

## DOCUMENT RESUME

ED 080 733

VT 021 085

AUTHOR Baker, Richard A.; Drake, James Bob  
TITLE Self-Appraisal Manual for Local Vocational Education Programs.  
INSTITUTION Auburn Univ., Ala. Dept. of Vocational and Adult Education.  
SPONS AGENCY Alabama State Dept. of Vocational Education, Montgomery.  
PUB DATE 73  
NOTE 53p.  
EDRS PRICE MF-\$0.65 HC-\$3.29  
DESCRIPTORS Evaluation Methods; \*Manuals; \*Measurement Instruments; \*Program Evaluation; \*Self Evaluation; \*Vocational Education  
IDENTIFIERS Vocational Information Reporting System-Manual

## ABSTRACT

One phase of program evaluation in vocational education may be thought of as an appraisal of the operational procedures and the resources available. If program improvement is accepted as one area of evaluation, then more attention should be given by local vocational personnel to setting objectives, identifying evidence of attainment, and inferring from the evidence those changes that might bring about improvement. The procedures and instruments included in this manual are the results of the efforts of some 500 persons, including local vocational directors, teachers, principals, superintendents, supervisors, directors of vocational institutes, junior college deans of instruction, teacher trainers, and state advisory council members. The manual contains self appraisal instruments and directions for evaluating adult supplementary programs, adult preparatory programs, secondary and postsecondary occupational programs, and nonoccupational programs. Charts and procedures to be utilized in the followup of students in the Vocational Information Reporting System Manual and the self appraisal instruments to be used are included. (Author/SN)

FILMED FROM BEST AVAILABLE COPY

U.S. DEPARTMENT OF HEALTH  
EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
EDUCATION

"THIS DOCUMENT" HAS BEEN REPRO-  
DUCED EXACTLY AS RECEIVED FROM  
THE PERSON OR ORGANIZATION ORIGIN-  
ATING IT. POINTS OF VIEW OR OPINIONS  
STATED DO NOT NECESSARILY REPRESENT  
OFFICIAL NATIONAL INSTITUTE OF  
EDUCATION POSITION OR POLICY.

# SELF-APPRAISAL MANUAL

## FOR LOCAL

## VOCATIONAL EDUCATION

## PROGRAMS

FOLLOW-UP PROCEDURES INCLUDED

RICHARD A. BAKER  
JAMES BOB DRAKE

*Occupational Research and Development Unit  
Department of Vocational and Adult Education*

*School of Education  
Auburn University  
Auburn, Alabama*

*Cooperation With Vocational Division  
State Department of Education*

ED 080733

VT 021 OFS

The Occupational Research and Development Unit has been established as a service unit to stimulate and activate research and development activities in vocational education.

The major objectives of the unit are:

1. Stimulate activities which will result in increasing interest and improving competence in research through individual consultation and group research and development training programs.
2. Provide assistance for individuals and groups in vocational education with research design and methodology.
3. CONDUCT RESEARCH IN VOCATIONAL EDUCATION.
4. Provide research and program development assistance to local and state level agencies.
5. Disseminate relevant research findings in vocational-technical education.
6. Coordinate research and research related activities in vocational education.

The Unit's efforts are directed toward serving public school programs; however, this will not be its sole concern. The Unit's role necessitates working with businesses, agencies, and organizations outside the normal structure of public education, especially those that conduct program activities that are related to or have implication for program development in vocational education.

## INTRODUCTION

One phase of program evaluation in vocational education may be thought of as an appraisal of the operational procedures and the resources available to attain program objectives. Inherent in this definition is a decision-oriented classification of various types of evaluations. There are evaluations necessary in providing information about the manner in which the program is functioning, how well objectives are being achieved and what anticipated outcomes are being produced. Such information can be of value in program improvement.

If program improvement is accepted as one area of evaluation, then more attention should be given by local vocational personnel to setting objectives, identifying evidence of attainment and to inferring from the evidence those changes that might bring about improvement.

This manual contains self-appraisal instruments and directions for (1) adult supplementary programs (page 37), adult preparatory programs (page 38), and local level secondary and post-secondary occupational programs (page 39), and (2) local level non-occupational programs (page 40). Approximately 500 persons, including local vocational teachers, local directors of vocational education, local principals, local superintendents, state and district supervisors, directors of vocational-technical institutes, junior college deans of instruction, teacher trainers, and state advisory council members, were involved in the development of the instruments and procedures included in this manual.

Also included in this manual are charts and procedures to be utilized in the follow-up of students in order to obtain data necessary to complete (1) the Student Follow-Up Report in the Vocational Information Reporting System Manual and (2) the Self-Appraisal Instruments included in this manual. The section of this manual related to the student follow-up contains: (1) Roster of Terminal Vocational Students (page 44); (2) Student Follow-Up Survey (page 45); and (3) Student Follow-Up Worksheet (page 48).

## TABLE OF CONTENTS

Introduction

Self-Appraisal Procedures (Timetable)

### Part I

Directions for Establishing Local Program Objectives page 1

Self-Appraisal Instruments

A. SELF-APPRAISAL INSTRUMENT FOR ADULT  
SUPPLEMENTARY PROGRAMS page 37

B. SELF-APPRAISAL INSTRUMENT FOR ADULT  
PREPARATORY PROGRAMS page 38

C. SELF-APPRAISAL INSTRUMENT FOR SECONDARY  
AND POST-SECONDARY OCCUPATIONAL PROGRAMS page 39

D. SELF-APPRAISAL INSTRUMENTS FOR SECONDARY  
AND POST-SECONDARY NON OCCUPATIONAL PROGRAMS page 40

### Part II

Introduction to Follow-Up Charts and Procedures

A. ROSTER OF TERMINAL VOCATIONAL STUDENTS page 44

B. STUDENT FOLLOW-UP SURVEY page 45

C. STUDENT FOLLOW-UP WORKSHEET page 48

## SELF-APPRAISAL PROCEDURES

(15 Month Period)

- Step 1 September Complete Personnel Report. See instructions pages 13 through 15 of Vocational Information Reporting System Manual\* for Vocational Education.
- Step 2 September Complete Facilities Report. See instructions pages 17 through 19 of Vocational Information Reporting System Manual for Vocational Education.
- Step 3 October Complete Enrollment Report. See instructions pages 21 through 22 of Vocational Information Reporting System Manual for Vocational Education.
- Step 4 October Complete Objectives (Column C) on appropriate Self-Appraisal Instruments. See instructions pages 1 through 31 of this manual. Duplicate copy of instrument for your use.
- Step 5 October Complete Student Roster on page 44 of this manual. Duplicate copies for your use.
- Step 6 April Complete Student Information Reports for students entered on the Student Roster on page 44 of this manual. See instructions pages 31 through 32 of the Vocational Information Reporting System Manual for Vocational Education for completing Student Information Cards.
- Step 7 May Complete Student Completion Report. See instructions pages 24 through 26 of the Vocational Information Reporting System Manual for Vocational Education.
- Step 8 October Conduct local follow-up by mail or phone (See suggested Student Follow-up Survey Form pages 45 through 47 of this manual) and record on Student Follow-up Worksheet on page 48 of this manual. Duplicate copies of forms for your use.
- Step 9 October Complete Student Follow-up Report. See instructions pages 28 through 30 of the Vocational Information Reporting System Manual for Vocational Education.
- Step 10 October Complete Actual accomplishments (Column D) and the Objective Score (Column E) on the appropriate Self-Appraisal Instruments. See instructions pages 1 through 36 of this manual.\*
- Step 11 October Option. Complete the Factor Score (Column G) on the appropriate Self-Appraisal Instrument. See instructions pages 1 through 36 of this manual.

