ABE Site Visit Guide

Site visit conducted by _____My Program _____

E-mail address: _____ (CEUs will be sent electronically)

Site Contacts:

Site: Date: Time spent at site:

Why did you choose to visit this site?

What do you hope to learn?

Organizational Structure

What Programs are offered and how are they structured? (leveled classes, multi level classes, one on one tutoring, independent study, open lab)

- o   ABE

- o   GED

- o   ESL

- o   Family Literacy

- o   Transitions

- o   Other

Describe how the program is staffed. (How many? Roles? Part-time or full-time?)

Does the program coordinate or collaborate with a local WorkForce Center or local employers?

What connections or partnerships exist with post secondary institutions?

What is being done to facilitate transitions?

Intake/Enrollment

What do recruitment and outreach activities and materials include?

What are the intake procedures? How are student goals set? (registration, assessment, orientation, etc.)

What are some of the student demographics? (cultural, language, age, gender, numbers)

What do enrollment practices consist of? (open entry, managed, attendance policies)

Assessment

Assessment Policies: What tests are used? Frequency of posttesting? Who administers?

Is GED testing done on site? Frequency?   Cost?   Scholarships?

Curriculum

What curriculum/materials are used in the different program areas?

Curriculum development process?

Technology:

What software is available?

What distance learning opportunities are available?

What other courses are available on computer?

Is student computer time dedicated?

What technology is available to staff to develop and deliver curriculum?

Are there computer literacy classes available for students and staff?

Learning Environment /Recognition:

In what ways does the program make students feel welcomed, safe, respected and supported?

How are students motivated and recognized for achievements?

Building/Space

How does this program utilize its space to facilitate quality programming?

Besides the ABE program, what other programs are housed at this site?

Attributes

NRS outcomes: What are the program's strong areas and areas of concern?

How is learner persistence/learner progress addressed?

What have been recent successes of the program?

What are the strengths of the program?

What are some of the challenges the program has experienced?

<u>Observations</u>

Unique Features: What are features unique to this program?

What are some Ideas you can take back to your site?

What are some things you may try to use in your own classroom or program?