

**Program Structure: Standard 1**

1. Please describe the goal(s) of the program?

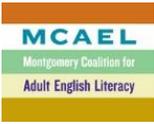
2. How many weeks are offered per session? \_\_\_\_\_ How many hours? \_\_\_\_\_  
How did the program identify the (a) times/days classes are offered (b) number of hours to be offered and (c) how many weeks to offer per session?

3. How many rooms are available? \_\_\_\_\_ Is this sufficient for the program? YES  NO  Comments?  
  
Is the space appropriate for an adult learner? Please describe.  
  
Is the class location accessible via public transportation (close by, safe, well-lit)? YES  NO   
How do most of the learners arrive at the location? (bus, car, carpool etc.)

4. Does the program have an attendance policy/method of tracking? YES  NO  If so, what is it?  
  
How is the program conducting daily operations – including reporting processes?

5. What is the student-teacher ratio? Is it appropriate to learner needs and program goals?

Please note 2 strengths & 2 areas the program might want to review in more depth/potentially improve:

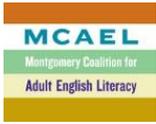


**Learner Recruitment and Intake: Standard 4**

1. Please describe the program's primary adult learner population?
2. Please describe the program's recruitment strategy.  Please note if seats are not filled generally. Please note levels and any thoughts on filling open seats.  How has the program evaluated the effectiveness of the strategies?
3. Please describe the program's (1) registration process (2) orientation process.
4. Is there a process to refer learners to other programs if the program cannot serve them? YES <input type="checkbox"/> NO <input type="checkbox"/> What type of learners are referred (i.e. what level/needs)
Please note 2 strengths & 2 areas the program might want to review in more depth/potentially improve:

**Employment Conditions, Professional Development and Evaluations: Standards 7 and 8**

1. What are the minimum requirements for an instructor? What are the ideal instructor qualifications?
2. How many staff members run the program? _____ How many instructors are in the program? _____  Is there an orientation process, either in writing, during an interview, or a group meeting that explains to instructors the goals of the program and the expectations of instructors? YES <input type="checkbox"/> NO <input type="checkbox"/>



Please describe process.
3. What type of resources are available for instructors/staff at the class location and/or organization's offices?
4. What is the on-going professional development program for instructors/staff?
5. To what extent are staff/instructors provided with feedback on their work? Please describe.
Please note 2 strengths & 2 areas the program might want to review in more depth/potentially improve:

**Instruction and Curriculum: Standards 2 and 3**

1. Briefly outline the curriculum of the program and the materials used.
2. How does the program/instructors use realia in class? Examples.  Does the program prioritize Listening, Speaking, Reading and Writing equally? If prioritized differently, what would the percentages look like? (i.e. 50% speaking, 10% writing)  Does the program promote active learning? YES <input type="checkbox"/> NO <input type="checkbox"/> How does the program ensure/encourage instructors to be more learner-centered?



3. Are learner goals identified at the start of each session? YES  NO  If so, please describe.

Also, please describe how program adjusts curriculum to serve the needs of the learners?

Please note 2 strengths & 2 areas the program might want to review in more depth/potentially improve:

**Assessment/Transitions: Standards 5 and 6**

1. What is the process to assess adult learners and place them in an appropriate class?

2. How does the program determine if learning gains have been achieved?

3. What indicators provide the best measure of outcomes for the program?

4. How are students shown that they have achieved gains for each class?

5. What is the process to assess when students should exit a level/program? What is the process to refer students to the next appropriate program?

Please note 2 strengths & 2 areas the program might want to review in more depth/potentially improve:

**Other Questions:**