\*Refers to the Vocational Information Reporting System Manual developed by the Occupational Research Development Unit at Auburn University in cooperation with the Vocational Division of the State Department of Education.

## Part I

### Directions for Establishing and Evaluating Local Program Objectives

Each program objective (Column C) of the local self-appraisal instruments beginning on page 37 of this manual is to be set by each teacher, coordinator or instructor after considering the particular characteristics of the community as well as the characteristics of his students. As community characteristics and learners differ, so will objectives for each program. The examples given in the directions should not be considered as objectives for your program. These are only examples and should not influence you in the setting of your realistic program objectives.

Each teacher, coordinator, or instructor is to complete the Objective (Column C), the Actual (Column D) and the Objective Score (Column E). The Factor Score (Column G) is an option column. In the future, this information may be called for at the state level and the procedures demonstrated in the directions will be used to compute the Sum of Scores for one phase of the local program evaluation.

Locate the instrument (pages 37 - 40) that corresponds to your type of vocational education program and proceed.

#### SELECT YOUR INSTRUMENT OR INSTRUMENTS

Appraisal Factor 1 Enter the number of students that you feel would be ideal for your program under your local conditions. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained or if it is exceeded.)

#### Example:

1. Objective (Column C): If you feel that 100 students is the ideal number for your program, enter 100 in Column C.
2. Actual (Column D): If you actually had an average of 90 students in your program during the year, enter 90 in Column D.
3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$90 \div 100 = .90$$

4. \*Standard Weight (Column F): The Standard Weight is an Appraisal Factor's relative importance in evaluating vocational education programs for program improvement purposes.
5. Factor Score (Column G): The Factor Score will be computed utilizing the directions in Method A, page 34. (Please read directions each time for different situations.)

Objective Score (Column E) x Standard Weight (Column F) = Factor Score  
(Column G)

$$.90 \times 1.9 = 1.71$$

**Appraisal Factor 2** Enter the number of hours that you feel your program advisory committee (crafts committee, etc.) will spend in session during the year. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C): If you plan for your program advisory committee to meet 24 hours during the year, enter 24 in Column C.
2. Actual (Column D): If your program advisory committee met 30 hours during the year, enter 30 in Column D.
3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D) ÷ Objective (Column C) = Objective Score  
(Column E)

$$30 \div 24 = 1.25$$

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

---

\*Approximately 500 persons, including local vocational teachers, local directors of vocational education, local superintendents, district supervisors, state supervisors, teacher trainers, junior college deans of instruction, directors of vocational-technical institutes, and state advisory council members were involved in the assignment of the Standard Weights. The Standard Weight will not be discussed further except in discussing the computing of the Factor Score (Column G).

The Objective Score is greater than one in this instance, so the Factor Score = the Standard Weight which is 2.8.

Enter 2.8 in Column G.

Appraisal Factor 3 Enter the percentage of students that you feel will complete the program this year out of the total number of students who will be eligible.\* (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C): If you feel that 85 percent of those students terminating the program should complete it, enter 85 in Column C. In some cases, high school students may complete all of the program offered in the 11th grade. If so, report them as completing during their 12 grade school year.
2. Actual (Column D): If you actually had 70 percent of the students who entered your program to complete it, enter 70 in Column D.
3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D)  $\div$  Objective (Column C) = Objective Score  
(Column E)

$$70 \div 85 = 82.4\%$$

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

Objective Score (Column C) x Standard Weight = Factor Score  
(Column F) (Column G)

$$.824 \times 5.5 = 4.53$$

Enter 4.53 in Column G.

---

\*Terminees include graduates and dropouts who would have graduated the corresponding year. If you have a two-year program and three students dropped the first year, do not report them as drops in that first year of the program, but wait until that first year class is to complete the program and report them as program drops then.

Appraisal Factor 4 Enter the number of units\* in which you have established predetermined performance objectives for your students. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the Objective is not attained.)

Example:

1. Objective (Column C): If your program or course is divided into 25 units and you have established performance objectives for 10 of these units to date and plan to establish additional performance objectives in 4 more units this academic year, enter 14 in Column C.
2. Actual (Column D): If, during the year you actually established performance objectives for 3 units, enter 13 in Column D.
3. Objective Score (Column E): To compute the objective score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D) ÷ Objective (Column C) = Objective Score  
(Column E)

$$13 \div 14 = .929$$

Enter .929 in Column E.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

Objective Score (Column ) x Standard Weight = Factor Score  
(Column F) (Column G)

$$.929 \times 1.8 = 1.67$$

Enter 1.67 in Column G.

Appraisal Factor 5 Enter the number of different public information activities you will conduct to acquaint potential enrollees in the community with nature of your program offerings during the

---

\*Units may be interpreted differently in different types of programs. Interpretation should be based on terminology for that program.

academic year. Do not include activities associated with your student youth organizations. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C): If you feel you will have 20 radio spots, 10 newspaper articles, 10 store circular and poster projects, and 8 T.V. spots, enter 48, in Column C.
2. Actual (Column D): If you actually promoted or completed 6 radio spots, 12 newspaper articles, 5 store circular and poster projects, and 3 T.V. spots, enter 26 in Column D.
3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective Score (Column C) and enter in Column E.

Actual (Column D) ÷ Objective (Column C) = Objective Score  
(Column E)

$$26 \div 48 = .552$$

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

Objective Score (Column E) x Standard Weight = Factor Score  
(Column F) (Column G)

$$.552 \times 4.2 = 2.32$$

Enter 2.32 in Column G.

**Appraisal Factor 6** Enter the number of days you plan to attend workshops\* during the year. (For adult preparatory and adult supplementary instruments, substitute education methods training programs for workshops.) (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

---

\*Workshops are organized conferences conducted at the local district, or state level to provide practical skills, principles and methods in subject matter areas and/or other professional development activities.

Example:

1. Objective (Column C): If you plan to attend 8 days of county workshops, 4 days of district workshops, and 3 days of state-wide workshops, enter 15 in Column C.
2. Actual (Column D): If you attended 5 days of county workshops, 5 days of district workshops, 6 days of state-wide workshops, and 2 days of specialized workshops at a college, enter 18 in Column D.
3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D) ÷ Objective (Column C) = Objective Score  
(Column E)

$$18 \div 15 = 1.20$$

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

On this Appraisal Factor, the Objective Score (Column E) is greater than one, therefore the Factor Score equals the Standard Weight which is 4.4. Enter 4.4 in Column G.

Appraisal Factor 7 Enter the number of clock hours per week you expect vocational facilities will be used for vocational class sessions.\* (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C): If you expect the vocational facility to be used 30 clock hours during the day and 5 clock hours per week during the academic year for night vocational or related class sessions, enter 35 in Column C.

---

\*Class Session is time facility is actually occupied by students in vocational or related courses. This does not include study hall or other types of school activities.

2. Actual (Column D): If the vocational facility was used 25 clock hours during the day and 5 clock hours during the academic year for night vocational or related class sessions, enter 30 in Column D.
3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$30 \div 35 = .885$$

Enter .885 in Column E

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

$$\text{Objective Score (Column E)} \times \text{Standard Weight (Column F)} = \text{Factor Score (Column G)}$$

$$.885 \times 6.1 = 5.40$$

Enter 5.40 in Column G.

**Appraisal Factor 8** Enter the total number of hours you should be in contact\* with vocational students each week. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained or if it is exceeded.)

Example:

1. Objective (Column C): If you feel you should be in contact with vocational students for five one-hour periods, five days per week, enter 25 in Column C.
2. Actual (Column D): During the year if you were in contact with vocational students six one-hour periods, five days per week, enter 30 in Column D.

---

\*Student contact hours includes class periods and laboratory (shop) time. Cooperative education coordinators will include related class periods and daily hours per week devoted to supervision of students in training centers.

