

SCHOOL INFORMATION	
School	Date of Assessment
School Off Campus Teacher	Present Program Enrollment (Number of Students)
Principal	Present Program Support (Number of Employers)

This assessment consists of provisions, conditions and characteristics that are found in quality Off Campus Education Programs. Some may not be necessary, or even applicable, in every school context. If some features or procedures are missing, please add them to the appropriate section(s). The statements should accurately and completely reflect the factual background of your school's Off Campus Education Program.

RATING SCALE	
Rate each item using your best judgment and all available evidence using the rating scale provided below.	
3 – Excellent	The provisions/conditions are extensive and functioning extremely well.
2 – Satisfactory	The provisions/conditions exist and are functioning.
1 – Needs Improvement	The provisions/conditions are limited in extent and functioning poorly or entirely missing but necessary.
N/A – Not Applicable	The provisions/conditions do not apply, are not desirable for students of program or do not conform to school philosophy and programming goals.

ORGANIZATION OF OFF CAMPUS EDUCATION				
A clearly written statement of objectives has been developed.	3	2	1	N/A
Objectives have been developed through the cooperative efforts of employers, educators and students.	3	2	1	N/A
Standards for the operation of Off Campus Education have been developed and accepted by those involved in the program.	3	2	1	N/A
The School Off Campus Teacher checks to see if practices meet standards that have been developed.	3	2	1	N/A
A comprehensive assignment of functions and duties has been given to all persons concerned with the program.	3	2	1	N/A
An advisory committee, representative of all groups interested in the program, has been formed and its advice is used to inform the operation of the program.	3	2	1	N/A
The School Off Campus Teacher is allowed sufficient time for organization and monitoring activities.	3	2	1	N/A
School and work placement schedules are developed to meet the needs of the students in the program.	3	2	1	N/A
School credit is given for the experience of students in work placements.	3	2	1	N/A
Clerical help is available to the School Off Campus Teacher.	3	2	1	N/A
A record-keeping system has been developed to meet the need of all areas of the Off Campus Education Program.	3	2	1	N/A
Records are complete and kept up to date.	3	2	1	N/A
Funds are provided for the travel expenses of the School Off Campus Teacher.	3	2	1	N/A
	3	2	1	N/A
	3	2	1	N/A
Comments/Suggestions for Improvement/Actions to be Taken				

SCHOOL OFF CAMPUS TEACHER				
The School Off Campus Teacher meets the requirements of the Off Campus Education Program.	3	2	1	N/A
The School Off Campus Teacher arranges for the collection of educational and occupational information for students.	3	2	1	N/A
The School Off Campus Teacher maintains membership in at least one local organization, such as the Chamber of Commerce or a luncheon club.	3	2	1	N/A
The School Off Campus Teacher is considered, by the community, to be a well-informed professional.	3	2	1	N/A
The School Off Campus Teacher makes informed decisions about the final selection of students who are recommended to enroll in the Off Campus Education Program.	3	2	1	N/A
The School Off Campus Teacher checks to ensure that all related legislation and protocols are followed.	3	2	1	N/A
The School Off Campus Teacher seeks to acquire new work sites for student placement.	3	2	1	N/A
The School Off Campus Teacher assists employer supervisors in evaluating the work site progress of students.	3	2	1	N/A
The School Off Campus Teacher contacts all students and/or the employer at their work stations once every twenty five hours.	3	2	1	N/A
The School Off Campus Teacher plans organization and monitoring time and following a schedule.	3	2	1	N/A
The School Off Campus Teacher uses the Off Campus planning time only for off campus purposes.	3	2	1	N/A
The School Off Campus Teacher keeps reports of organizational and monitoring activities.	3	2	1	N/A
The School Off Campus Teacher addresses questions, concerns and issues as they arise.	3	2	1	N/A
The School Off Campus Teacher assists with courses and opportunities that are related to Learner Pathways, educational and occupational planning and career development to enhance the Off Campus Education Program.	3	2	1	N/A
The School Off Campus Teacher periodically assesses the school-based instructional component of the Off Campus Education Program.	3	2	1	N/A
The School Off Campus Teacher has publicized the Off Campus Education Program among various community organizations and educational groups, leverage all types of media with support from the division communications officer.	3	2	1	N/A
The School Off Campus Teacher has a mailing list (paper and digital) of all interested persons who receive information about the Off Campus Education Program.	3	2	1	N/A
The School Off Campus Teacher ensures employers and other partners are recognized for their contributions to the Off Campus Education Program.	3	2	1	N/A
The School Off Campus Teacher ensures students are recognized for their successful endeavours in the Off Campus Education Program.	3	2	1	N/A
The School Off Campus Teacher participates in conferences, workshops, inservice programs, professional organizations and other activities contributing to professional growth.	3	2	1	N/A
The School Off Campus Teacher seeks to continuously improve each aspect of the Off Campus Education Program.	3	2	1	N/A
	3	2	1	N/A
	3	2	1	N/A
Comments/Suggestions for Improvement/Actions to be Taken				

