

## Simulated Workplace - Program Appraisal

### Facilities

**Maintenance** (if an item is not required, credit should be awarded)

	No	Yes
* All lights are working / none burned out	<input type="radio"/>	<input type="radio"/>
* Lighting in work spaces and classroom is sufficient in meeting occupational standards	<input type="radio"/>	<input type="radio"/>
* All equipment is properly maintained and clean	<input type="radio"/>	<input type="radio"/>
* All equipment meets occupational standards	<input type="radio"/>	<input type="radio"/>
* Proper safety guards on equipment (e.g., yellow lines around equipment, proper safety guards on wheelchairs, etc.)	<input type="radio"/>	<input type="radio"/>
* All supplies are properly stored and are organized and easily accessible	<input type="radio"/>	<input type="radio"/>
* Adequate shelving/space is available to organize supplies	<input type="radio"/>	<input type="radio"/>
* Proper occupational signage throughout the classroom and lab areas (e.g., hazards, chemicals, safety, etc.)	<input type="radio"/>	<input type="radio"/>
* A sink is accessible for washing up (where required)	<input type="radio"/>	<input type="radio"/>
* All lab areas and classroom are clean, organized and free of clutter	<input type="radio"/>	<input type="radio"/>

## Simulated Workplace - Program Appraisal

**Safety** (if an item is not required, credit should be awarded)

	<b>No</b>	<b>Yes</b>
* All students are wearing personal protective equipment when engaged in projects or instruction requiring it	<input type="radio"/>	<input type="radio"/>
* Exits identified with proper signage	<input type="radio"/>	<input type="radio"/>
* Exit doors and equipment are unobstructed	<input type="radio"/>	<input type="radio"/>
* Evacuation plan in place	<input type="radio"/>	<input type="radio"/>
* Fire extinguishers in place, clearly marked for type of fire and recently serviced	<input type="radio"/>	<input type="radio"/>
* Have an up-to-date MSDS Notebook for all chemicals (where required)	<input type="radio"/>	<input type="radio"/>
* Cabinet/box for First Aid supplies properly marked and filled with up-to-date supplies	<input type="radio"/>	<input type="radio"/>
* Eye wash facilities are provided and operational (were appropriate) and properly labeled	<input type="radio"/>	<input type="radio"/>
* A Safety Team has been established	<input type="radio"/>	<input type="radio"/>
* Safety Team documents and briefings are maintained and filed	<input type="radio"/>	<input type="radio"/>

## Simulated Workplace - Program Appraisal

**Layout and Adequacy of Space** (if an item is not required, credit should be awarded)

	No	Yes
* The classroom and/or the lab areas allow students to work comfortably and safely	<input type="radio"/>	<input type="radio"/>
* Facilities housing the program are of sufficient size to operate the full scope of the program	<input type="radio"/>	<input type="radio"/>
* Equipment properly marked (where required)	<input type="radio"/>	<input type="radio"/>
* The classroom and lab area have sufficient working space to allow for project design, layout, assembly, team work, etc.	<input type="radio"/>	<input type="radio"/>
* The classroom does not appear to be overcrowded. The student to instructor ratio is suitable in meeting occupational standards.	<input type="radio"/>	<input type="radio"/>
* The current classroom layout permits students to meet current and projected occupational needs	<input type="radio"/>	<input type="radio"/>
* Students have access to computers, work spaces, equipment and storage areas as they would in the work environment	<input type="radio"/>	<input type="radio"/>
* The classroom/lab area appear to be organized	<input type="radio"/>	<input type="radio"/>
* A time clock or documented attendance system is in place and used	<input type="radio"/>	<input type="radio"/>
* The classroom/lab area appear to mimic a workplace environment	<input type="radio"/>	<input type="radio"/>

## Simulated Workplace - Program Appraisal

**Tools, Equipment, Supplies, and Technology** (if an item is not required, credit should be awarded)

	No	Yes
* The current equipment is sufficient to provide quality training and would meet occupational standards	<input type="radio"/>	<input type="radio"/>
* Computer software is adequate to meet occupational standards	<input type="radio"/>	<input type="radio"/>
* All equipment and tools are up to date to meet occupational standards	<input type="radio"/>	<input type="radio"/>
* There is enough working stations, equipment, technology, or tools to ensure all students are engaged in learning	<input type="radio"/>	<input type="radio"/>
* A school technology specialist is available to offer support	<input type="radio"/>	<input type="radio"/>
* Adequate supplies are available for student use to complete lessons/projects	<input type="radio"/>	<input type="radio"/>
* Students can properly demonstrate how to use occupational related equipment, tools, or technology	<input type="radio"/>	<input type="radio"/>
* Students can discuss current occupational required software, equipment, or tools	<input type="radio"/>	<input type="radio"/>
* Instructor can discuss current occupational required software, equipment , and tools	<input type="radio"/>	<input type="radio"/>
* A supply/inventory system is in place to ensure materials needed for lessons and projects are always available	<input type="radio"/>	<input type="radio"/>