3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$30 \div 25 = 1.20$$

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method A, page 34. (Please read directions for different situations.)

Since this Appraisal Factor is considered to reduce program effectiveness and/or efficiency, if one falls short of or exceeds his objective for this example the Factor Score will be computed in the following manner.

$$\text{Standard Weight (Column F)} - \left( \frac{\text{Actual (Column D)} - \text{Objective (Column C)}}{\text{Objective (Column C)}} \times \text{Standard Weight (Column F)} \right) = \text{Factor Score (Column G)}$$

$$6.3 - \left( \frac{30-25}{25} \times 6.3 \right) = \text{Factor Score}$$

$$6.3 - \left( \frac{5}{25} \times 6.3 \right) = \text{Factor Score}$$

$$6.3 - 1.25 = \text{Factor Score}$$

$$5.04 = \text{Factor Score}$$

Enter 5.04 in Column G.

Appraisal Factor 9 Dollars per vocational student expenditures allotted by local board from tax and endowment sources. (Post-secondary schools include tuition.) (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C):

Estimated	Estimated	Other Estimated
Local	Local	Funds Spent from
Salary	Maintenance	Other Local Tax and
Supplements +	Funds	+ Endowment Sources

---

Estimated Number of Students to Be  
Enrolled This Academic Year

$$\frac{\$500 + \$400 + \$1000}{100} = \frac{\$1900}{100} = \$19.00$$

Enter 19 in Column C.

2. Actual (Column D);

Actual	Actual	Other Funds Actually
Local	Local	Spent from Other Local Tax
Salary	Maintenance	and Endowment Sources
Supplements +	Funds	+

---

Average Number of Students Enrolled  
In The Program During the Academic Year

$$\frac{\$400 + \$200 + \$800}{110} = \frac{\$1400}{110} = \$12.73$$

Enter 12.73 in Column C.

3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$12.73 \div 19.00 = .67$$

Enter .67 in Column E.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

$$\text{Objective Score (Column E)} \times \text{Standard Weight (Column F)} = \text{Factor Score (Column G)}$$

$$.67 \times 3.9 = 2.61$$

Enter 2.61 in Column G.

Appraisal Factor 10 Enter the dollars cost of instruction per student hour you feel will be spent during the academic year. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective Score (Column C):

Estimated Dollars Cost of Instruction Per Student Hour	=	Estimated Salary	+	Estimated Travel Allotment	+	Estimated Maintenance Budget	+	Estimated Amount From Other Funds
		Total Number of Students Expected			x	Estimated Hours of Class Sessions Per Year		

$$\frac{\$10,000 + \$500 + \$150 + \$500}{100 \times 900} = \frac{11,150}{90,000} = .124$$

Enter .124 in Column C.

2. Actual (Column D):

Dollars Cost of Instruction Per Student Hour	=	Actual Salary	+	Actual Travel Allotment	+	Actual Maintenance Budget	+	Actual Amount Spent From Other Local Funds
		Average Number of Students Enrolled During the Year			x	Hours of Class Sessions Per Year		

$$\frac{\$10,000 + \$600 + \$200 + \$1000}{100 \times 900} = \frac{11,800}{90,000} = .131$$

Enter .131 in Column D.

3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D) ÷ Objective (Column C) = Objective Score (Column E)

$$.131 \div .124 = 1.06$$

Enter 1.06 in Column E.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

Directions for this Appraisal Factor indicates that if the Actual is greater than the Objective the Factor Score equals the Standard Weight (Column F).

Enter 5.6 in Column G.

Appraisal Factor 11 Enter the number of dollars you anticipate will be spent per student from non-capital local revenues\* for the coming year. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C): You expect that you will have 100 students in your program. If you anticipate \$150 maintenance funds from the local board and have plans to acquire and spend \$600 for the program in additional ways, enter \$7.50 in Column C.

<u>Estimated Program Maintenance Funds +</u>	<u>Other Estimated Revenues Provided By the Local Board</u>
Estimated-Average Number of Vocational Students Enrolled During the Year	

$\frac{\$150 + \$600}{100 \text{ Students}} = \$7.50$	Estimated Expenditures per Vocational Student from Local Revenues
---	---

2. Actual (Column D):

<u>Dollars Program Maintenance Funds Spent</u>	<u>Dollars Spent from Funds Provided by Local Board</u>
Average Number of Vocational Students Enrolled During the Year	

$\frac{\$200 + \$300}{100 \text{ Students}} = \$5.00$	Actual Non-Capital Expenditures per Vocational Student from Local Revenues
---	--

Enter \$5.00 in Column D.

---

\*This includes any monies not reimbursed by Vocational Division of State Department of Education.

3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$\$5.00 \div \$7.50 = .67$$

Enter .67 in Column E.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

$$\text{Objective Score (Column E)} \times \text{Standard Weight (Column F)} = \text{Factor Score (Column G)}$$

$$\frac{5.00}{7.50} \times 3/6 = 2.4$$

Appraisal Factor 12 Enter the dollars per student you feel will be spent for expendable instructional supplies and materials from local revenues during the year. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C):

Estimated Dollars Spent Per Student for Expendable Instructional Supplies and Materials from Local Revenues	Estimated Dollars of Local Maintenance Spent for Expendable Instructional Supplies + and Materials = <u>Instructional Supplies + and Materials</u> Estimated Average Number of Students Enrolled in Program During the Instructional Year	Estimated Other Local Funds Spent for Expendable Instructional Supplies
---	---	---

$$\frac{\$250 + \$300}{100} = \frac{\$550}{100} = \$5.50$$

2. Actual (Column D):

Actual Dollars Spent per Student for Expendable Instructional Supplies = and Materials from Local Revenues	Actual Dollars of Local Maintenance Spent for Expendable Instructional Supplies	Other Actual Local Funds Spent for Expendable Instructional + Supplies & Material
	Average Number of Students Enrolled in Program During The Instructional Year.	

$$\frac{\$200 + \$400}{120} = \frac{600}{100} = \$6.00$$

Enter \$6.00 in Column D.

3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D) ÷ Objective (Column C) = Objective Score  
(Column E)

$$6.00 \div 5.50 = 1.09$$

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

The Objective Score (Column E) is greater than 1 therefore for the Appraisal Factor, the Standard Weight equals the Factor Score. Enter 1.8 in Column G.

GO TO PAGE 28 FOR DIRECTIONS ON COMPLETING THE INSTRUMENT FOR SECONDARY AND POST-SECONDARY NON-OCCUPATIONAL PROGRAMS. CONTINUE WITH NEXT APPRAISAL FACTORS TO COMPLETE SELF-APPRAISAL INSTRUMENTS FOR (1) SECONDARY AND POST-SECONDARY OCCUPATIONAL PROGRAMS, (2) ADULT PREPARATORY PROGRAMS, AND (3) ADULT SUPPLEMENTARY PROGRAMS.

Appraisal Factor 13 Enter the number of hours per month you feel you should devote to terminee placement and follow-up activities\* (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

\*Student placement and follow-up activities refer to job placement of program terminees who desire employment, and follow-up of all program terminees after completion or withdrawal from your program. This does not refer to placement and supervision of in-school youth in cooperative training stations. ↗

Example:

1. Objective (Column C): If you feel that you need to devote 20 hours per month to placement and follow-up activities, enter 20 in Column C.
2. Actual (Column D): If you averaged 15 hours per month to placement and follow-up activities during the year, enter 15 in Column C.
3. Objective Score (Column E): To compute the Objective Score, divide the Actual by the Objective (Column C) and enter in Column C.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$14 \div 20 = .75$$

4. Factor Score (Column C): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

$$\text{Objective Score (Column E)} \times \text{Standard Weight} = \text{Factor Score (Column F) (Column E)}$$

$$.75 \times 1.8 = 1.35$$

Enter 1.35 in Column G.

