are maintained on each student enrolled in the program.	( )	( )	( )
4. Student mastery of TEKS and occupational competencies is maintained and documented.	( )	( )	
5. Instructional objectives and materials are free from racial or ethnic bias and sex stereotyping.	( )	( )	
6. Instructional objectives in the study areas are reviewed and modified to include latest technological or occupational skills.	( )	( )	
7. The master instructional lesson plan is in compliance with the local policy and current philosophy.	( )	( )	
8. Basic curriculum guides are used in developing the long-range program of instruction and the annual teaching plan.	( )	( )	
9. The course levels offered in each program are related and build upon the skills previously taught in preceding levels.	( )	( )	
10. Completion of the course provides the student with entry-level employment skills.	( )	( )	( )
11. Available data indicate that the program is beneficial and meets appropriate local labor market demands and standards.	( )	( )	

	Yes	No	N/A
<b>SECTION IV:</b>			
<b>A. FACILITIES AND EQUIPMENT:</b>			
1. Safe and adequate transportation is provided for student travel.	( )	( )	
2. Shop areas are cleaned daily to prevent hazards and accidents.	( )	( )	
3. Shop and work areas are well lighted and ventilated.	( )	( )	
4. Tools are cleaned and stored in a secure area. Inventory records are checked on a scheduled basis.	( )	( )	
5. Tools, equipment, safety devices, and facilities meet safety requirement.	( )	( )	
6. Tools and equipment are comparable to those utilized in industry.	( )	( )	
7. Local procedures have been established for the disposition of damaged or worn out tools and equipment.	( )	( )	
8. Each student has mastered a written and an oral safety test prior to using power equipment.	( )	( )	
9. All power equipment is properly maintained and periodic safety and maintenance inspections are scheduled.	( )	( )	
10. Electrical outlets are clearly marked as to power, voltage, and electrical phases (0, 30, etc.) (12OV, 24OV).	( )	( )	
11. Fire extinguishers are in a conspicuous place, clearly marked as to type, and inspected only by qualified personnel.	( )	( )	
12. Oily and soiled rags are properly stowed or disposed of daily.	( )	( )	
13. Paints, oils, solvents, and inflammable items have a separate, approved, and well-ventilated storage area.	( )	( )	
14. Students have demonstrated their personal knowledge of each piece of equipment's operation, safety features, and electrical emergency cutoff.	( )	( )	
15. Advisory committee minutes reflect that an on-site	( )	( )	

	Yes	No	N/A
review of equipment and facilities has been made within the past three years.			
<b><u>SECTION V:</u></b>			
<b>A. <u>INSTRUCTIONAL MATERIALS AND RESOURCES:</u></b>			
1. Current curriculum guides are utilized.	( )	( )	
2. A classroom technical/reference library which includes a variety of current supplementary material not generally found in the student's textbooks is maintained-and utilized.	( )	( )	
3. Appropriate job related workbooks, resource and technical information are available for individual cooperative student training objectives (co-op only).	( )	( )	( )
4. Training plans are developed cooperatively with the training sponsor and are directly related to the specific on-the-job training to be provided the student.	( )	( )	( )
5. A variety of instructional media equipment is available and utilized to provide a well balanced and varied instructional program.	( )	( )	
6. Computer-assisted instruction is utilized.	( )	( )	
7. Research assignments related to the course content and which requires use of the school library are utilized.	( )	( )	
8. Local business, industry, and professional representatives are utilized where applicable.	( )	( )	
9. The local school administration provides adequate funding to enable the program to keep abreast of technological advances and/or changes and materials and supplies for program requirements.	( )	( )	
10. List any areas where program needs additional funding support.			
<b><u>SECTION VI:</u></b>			
<b>A. <u>TESTING PERFORMANCE STANDARDS:</u></b>			
1. Written instructional objectives have been developed so all phases of testing are in the subject areas taught.	( )	( )	( )
2. Oral, written, show-and-tell, demonstration, and/or discussion testing procedures are used to the best	( )	( )	

	Yes	No	N/A
advantage of the individual student.			
3. Testing is designed to meet objectives of curriculum standards prescribed by Chapter 75, Curriculum.	( )	( )	
4. Special supplementary or additional testing materials are provided for special needs students.	( )	( )	( )
<b>SECTION VII:</b>			
<b>A. <u>CURRICULUM DEVELOPMENT, INCLUDING LEADERSHIP, OCCUPATIONAL ORIENTATION, AND PERSONAL DEVELOPMENT:</u></b>			
1. In addition to the basic course requirements found in Chapter 75, Curriculum, provisions are made to provide the students with opportunities to participate in youth leadership activities, including club organization, contest participation, and officer participation.	( )	( )	
2. Opportunities are provided students for expressed occupational orientation and growth in career and technology areas of their choice.	( )	( )	( )
3. Opportunities are provided for the student to explore and perform self-paced personal development, especially in personal adjustment to the work environment.	( )	( )	( )
<b>SECTION VIII:</b>			
<b>A. <u>OPPORTUNITIES FOR EMPLOYMENT:</u></b>			
1. Information, resource materials, and guidance are available in sufficient quality and quantity to ensure that the students may gain adequate knowledge of opportunities for gainful employment in the area being trained.			
2. Information on current and emerging occupations in business and industry in the local area is reviewed annually to determine the need for program continuation or program revisions.			
<b>SECTION IX:</b>			
<b>A. <u>STUDENT FOLLOW-UP AND EVALUATION:</u></b>			
1. Appropriate follow-up information is gathered and maintained on each student.	( )	( )	