## Simulated Workplace - Program Appraisal

### Knowledge, Skills, and Professionalism

#### Professional Knowledge and Skills

	No	Yes
* Students can easily explain their training program's professional technology requirements, expectations, or credentials	<input type="radio"/>	<input type="radio"/>
* There is clear evidence of career related projects, assignments, tests, etc.	<input type="radio"/>	<input type="radio"/>
* A student filing system – showing activities, credentials, assignments, projects, etc. is in place and students can demonstrate it	<input type="radio"/>	<input type="radio"/>
* A Student/Employee handbook has been developed and contains policies and procedures for the Simulated Workplace	<input type="radio"/>	<input type="radio"/>
* Quarterly/Annual reports available for review	<input type="radio"/>	<input type="radio"/>
* Documentation of Service Learning projects is provided	<input type="radio"/>	<input type="radio"/>
* Student portfolios are able to demonstrate what professionals are looking for in employees	<input type="radio"/>	<input type="radio"/>
* Students' speaking and writing skills are on target with the needs of the occupation (oral interviews for speaking skills, review writing samples from portfolios)	<input type="radio"/>	<input type="radio"/>
* Student projects and assignments appear to be preparing students to meet the occupational standards	<input type="radio"/>	<input type="radio"/>
* Students are able to clearly explain how what they are learning has better prepared them for their chosen occupation	<input type="radio"/>	<input type="radio"/>

## Simulated Workplace - Program Appraisal

### Attitudes and Behaviors

	No	Yes
* Students appear to be self-motivated	<input type="radio"/>	<input type="radio"/>
* Students are respectful and easy to speak to	<input type="radio"/>	<input type="radio"/>
* Students are engaged and clear about the expectations of the program	<input type="radio"/>	<input type="radio"/>
* A team organization is in place and student appear to be team players	<input type="radio"/>	<input type="radio"/>
* Students act responsibly and respectfully to one another	<input type="radio"/>	<input type="radio"/>
* Students are appropriately dressed for the activities they are performing	<input type="radio"/>	<input type="radio"/>
* Appropriate body positioning and mechanics are used when performing tasks	<input type="radio"/>	<input type="radio"/>
* Students appear to be concerned for the well-being of others	<input type="radio"/>	<input type="radio"/>
* Students are creating and ensuring a safe work environment exist at all times	<input type="radio"/>	<input type="radio"/>
* Students are able to demonstrate attention to detail through project/lesson examples	<input type="radio"/>	<input type="radio"/>

## Simulated Workplace - Program Appraisal

### Teaching and Instructional Materials

#### Training Lessons

	No	Yes
* Students are familiar with OSHA or Standard Precautions or CDC	<input type="radio"/>	<input type="radio"/>
* Students know the location and correct use of equipment (e.g., eyewash station, fire extinguisher, First Aid kit, etc.)	<input type="radio"/>	<input type="radio"/>
* Students can demonstrate their accomplishments through a portfolio	<input type="radio"/>	<input type="radio"/>
* Students can describe what and why they are learning their curriculum	<input type="radio"/>	<input type="radio"/>
* Students can define examples of how technology was integrated in lessons	<input type="radio"/>	<input type="radio"/>
* Students are able to give examples of team projects and positions they have held on various teams	<input type="radio"/>	<input type="radio"/>
* Students can give examples of community projects they have participated	<input type="radio"/>	<input type="radio"/>
* Students are able to identify equipment/technology/software they have used within the curriculum	<input type="radio"/>	<input type="radio"/>
* Students are able to discuss credentials/skills they have received through the training program	<input type="radio"/>	<input type="radio"/>
* Students are able to discuss the skills they have acquired and how these skills will assist in furthering their education or career	<input type="radio"/>	<input type="radio"/>