THIS NOW COMPLETES ADULT SUPPLEMENTARY INSTRUMENT. CONTINUE WITH NEXT APPRAISAL FACTORS TO COMPLETE SELF-APPRAISAL INSTRUMENTS FOR (1) SECONDARY AND POST-SECONDARY OCCUPATIONAL PROGRAMS, AND (2) ADULT PREPARATORY PROGRAMS.

Appraisal Factor 14 Enter percent of those students enrolled in the program that you feel will receive vocational counseling\* prior to enrolling in the program. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C): If you feel that only 50 of the 90 students enrolled in the program will receive vocational counseling by you prior to enrolling in the program enter 55.5 in Column C.

---

\*Vocational counseling refers to those students who received vocational counseling by you before they enter the program.

Estimated number of students who received vocational counseling prior to enrolling  
 Estimated number of students to be enrolled

Estimated percent of students who will receive vocational counseling prior to enrolling into program

$$\frac{55}{90} = .55.5\%$$

Enter 55.5% in Column C.

- Actual (Column D): If you counseled 60 students of the 100 students who enrolled in your program, enter .60 in Column D.

Actual number of students who received vocational counseling prior to enrolling  
 Actual number of students enrolled during the year

Actual percent of students who received vocational counseling prior to enrolling in the program

$$\frac{60}{100} = .60$$

Enter 60% in Column D.

- Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$60 \div 55.5 = 1.08$$

Enter 1.08 in Column E.

- Factor Score (Column F): The Factor Score will be computed using the directions found in Method 1. part 2 of the manual directions for different situations.

Since the Objective Score (Column E) is greater than one therefore, the Factor Score equals the Standard Weight.

Enter 1.08 in Column F.

Appraisal Factor 15 Enter the number of students you feel will terminate the next academic year (if this academic year is 1971-72) then this item refers to the academic year of 1972-73 with marketable skills.\* (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C): If you have 20 students in the first year of a two-year program you might estimate 18 of those first-year students to enter the second year of the program.

You might further expect all eighteen of those students to terminate the program with marketable skills. You would then enter 18 in Column C.

2. If you actually had 25 students to enroll in the first year of a two-year program and had 23 of those students to enter the second year with 20 of those terminating with marketable skills, enter 20 in Column D.
3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D)  $\div$  Objective (Column C) = Objective Score (Column E)

$$20 \div 18 = 1.11$$

Enter 1.11 in Column E.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

The Objective Score (Column E) is greater than one, therefore, the Factor Score equals the Standard Weight. Enter 5.2 in Column G.

---

\*Marketable skills are based on that teacher's criteria for marketable skills. In other words, will the student be able to obtain and hold a job related to the field for which trained.

Appraisal Factor 16 Enter the percent of accountable program terminees you feel will be unemployed or not continuing their education four months after completing or leaving your program. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is exceeded.)

Example:

1. Objective (Column C): If you feel that only 4 of the 95 students that you will be able to locate will be unemployed, enter 5.2 in Column C.

$$\frac{\text{Terminees unemployed or not continuing education}}{\text{Accountable program terminees}} =$$

$$\frac{4}{95} = 4.29\%$$

Enter 4.29% in Column C.

Estimated percent of accountable program terminees unemployed or not continuing education four months after completing or leaving the program

2. Actual (Column D): If you actually located 100 students and found that 8 were unemployed or were not continuing their education, enter 8 in Column D.

$$\frac{\text{Terminees unemployed or not continuing education}}{\text{Accountable program terminees}} =$$

$$\frac{8}{100} = 8\%$$

Enter 8% in Column D.

Actual percent of accountable program terminees unemployed or not continuing education four months after completing or leaving the program

3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$8 \div 5.2 = 1.90$$

Enter 1.90 in Column E.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method C, page 36. (Please read directions for different situations.).

$$\text{Standard Weight} - \left( \frac{\text{Actual-Objective}}{\text{Objective}} \times \text{Standard Factor} \right) = \text{Score}$$

$$5.2 - \left( \frac{8-4.29}{4.29} \times 5.2 \right) = .70$$

Enter .70 in Column G.

Appraisal Factor 17 Enter the percent of accountable program terminees\* available for employment or continuing education that you feel will enter the labor force or continue education in the occupational area for which trained. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

- Objective (Column C): If you feel that 78 of the 95 students you expect to enroll in your program will enter the labor force or continue their education in the occupational area for which trained, enter 82% in Column C.

Estimated number of students employed or continuing education in occupational area for which trained  
 Estimated number of accountable program terminees

Estimated percent of accountable program terminees who will enter the labor force or continue education in occupational areas for which trained

$$\frac{78}{95} = 82\%$$

Enter 82% in Column C.

- Actual (Column D): If you found that 75 of the 100 students who enrolled in your program entered the labor force or continued their education in the occupational area for which trained, enter 75% in Column D.

Actual number of students employed or continuing education in occupational area for which trained  
 Actual number of accountable program terminees

Actual percent of accountable program terminees who will enter the labor force or continue education in occupational area for which trained

\*Accountable program terminees refer to all program graduates or dropouts who can be located and have been contacted.

$$\frac{75}{100} = 75\%$$

Enter 75% in Column D.

- Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$75 \div 82 = .927$$

- Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

$$\text{Objective Score (Column E)} \times \text{Standard Weight (Column F)} = \text{Factor Score (Column G)}$$

$$\frac{75}{82} \times 6.1 = 5.66$$

Enter 5.66 in Column G.

Appraisal Factor 18 Enter the percentage of accountable program terminees that will apply for jobs in the occupational area for which trained but will not be able to secure employment. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is exceeded.)

Example:

- Objective (Column C): If you feel that only 4 of 100 terminees you will be able to locate will apply in the occupational area for which trained and will be unable to secure employment, enter 4% in Column C.

Estimated number of students who will apply for jobs in occupational area for which trained and will be unable to secure employment	=	Estimated percent of students who will apply for jobs in occupational area for which trained and will be unable to secure employment
Estimated number of accountable program terminees		

$$\frac{4}{100} = 4\%$$

Enter 4% in Column C.

2. Actual (Column D): If you found that 2 of 100 accountable program terminees applied in the occupational area for which trained and were unable to secure employment, enter 2% in Column D.

Students applied for jobs in occupational area for which trained and were unable to secure employment	Number of accountable program terminees	=	Actual percent of students who applied for jobs in occupational area for which trained and were unable to secure employment
---	---	---	---

$$\frac{2}{100} = 2\%$$

Enter 2% in Column D.

3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D) ÷ Objective (Column C) = Objective Score (Column E)

$$2 \div 4 = .50$$

Enter .50 in Column E.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method C, page 36. (Please read directions for different situations.)

The Objective Score is less than one for this Appraisal Factor, therefore the Standard Weight equals the Factor Score. Enter 8.0 in Column E.

Appraisal Factor 19 Enter what you feel will be the percentage of accountable program terminees that might be available for employment or continuing education who might enter the labor force or continue their education in an occupation area for which not trained. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is exceeded.)

Example:

1. Objective (Column C): If you feel that 20 of the 95 selected terminees in your program that you will be able to locate will be employed in an occupational area for which not trained, enter 21% in Column C.

Students who might be in the occupational area for which not trained  
Accountable program terminees = Estimated accountable program terminees employed in occupational area for which not trained

$$\frac{20}{95} = 21\%$$

Enter 21% in Column C.

2. Actual (Column D): If you found that 25 of the 100 accountable program terminees were employed in an occupational area for which not trained, enter 25% in Column D.

Students who were employed in an occupational area for which not trained  
Accountable program terminees = Estimated accountable program terminees employed in occupational area for which not trained

$$\frac{25}{100} = 25\%$$

Enter 25% in Column D.

