KANSAS HIGH SCHOOL CAREER & TECHNICAL EDUCATION
INSTRUCTOR VISIT OBSERVATION REPORT
18050

Student _____ Experience
Type/Site_____

Supervisor _____
Instructor_____

1. ***A well-planned, student-managed work experience is in place that provides learning opportunities outside of scheduled class time. Learning opportunities relate to the student's future career success or to recent classroom instruction.***
   _____ Exemplary _____ Exceeds Std. _____ Meets Std. _____ Struggling _____ Does not Exist
   _____ N/A

   Comments:
   _____

2. ***For entrepreneurial experiences including but not limited to crop or livestock production, industry accepted best management practices are in place. Animals are in good health and are housed in acceptable facilities.***
   _____ Exemplary _____ Exceeds Std. _____ Meets Std. _____ Struggling _____ Does not Exist
   _____ N/A

   Comments:
   _____

3. ***The experience is conducted in a physically and emotionally safe working environment. The student is covered in case of accident by private health insurance, workman's compensation insurance or by other means.***
   _____ Exemplary _____ Exceeds Std. _____ Meets Std. _____ Struggling _____ Does not Exist
   _____ N/A

   Comments:
   _____

4. ***The Training Agreement was created by the student with guidance from the instructor, parent and employer (if applicable). Adequate new skill growth is demonstrated (usually includes mastery of five new skills per year or continuation until mastery is achieved)***
   _____ Exemplary _____ Exceeds Std. _____ Meets Std. _____ Struggling _____ Does not Exist
   _____ N/A

   Comments:
   _____

5. ***The student is exposed to a professional work environment.***
   _____ Exemplary _____ Exceeds Std. _____ Meets Std. _____ Struggling _____ Does not Exist
   _____ N/A

   Comments:
   _____

6. ***Financial records relating to the student's SAE are kept up to date and are accurate.***
   _____ Exemplary _____ Exceeds Std. _____ Meets Std. _____ Struggling _____ Does not Exist
   _____ N/A

Comments:
_____

7. ***Adequate progress is clearly demonstrated towards meeting learning objectives outlined in the Training Agreement.***
_____ Exemplary _____ Exceeds Std. _____ Meets Std. _____ Struggling _____ Does not Exist
_____ N/A

Comments:
_____

8. ***Specific, measurable, attainable, realistic and timely (SMART) goals were created at the beginning of the experience and are reviewed quarterly. Guidance is obtained from the instructor, parents and employer (if applicable). These goals are in addition to those listed on the Training Agreement and should include financial and personal goals relating to the experience.***
_____ Exemplary _____ Exceeds Std. _____ Meets Std. _____ Struggling _____ Does not Exist
_____ N/A

Comments:
_____

9. ***Instruction is provided by the instructor, parent or employer (as applicable) continuously during the experience. Students are recognized for their accomplishments and are provided constructive criticism or special instruction as needed.***
_____ Exemplary _____ Exceeds Std. _____ Meets Std. _____ Struggling _____ Does not Exist
_____ N/A

Comments:
_____

10. ***The student has shown significant growth over the course of the experience. Learning opportunities that last for greater than one year show significant progress towards attaining financial, personal and educational goals from year to year. New goals are set as old goals are reached.***
_____ Exemplary _____ Exceeds Std. _____ Meets Std. _____ Struggling _____ Does not Exist
_____ N/A

Comments:
_____

11. ***Local, state and national CTSO award program applications (FFA Degrees, Proficiency Awards, Star Awards, etc.) are completed and submitted as appropriate. Student shows significant participation and growth in the CTSO.***
_____ Exemplary _____ Exceeds Std. _____ Meets Std. _____ Struggling _____ Does not Exist
_____ N/A

Comments:
_____

General Skills Evaluation:

	Exceeds Job Requirements (Mastery)	Meets Job Requirements (Adequate)	Needs Improvement (Unacceptable)	Comments or Additional Instruction Needed
Dependable & Responsible				

Appearance				
Attitude, Judgment & Cooperation				
Performance of Duties/Desire to Learn				
Communicates Effectively & Appropriately				
Craftsmanship – The Continual Work Towards Perfection				

Strong Points:

Areas for Improvement:

Additional Instructor Comments:

Additional Supervisor Comments:

Additional Student or Parent Comments:

_____

_____
Employer *Date*

_____

_____
Student *Date*

_____

_____
Parent/Guardian *Date*

_____

_____
Coordinator/Instructor *Date*