## Simulated Workplace - Program Appraisal

### Teaching Materials

	No	Yes
* The textbooks/lessons match the skills necessary to meet occupational standards	<input type="radio"/>	<input type="radio"/>
* The computers/software are current with occupational standards	<input type="radio"/>	<input type="radio"/>
* The learning equipment is current with occupational standards	<input type="radio"/>	<input type="radio"/>
* The awarded credentials/skill sets meet current occupational standards	<input type="radio"/>	<input type="radio"/>
* Lessons/projects appear to require formal outcomes that include but not limited to: analysis, reflection, a technical writing, oral presentation, etc.	<input type="radio"/>	<input type="radio"/>
* Lessons appear to include various teaching techniques so that all students have an opportunity to be successful (e.g., hands-on, visual, auditory, etc.)	<input type="radio"/>	<input type="radio"/>
* All students have completed a safety training and required tests	<input type="radio"/>	<input type="radio"/>
* Assessments are offered in various formats (e.g., multiple choice, essay, computer-based, demonstration, team-based, etc.)	<input type="radio"/>	<input type="radio"/>
* Students have the necessary resources to conduct research related to their training program and occupational requirements	<input type="radio"/>	<input type="radio"/>
* Instructor has documented lessons and a list of students' mastery of standards available for inspection	<input type="radio"/>	<input type="radio"/>

## Simulated Workplace - Program Appraisal

### Instructor Modeling

	No	Yes
* The instructor is actively engaged with students (e.g., moving between projects/teams/students, welcoming as students enter, assisting students, etc.)	<input type="radio"/>	<input type="radio"/>
* The instructor has a positive attitude towards students and is willing to answer questions	<input type="radio"/>	<input type="radio"/>
* The instructor is dressed professionally and safely; meeting occupational standards	<input type="radio"/>	<input type="radio"/>
* Students and instructor appear to have a good working relationship	<input type="radio"/>	<input type="radio"/>
* The instructor is open to shared ideas and student feedback	<input type="radio"/>	<input type="radio"/>
* The instructor can discuss how he/she is active in keeping abreast of current occupational standards	<input type="radio"/>	<input type="radio"/>
* The instructor is able to demonstrate how student progress is documented	<input type="radio"/>	<input type="radio"/>
* The instructor is able to demonstrate the organizational system within the training program	<input type="radio"/>	<input type="radio"/>
* The instructor delivers lessons in an understandable manner for all learners	<input type="radio"/>	<input type="radio"/>
* The instructor appears to have the classroom/lab mimic occupational standards by facilitating projects and/or lessons much like a foreman, manager or supervisor	<input type="radio"/>	<input type="radio"/>

## Simulated Workplace - Program Appraisal

# Overall Rating

### Rating Guide

- **Exemplary:** This program has all of the qualities to prepare students to become highly skilled members of the workforce. **(10 or 9)**
- **Good:** This program has most of the qualities to prepare students to become highly skilled members of the workforce. **(8, 7 or 6)**
- **Fair:** This program has some of the qualities to prepare students to become highly skilled members of the workforce. However, it is also lacking in some areas that need attention. **(5, 4, or 3)**
- **Poor:** This program has few of the qualities to prepare students to become highly skilled members of the workforce. It needs serious attention. **(2 or 1)**
- **Unacceptable:** This program has almost no qualities to prepare highly skilled members of the workforce. It is not reasonably salvageable and should consider closing. **(0)**

I would rate this program as a: **10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0** *(Please circle one)*

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## Simulated Workplace - Program Appraisal

### Information and Suggestions

- First Name: \_\_\_\_\_
- Last Name: \_\_\_\_\_
- County: \_\_\_\_\_
- Technical Center/School: \_\_\_\_\_
- Training Program: \_\_\_\_\_  
(e.g., Welding, Pro Start, etc.)

- Areas of the program you liked:

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- Suggested improvement areas for the program:

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#### How to submit this form:

1. Online: <http://wvde.state.wv.us/forms/simulated-workplace/program-appraisal/>
2. Email: Scan in and email to: [ccburch@access.k12.wv.us](mailto:ccburch@access.k12.wv.us) (Subject: SW Program Appraisal)
3. Via mail: WVDE, Attn: Clinton Burch, Bldg. 6 RM 221, 1900 Kanawha Blvd. East, Charleston, WV 25305
4. Give to School Principal and they will return to WVDE for you.