3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D) ÷ Objective (Column C) = Objective Score (Column E)

$$25 \div 21 = 1.19$$

Enter 1.19 in Column E.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method C, page 36. (Please read directions for different situations.)

$$\text{Standard Weight} - \left( \frac{\text{Actual-Objective}}{\text{Objective}} \times \text{Standard} \right) \times \text{Weight} = \text{Factor Score}$$

$$7.5 - \left( \frac{25-21}{21} \times 7.5 \right) = 6.07$$

Enter 6.07 in Column G.

Appraisal Factor 20 Enter the percentage of accountable program terminees available for employment or continuing education that you feel will be employed in a non-related occupational area for which trained but will have received some preparatory instruction related to that occupational area in which employed. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is exceeded.)

Example:

- Objective (Column C): If you feel that 10 of 100 students you will be able to locate will become employed in a non-related occupational area but will have received some preparatory instruction related to that occupational area, enter 10% in Column C.

$\frac{\text{Estimated number of students employed in non-related areas but who received some preparatory instruction related to that area}}{\text{Estimated accountable program terminees}}$	=	$\frac{\text{Estimated percent of students employed in non-related areas but who received some preparatory instruction related to that area}}$
---	---	--

$$\frac{10}{100} = 10\%$$

Enter 10% in Column C.

- Actual (Column D): If you found that 10 of the 100 accountable terminees were employed in a non-related occupational area but had received some preparatory instruction related to that occupational area, enter 10% in Column D.

$\frac{\text{Actual number of students employed in non-related areas but who received some preparatory instruction related to that area}}{\text{Accountable program terminees}}$	=	$\frac{\text{Actual percent of students employed in non-related areas but who received some preparatory instruction related to that area}}$
--	---	---

$$\frac{10}{100} = 10\%$$

Enter 10% in Column D

3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$10 \div 10 = 1.0$$

Enter 1.0 in Column E.

4. Factor Score (Column E): The Factor Score will be computed utilizing the directions found in Method C, page 36. (Please read directions for different situations.)

The Objective Score, is equal to one, therefore the Standard Weight equals the Factor Score.  
Enter 7.5 in Column G.

THIS COMPLETES THE ADULT PREPARATORY INSTRUMENT. CONTINUE WITH NEXT ITEMS IN COMPLETING THE INSTRUMENT FOR SECONDARY AND POST-SECONDARY OCCUPATIONAL PROGRAMS.

**Appraisal Factor 21** Enter percent of those students enrolled in your vocational program that you feel will have participated in an occupational information program, vocational interest inventory, and have been administered an aptitude test prior to enrolling in your program. (To be included a student must be involved in all three counseling activities.) (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C: If you feel that only 80 of the 100 expected students will have participated in all three phases, the occupational information program, the vocational interest inventory, and the aptitude testing program, enter 80% in Column C.

Estimated number of students expected to have participated in all three phases (occupational information program, the vocational interest inventory, and the aptitude testing program) = Estimated number of students to be enrolled in the program

Estimated percent of students expected to have participated in all three counseling phases prior to enrolling in the program

$$\frac{80}{100} = 80\%$$

Enter 80% in Column C.

2. Actual (Column D): If you found that only 45 of the 90 students who enrolled in the program had had an occupational information, a vocational interest inventory and an aptitude test prior to enrolling, enter 50% in Column D.

Number of students who participated in all three counseling activities, occupational information program, vocational interest inventory, and an aptitude testing program, prior to enrolling in the program = Total number of students enrolled during the year

Actual percent of students who participated in all three counseling activities occupational information program, vocational interest inventory and an aptitude testing program prior to enrolling in the program

$$\frac{45}{90} = 50\%$$

Enter 50% in Column D.

3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$50 \div 80 = .63$$

Enter .63 in Column E.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

Objective Score (Column E) x Standard Weight = Factor Score  
(Column F) (Column G)

$$.63 \times 1.7 = 1.07$$

Enter 1.07 in Column G.

**Appraisal Factor 22** Enter the number of hours per week you feel you should be allowed for class preparation and curriculum development\* during school hours. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained or if it is exceeded.)

Example:

1. Objective (Column C): If you feel that you need 1 hour per day for preparation and curriculum development, then 1 hour per day times 5 days per week equals 5 hours per week. Enter 5 in Column C.
2. Actual (Column D): During the year if you had 2 hours per day for preparation and curriculum development, then 2 hours per day times 5 days per week equals 10 hours per week. Enter 10 in Column D.
3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D)  $\div$  Objective (Column C) = Objective Score  
(Column E)

$$10 \div 5 = .20$$

Enter 2.0 in Column E.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method A, page 34. (Please read directions for different situations.)

---

\*Preparation and curriculum development includes preparation of lesson plans, program planning periods for planning and coop student placement.

The Objective Score (Column E) is equal to 2 in this situation, therefore zero will be assigned to the Factor Score. Enter 0 in Column G.

**Appraisal Factor 23** Enter the number of quarter credit\* hours of college courses (taken for credit or non-credit) that you plan to take during the year. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C): If you feel that you might enroll for 10 credit hours of courses during the year, enter 10 in Column C.
2. Actual (Column D): If you took 5 hours of courses for credit and 10 hours of courses for non-credit during the year enter 15 in Column D.
3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D) ÷ Objective (Column C) = Objective Score  
(Column E)

$$15 \div 10 = 1.5$$

Enter 1.5 in Column E.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 34. (Please read directions for different situations.)

For this sample appraisal factor the Objective Score is greater than 1, so the Factor Score equals the Standard Weight (Column F). Enter 4.0 in Column G.

**Appraisal Factor 24** Enter the number of hours per month that you expect to devote, after school hours, to club activities, non-contracted adult activities, and other program promotion activities.

---

\*Conversion of Semester to Quarter hours: 3 Semester hours = 4½ Quarter hours  
4 Semester hours = 6 Quarter hours  
5 Semester hours = 7½ Quarter hours

Example:

1. Objective (Column C): If you feel that you will devote 4 hours per month to club activities, 5 hours per month to non-contracted adult activities and 6 hours to other program promotion activities per month, enter 15 in Column C.
2. Actual (Column D): If you actually devoted 8 hours per month to club activities, 9 hours per month to non-contracted adult activities, and 3 hours per month to other program promotion activities, enter 20 in Column D.
3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D)  $\div$  Objective (Column C) = Objective Score  
(Column E)

$$22 \div 15 = 1.33$$

Enter 1.33 in Column E.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

For this sample Appraisal Factor, the Objective Score, is greater than 1, so the Factor Score equals the Standard Weight (Column F). Enter 1.8 in Column G.

THIS COMPLETES THE SELF-APPRAISAL INSTRUMENT FOR SECONDARY AND POST-SECONDARY OCCUPATIONAL PROGRAMS.

APPRAISAL FACTORS FOR COMPLETING SELF-APPRAISAL INSTRUMENT  
FOR SECONDARY POST-SECONDARY NON-OCCUPATIONAL PROGRAMS

(Continued from Page 13)

Appraisal Factor 13 Enter the number of hours per month you feel you should devote to terminee placement and follow-up activities\*. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C): If you feel that you need to devote 20 hours per month to placement and follow-up activities, enter 20 in Column C.
2. Actual (Column D): If you averaged 15 hours per month to placement and follow-up activities during the year, enter 15 in Column C.
3. Objective Score (Column C): To compute the Objective Score, divide the Actual by the Objective (Column C) and enter in Column C.

Actual (Column D)  $\div$  Objective (Column C) = Objective Score  
(Column E)

$$14 \div 20 = .75$$

4. Factor Score (Column C): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

Objective Score (Column E) x Standard Weight = Factor Score  
(Column F) (Column E)

$$.75 \times 1.8 = 1.35$$

Enter 1.35 in Column G.

---

\*Student placement and follow-up activities refer to job placement of program terminees who desire employment, and follow-up of all program terminees after completion or withdrawal from your program. This does not refer to placement and supervision of in-school youth in cooperative training stations.

Appraisal Factor 14 Enter percent of those students enrolled in the program that you feel will receive vocational counseling\* prior to enrolling in the program. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C): If you feel that only 50 of the 90 students enrolled in the program will receive vocational counseling by you prior to enrolling in the program, enter 55.5 in Column C.

Estimated number of students who received vocational counseling prior to enrolling	=	Estimated percent of students who will receive vocational counseling prior to enrolling into program
Estimated number of students to be enrolled		

$$\frac{50}{90} = 55.5\%$$

Enter 55.5% in Column C.

2. Actual (Column D): If you counseled 60 students of the 100 students who enrolled in your program, enter .60 in Column D.

Actual number of students who received vocational counseling prior to enrolling	=	Actual percent of students who received vocational counseling prior to enrolling in the program
Actual number of students enrolled during the year		

$$\frac{60}{100} = .60$$

Enter .60 in Column D.

3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

Actual (Column D)  $\div$  Objective (Column C) = Objective Score (Column E)

$$60 \div 55.5 = 1.08$$

Enter 1.08 in Column E.

---

\*Vocational counseling refers to those students who received vocational counseling by you before they enter the program.

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

The Objective Score (Column E) is greater than one. therefore, the Factor Score equals the Standard Weight.

Enter 1.8 in Column G.

Appraisal Factor 15

Enter the number of students you feel will terminate the next academic year (if this academic year is 1971-72) then this item refers to the academic year of 1972-73 with marketable skills\*. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

1. Objective (Column C): If you have 20 students in the first year of a two-year program you might estimate 18 of those first-year students to enter the second year of the program.

You might further expect all eighteen of those students to terminate the program with marketable skills. You would then enter 18 in Column C.

2. If you actually had 25 students to enroll in the first year of a two-year program and had 23 of those students to enter the second year with 20 of those terminating with marketable skills, enter 20 in Column D.
3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$20 \div 18 = 1.11$$

Enter 1.11 in Column E.

---

\*Marketable skills are based on that teacher's criteria for marketable skills. In other words, will the student be able to obtain and hold a job related to the field for which trained.

- 4). Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

The Objective Score (Column E) is greater than one, therefore, the Factor Score equals the Standard Weight. Enter 5.2 in Column G.

Appraisal Factor 16 Enter the percent of accountable program terminees you feel will be unemployed or not continuing their education four months after completing or leaving your program. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is exceeded.)

Example:

1. Objective (Column C): If you feel that only 4 of the 95 students that you will be able to locate will be unemployed, enter 5.2 in Column C.

$\frac{\text{Terminees unemployed or not continuing education}}{\text{Accountable program terminees}} =$	$\frac{\text{Estimated percent of accountable program terminees unemployed or not continuing education}}{\text{four months after completing or leaving the program}}$
--	---

$$\frac{4}{95} = 4.29\%$$

Enter 4.29% in Column C.

2. Actual (Column D): If you actually located 100 students and found that 8 were unemployed or were not continuing their education, enter 8 in Column D.

$\frac{\text{Terminees unemployed or not continuing education}}{\text{Accountable program terminees}} =$	$\frac{\text{Actual percent of accountable program terminees unemployed or not continuing education}}{\text{after completing or leaving the program}}$
--	--

$$\frac{8}{100} = 8\%$$

Enter 8% in Column D.

- Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$8 \div 5.2 = 1.90$$

Enter 1.90 in Column E.

- Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method C, page 36. (Please read directions for different situations.)

$$\text{Standard Weight} - \left( \frac{\text{Actual} - \text{Objective}}{\text{Objective}} \times \text{Standard Factor} \right) = \text{Score}$$

$$5.2 - \left( \frac{8 - 4.29}{4.29} \times 5.2 \right) = .70$$

Enter .70 in Column G.

#### Appraisal Factor 17

Enter the percent of accountable program terminees\* available for employment or continuing education that you feel will enter the labor force or continue education in the occupational area for which trained. (This Appraisal Factor is considered to reduce program effectiveness and/or efficiency if the objective is not attained.)

Example:

- Objective (Column C): If you feel that 78 of the 95 students you expect to enroll in your program will enter the labor force or continue their education in the occupational area for which trained, enter 82% in Column C.

Estimated number of students employed or continuing education in occupational area for which trained	=	Estimated percent of accountable program terminees who will enter the labor force or continue education in occupational areas for which trained
<u>78</u>		
Estimated number of accountable program terminees		
95		

$$\frac{78}{95} = 82\%$$

Enter 82% in Column C.

\*Accountable program terminees refer to all program graduates or dropouts who can be located and have been contacted.

2. Actual (Column D): If you found that 75 of the 100 students who enrolled in your program entered the labor force or continued their education in the occupational area for which trained, enter 75% in Column D.

Actual number of students employed or continuing education in occupational area for which trained	_____	Actual percent of accountable program trainees who will enter the labor force or continue education in occupational area for which trained
Actual number of accountable program trainees	_____	

$$\frac{75}{100} = 75\%$$

Enter 75% in Column D.

3. Objective Score (Column E): To compute the Objective Score, divide the Actual (Column D) by the Objective (Column C) and enter in Column E.

$$\text{Actual (Column D)} \div \text{Objective (Column C)} = \text{Objective Score (Column E)}$$

$$75 \div 82 = .927$$

4. Factor Score (Column G): The Factor Score will be computed utilizing the directions found in Method B, page 35. (Please read directions for different situations.)

$$\text{Objective Score (Column E)} \times \text{Standard Weight (Column F)} = \text{Factor Score (Column G)}$$

$$\frac{75}{82} \times 6.1 = 5.66$$

Enter 5.66 in Column G.

THIS COMPLETES SELF-APPRAISAL INSTRUMENT FOR SECONDARY AND POST-SECONDARY  
NON-OCCUPATIONAL PROGRAMS.

DIRECTION FOR COMPLETING FACTOR SCORES (COLUMN G)

METHOD A

The Factor Scores (Column G) computed utilizing Method A are considered to reduce program effectiveness and/or efficiency if program objectives are not attained or if they are exceeded. The following procedures are used to compute the Factor Score (Column G) under different situations. In computing the Factor Score (Column G) if:

1. the Objective Score (Column E) equals 1, then the Factor Score (Column G) equals the Standard Weight.

2. the Objective Score (Column E) is less than 1, then  
Objective Score (Column E) x Standard Weight (Column F) = Factor Score (Column G)

3. the Objective Score (Column E) is greater than 1, but less than 2, then

$$\text{Standard Weight (Column E)} - \left( \frac{\text{Actual (Column D)} - \text{Objective (Column C)}}{\text{Objective (Column C)}} \times \text{Standard Weight (Column F)} \right) = \text{Factor Score (Column G)}$$

4. the Objective Score (Column E) is greater than 2, then zero will be assigned to the Factor Score.

## METHOD B

The Factor Scores (Column G) computed utilizing this method (Method B) are considered to reduce program effectiveness and/or efficiency if program objectives are not attained. The following procedures are used to compute the Factor Score (Column G) under different situations.

In computing the Factor Score (Column G) if:

1. the Objective Score (Column E) is greater than or equal to 1, then the Factor Score (Column G) equals the Standard Weight (Column F).
2. the Objective Score (Column E) is less than 1, then  
Objective Score (Column E) x Standard Weight (Column F) = Factor Score (Column G)

### METHOD C

The Factor Scores (Column G) computed utilizing this method (Method C) are considered to reduce program effectiveness and/or efficiency if program objectives are exceeded. The following procedures are used to compute the Factor Score (Column G) under different situations.

In computing the Factor Score (Column G) if:

1. the Objective Score (Column E) equals to 1 or less, then the Factor Score (Column G) equals the Standard Weight (Column F).

2. the Objective Score (Column E) is greater than 1, but less than 2, then

$$\text{Standard Weight (Column F)} - \left( \frac{\text{Actual (Column D)} - \text{Objective (Column C)}}{\text{Objective (Column C)}} \times \text{Standard Weight (Column F)} \right) \\ = \text{Factor Score (Column G)}$$

3. the Objective Score (Column E) is equal to or greater than 2, then zero will be assigned to the Factor Score (Column G).

SELF-APPRAISAL INSTRUMENT FOR ADULT SUPPLEMENTARY PROGRAMS

A	B	C D		E	F	G
Appraisal Factors	Measure	Accomplish- ment		Objective Score (Col D ÷ Col C)	Standard Weight	Factor Score
		Objective	Actual			
1. Students enrolled for each instructor employed.	No.				6.4	
2. Hours spent in sessions by the program advisory committee.	No.				4.4	
3. Terminees who completed the program.	%				13.5	
4. Number teaching units in which instructor has established predetermined performance objectives for students.	No.				15.5	
5. Different public information activities conducted to acquaint potential target groups with the nature of program offerings.	No.				6.7	
6. Number of days vocational personnel attended educational methods training programs during the year.	No.				7.1	
7. Clock hours per week vocational facilities used for vocational or related class sessions.	No.				7.7	
8. Student contact hours per week for each instructor employed.	No.				7.9	
9. Dollars per vocational student allotted program by local board from tax and endowment sources.	No.				6.0	
10. Dollars cost of instruction per student hour.	No.				7.4	
11. Dollars per vocational student non-capital expenditure from local revenues.	No.				5.8	
12. Dollars per student expenditure for expendable instructional supplies and materials from local revenues.	No.				5.6	
13. Clock hours devoted per month by instructor to terminee placement and follow-up activities.	No.				6.0	
Sum of Scores						

SELF-APPRAISAL INSTRUMENT FOR ADULT PREPARATORY PROGRAMS

A	B	C D		E	F	G
		Objective	Actual			
	Measure	Accomplishment		Objective Score (Col D ÷ Col C)	Standard Weight	Factor Score
1. Students enrolled for each instructor employed.	No.				2.9	
2. Hours spent in sessions by the program advisory committee.	No.				3.4	
3. Terminees who completed the program.	%				5.5	
4. Number of units in which instructor has established predetermined performance objectives for student.	No.				2.8	
5. Different public information activities conducted to acquaint potential target groups with the nature of program offerings.	No.				5.1	
6. Number of days vocational personnel attended educational methods training programs during the year.	No.				5.4	
7. Clock hours per week vocational facilities used for vocational or related class sessions.	No.				6.1	
8. Student contact hours per week for each instructor employed.	No.				6.2	
9. Dollars per vocational student allotted program by local board from tax and endowment sources.	No.				4.6	
10. Dollars cost of instruction per student hour.	No.				5.7	
11. Dollars per vocational student non-capital expenditure from local revenues.	No.				4.	
12. Dollars per student expenditure for expendable instructional supplies and materials from local revenues.	No.				2.6	
13. Clock hours devoted per month by instructor to trainee placement and follow-up activities.	No.				2.8	
14. Students who receive vocational counseling prior to enrolling in program.	%				2.9	
15. Students who will terminate program next school year with marketable skills.	No.				5.2	
16. Accountable program terminees available for employment or continuing education who were employed or were not enrolled in continuing education four months after completing or leaving the program.	%				5.2	
17. Accountable program terminees available for employment or continuing education who entered the labor force or continuing education in the occupational area for which trained.	%				6.1	
18. Accountable program terminees who applied for jobs in the occupational area for which trained but were unable to secure employment.	%				8.2	
19. Accountable program terminees available for employment or continuing education who entered the labor force or continuing education in occupational area for which not trained.	%				7.4	
20. Accountable program terminees available for employment or continuing education in non-related occupational area for which trained but who received some preparatory instruction in that occupational area.	%				7.4	
				Sum of Scores		

SELF-APPRAISAL INSTRUMENT FOR SECONDARY AND POST-  
SECONDARY OCCUPATIONAL PROGRAMS

A Appraisal Factors	B Measure	C Accomplishment		D Objective Score (Col. D ÷ Col. C)	E Standard Weight	F Factor Score
		Objective	Actual			
1. Students enrolled for each instructor employed	No.				1.9	
2. Hours spent in sessions by the program advisory committee	No.				2.8	
3. Terminees who completed the program.	X				5.5	
4. Number of units in which instructor has established predetermined performance objectives for students.	No.				1.8	
5. Different public information activities conducted to acquaint potential target groups with the nature of program offerings	No.				4.2	
6. Number of days vocational personnel attended work shops during the year.	No.				4.4	
7. Clock hours per week vocational facilities used for vocational or related class sessions.	No.				6.1	
8. Student contact hours per week for each instructor employed.	No.				6.3	
9. Dollars per vocational student allotted program by local board from tax and endowment sources.	No.				3.9	
10. Dollars cost of instruction per student hour.	No.				5.6	
11. Dollars per vocational student non-capital expenditure from local revenues.	No.				3.6	
12. Dollars per student expenditure for expendable instructional supplies and materials from local revenues.	No.				1.8	
13. Clock hours devoted per month by instructor to terminee placement and follow-up activities.	No.				1.8	
14. Students who receive vocational counseling prior to enrolling in program	X				1.8	
15. Students who will terminate program next school year with marketable skills.	No.				5.2	
16. Accountable program terminees available for employment or continuing education who were unemployed or were not enrolled in continuing education four months after completing or leaving the program.	X				5.2	
17. Accountable program terminees available for employment or continuing education who entered the labor force or continuing education in the occupational area for which trained.	X				6.1	
18. Accountable program terminees who applied for jobs in the occupational area for which trained but were unable to secure employment.	X				8.0	
19. Accountable program terminees available for employment or continuing education who entered the labor force or continuing education in occupational area for which not trained.	X				7.5	
20. Accountable program terminees available for employment or continuing education in non-related occupational area for which trained but who received some preparatory instruction in that occupational area.	X				7.5	
21. Students participating in an occupational information, vocational interest, and aptitude testing program prior to enrolling in program.	X				1.7	
22. Clock hours per week allowed instructor for preparation and curriculum development.	No.				1.5	
23. Number of quarter credit hours (taken for credit or non-credit) of college courses vocational personnel will take during the year.	No.				4.0	
24. Clock hours devoted per month after school hours by instructor for club activities, non-contracted adult activities, and other program promotion activities.	No.				1.8	
Sum of Scores						

SELF-APPRAISAL INSTRUMENT FOR SECONDARY AND POST-  
SECONDARY NON-OCCUPATIONAL PROGRAMS

A Appraisal Factors	B Measure	C Accomplishment		D Objective Score (Col D + Col C)	E Standard Weight	F Factor Score
		Objective	Actual			
1. Students enrolled for each instructor employed.	No.				3.2	
2. Hours spent by the program advisory committee.	No.				3.6	
3. Teachers who completed the program.	%				13.9	
4. Number of units in which instructor has established predetermined performance objectives for students.	No.				15.1	
5. Different public information activities conducted to acquaint potential target groups with the nature of program offerings.	No.				5.5	
6. Number of days vocational personnel attended workshops during the year.	No.				5.9	
7. Clock hours per week vocational facilities used for vocational or related class sessions.	No.				7.7	
8. Student contact hours per week for each instructor employed.	No.				7.9	
9. Dollars per vocational student allotted program by local board from tax and endowment sources.	No.				4.9	
10. Dollars cost of instruction per student hour.	No.				7.4	
11. Dollars per vocational student non-capital expenditures from local revenues.	No.				4.8	
12. Dollars per student expenditure for expendable instructional supplies and materials from local revenues.	No.				2.7	
13. Students who receive vocational counseling prior to enrolling in program.	%				3.1	
14. Students participating in an occupational information, vocational interest, and aptitude testing program prior to enrolling in program.	%				2.5	
15. Clock hours per week allowed instructor for preparation and curriculum development.	No.				3.1	
16. Number of quarter credit hours (taken for credit or non-credit) of college courses vocational personnel will take during the year.	No.				5.2	
17. Clock hours devoted per month after school hours by instructor for club activities, non-contracted adult activities, and other program promotion activities.	No.				3.1	
Sum of Scores						

PART II

FOLLOW-UP CHARTS AND PROCEDURES

6

## PART II

### Introduction to Follow-Up Charts and Procedures

Since student follow-up is important as evaluation criteria in vocational education, charts and procedures for student follow-up are included in this manual. The data obtained from this follow-up can serve a two-fold purpose. It can be utilized to complete (1) the Self-Appraisal Instruments included in this manual and (2) the Student Follow-Up Report in the Vocational Information Reporting System Manual.

In initiating the follow-up, the Roster of Terminal Vocational Students (page 44) should be completed. At the beginning of the academic year (October) or at the beginning of a program, the teacher should complete the roster on those students who might be eligible to complete the program that year. The roster should be updated as new students enter the program. (This is done at the beginning of the program, so if a student terminates the program he can be located at a later date.) Only those students that have graduated or terminated the program will be followed up.

The Student Follow-up Survey (page 45) can be utilized in gathering only that data necessary to complete the Student Follow-Up Worksheet. If the scheme utilized in the Survey is followed, only pertinent information relative to that student is gathered and the necessity of asking the student to respond to all survey items is avoided. This survey may be used as a telephone or a mail survey.

The top third of the Student Follow-Up Survey should be completed from information found on (1) the Roster of Terminal Vocational Students (page 44) and from information found recorded in (2) the teachers' record book. When this information is completed, the teacher is ready to call or locate the

student to initiate the survey. One Student Follow-Up Survey should be completed for each program terminnee.

On the completion of each student Follow-Up Survey the data should be transferred to the Student Follow-Up Worksheet (page 48) and all columns totaled. The assigned student number found on Column 1 of the Roster of Terminal Vocational Students should always be the same in transferring information to the corresponding number Column 1 of the Student Follow-Up Worksheet. This procedure is followed to assist in easy location of an individual student at any time. Once the columns are totaled on the Student Follow-Up Worksheet, the completion of the items related to follow up is the Self-Appraisal Instrument may be completed. The Student Follow-Up Report utilized in the Vocational Information Reporting System Manual may also be completed at this time.





STUDENT FOLLOW-UP SURVEY  
(Telephone Interview or Mail)

For Teacher  
Use Only

\*ws. Col. 1

ws. Col. 2  
or 3

ws. Col. 4  
or 5

\*\*r. Col. 4

r. Col. 3

Name \_\_\_\_\_

Student Number \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Type Program Terminee:  
Completed \_\_\_\_\_ Other \_\_\_\_\_

Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Teacher  
Use Only

r. Col. 5

r. Col. 7

r. Col. 6

Name of Relative or Friend \_\_\_\_\_

Telephone Number of Relative or  
Friend \_\_\_\_\_

Address of Relative or Friend \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Begin Interview

CHECK ONLY ONE ITEM FOR EACH APPLICABLE QUESTION

For Teacher  
Use Only  
Worksheet  
Columns:

Col. 8 or 9

Col. 20

Col. 10  
Col. 11

Col. 12

- I. Are you in the military service?  
 Yes (stop here)  
 No (go to Item II)
- II. a. Are you employed or continuing your education?  
 employed (go to Item III)  
 unemployed (go to Item II-b)  
 employed part-time not seeking full-time employment  
 (go to Item IV-b)  
 continuing education (go to Item V-a)
- b. If you are unemployed, are you seeking employment?  
 seeking employment (go to Item III-a-2, complete and stop)  
 not seeking employment (stop here)
- III. If you are employed, how does your employment status relate to your vocational education program:  
 a. 1. Are you employed in the occupation for which you were trained?  
 Yes (go to Item IV-a)  
 No (go to next Item)

\*ws - Student Follow-up Worksheet.  
 \*\* r - Student Roster of Terminal Vocational Students

For Teacher  
Use Only.  
Worksheet  
Columns:

Col. 16

2. Did you apply for a job in the occupational area for which trained and were unable to secure employment?

- Yes (if you progressed from Item II-b, STOP, but if you progressed from Item III-a, go to next Item).  
 No (go to next Item)

Col. 13

b. Are you employed in an occupational area related to your training?

- Yes (go to Item IV-a)  
 No (go to next Item)

Col. 14

c. Are you employed in an occupational area not related to your training?

- Yes (go to Item IV-a)  
 No (go to next Item)

Col. 15

d. Are you employed in an occupational area not directly related to your training, but an area in which you did receive some preparatory instruction in your vocational program that does relate to your job?

- Yes (go to next Item)  
 No (go to next Item)

IV. a. Do you also have a second job?

- Yes (go to next Item)  
 No (stop here)

Col. 17

b. Is your second job, or part-time job, in the area for which you were trained?

- Yes (stop here)  
 No (go to next Item)

Col. 18

c. Is your second job, or part-time job, in an area related to your training in your vocational program?

- Yes (stop here)  
 No (go to next Item)

Col. 19

d. Is your second job, or part-time job, in an area not related to your training?

- Yes (stop here)  
 No (stop here)

V. a. Are you continuing your education in a post-secondary vocational program or a four-year college degree program?

- post-secondary vocational program (go to next Item)  
 four-year college degree program (go to Item VI-a)

For Teacher  
Use Only.  
Worksheet  
Columns:

Col. 22 or 23

Col. 24 or 25

Col. 26 or 27

Col. 28

Col. 30

Col. 31

Col. 32

Col. 33

- b. Is your post-secondary vocational program in the area for which you were trained in your high school vocational program?  
\_\_\_\_\_ Yes (stop here)  
\_\_\_\_\_ No (go to next Item)
- c. Is your post-secondary vocational program in an area related to your high school program?  
\_\_\_\_\_ Yes (stop here)  
\_\_\_\_\_ No (go to next Item)
- d. Is your post-secondary vocational program in an area not related to your high school program?  
\_\_\_\_\_ Yes (go to next Item)  
\_\_\_\_\_ No (stop here)
- e. Did you receive any preparatory instruction in your high school vocational program that relates to your post-secondary vocational program?  
\_\_\_\_\_ Yes (stop here)  
\_\_\_\_\_ No (stop here)
- VI. a. Is your area of study in college in the area for which you trained in your high school program?  
\_\_\_\_\_ Yes (stop here)  
\_\_\_\_\_ No (go to next Item)
- b. Is your area of study in college in an area related to your high school vocational program?  
\_\_\_\_\_ Yes (stop here)  
\_\_\_\_\_ No (go to next Item)
- c. Is your area of study in college in an area not related to your high school vocational program?  
\_\_\_\_\_ Yes (go to next Item)  
\_\_\_\_\_ No (stop here)
- d. Did you receive any preparatory instruction in your high school vocational program that related to your college program?  
\_\_\_\_\_ Yes (stop)  
\_\_\_\_\_ No (stop)

Please return this form in the attached self-addressed envelope.  
THANK YOUR.