SUPPORT OF THE SCHOOL				
The Off Campus Education Program is accepted and acknowledged as a desirable and essential function of the school.	3	2	1	N/A
The Off Campus Education Program is accepted as an integral part of the total school curriculum.	3	2	1	N/A
School administration takes an active and interested part in the operation and evaluation of the Off Campus Education Program.	3	2	1	N/A
Teacher and other staff members cooperate with the School Off Campus Teacher in the operation of the Off Campus Education Program.	3	2	1	N/A
A budget is provided for the purchase of instructional materials and equipment.	3	2	1	N/A
Assignment of building space and facilities is sufficient to carry on the Off Campus Education Program.	3	2	1	N/A
School administration checks with employer representatives, faculty members, community groups and students as to the effectiveness of the Off Campus Education Program.	3	2	1	N/A
	3	2	1	N/A
	3	2	1	N/A
Comments/Actions to be Taken				

SELECTION AND GUIDANCE OF STUDENTS				
Prospective students are given a clear understanding of the purposes and nature of the Off Campus Education Program before they are enrolled.	3	2	1	N/A
Experienced counsellors, career practitioners or teachers help students on their Learner Pathway in determining their aptitudes, interests and abilities so as to maximize the benefit of the Off Campus Education Program.	3	2	1	N/A
Minimum age, grade and other standards have been developed and adhered to prior to enrolling students in the Off Campus Education Program.	3	2	1	N/A
Labour union requirements are followed in the placement and training of students.	3	2	1	N/A
Students are permitted to enroll in the Off Campus Education Program to meet graduation requirements.	3	2	1	N/A
A cumulative record is kept at the school for each student.	3	2	1	N/A
Provision is made for parents/guardians to contact the School Off Campus Teacher when needed.	3	2	1	N/A
Definite provision is made for checking on each student's progress in school.	3	2	1	N/A
Periodic individual conferences are held with students concerning their progress.	3	2	1	N/A
Former students are consulted about possible adjustments to the Off Campus Education Program.	3	2	1	N/A
	3	2	1	N/A
	3	2	1	N/A
Comments/Actions to be Taken				

PLACEMENT OF STUDENTS IN WORK STATIONS				
A written statement has been prepared that outlines the criteria by which work stations are selected.	3	2	1	N/A
The School Off Campus Teacher contacts employers and sets up work stations.	3	2	1	N/A
Employers provide work stations throughout the entire school year rather than just seasonal employment.	3	2	1	N/A
Off Campus Agreements and Learning Plans are drafted by the employers, the School Off Campus Teachers, students, parents/guardians.	3	2	1	N/A
Students who already have part-time jobs are admitted into the Off Campus Education Program after the work sites are inspected and approved by the School Off Campus Teacher.	3	2	1	N/A
Work sites may provide an opportunity for full-time employment for students after they complete school.	3	2	1	N/A
Instruction in how to apply for a job is given before students are referred to prospective employers.	3	2	1	N/A
A supervisor is appointed by each employer for each student.	3	2	1	N/A
Students are given a variety of work site learning experiences.	3	2	1	N/A
Employer supervisors are informed of the progress made by students in their schoolwork.	3	2	1	N/A
Employer supervisors make periodic ratings and reports on each student's progress at the work station.	3	2	1	N/A
	3	2	1	N/A
	3	2	1	N/A
Comments/Actions to be Taken				

PUBLIC RELATIONS				
Off Campus Education is publicized periodically with assistance from the division communications officer in the community newspaper and school newsletter.	3	2	1	N/A
Students are encouraged to participate in the development of public relations activities.	3	2	1	N/A
Students assist in organizing joint employer/employee dinners and other recognition events.	3	2	1	N/A
Parent/guardian groups are made aware of the Off Campus Education Program.	3	2	1	N/A
	3	2	1	N/A
	3	2	1	N/A
Comments/Actions to be Taken				

CURRICULUM, INSTRUCTION AND ASSESSMENT				
Career Investigation and Transitions courses are used to assist students entering the Off Campus Education Program.	3	2	1	N/A
Instruction is provided to students in the context of their Learner Pathway.	3	2	1	N/A
Adequate records of student progress are maintained and used in developing the instructional program.	3	2	1	N/A

A variety of instructional aids are used whenever such techniques will make the activities more meaningful for students.	3	2	1	N/A
Opportunity is provided for field trips.	3	2	1	N/A
Students are encouraged to contribute to instructional materials, information and other aids.	3	2	1	N/A
Community resources are used as equitably as possible.	3	2	1	N/A
Students participate in the evaluation of their own achievement.	3	2	1	N/A
Follow up studies of graduates are used to guide program reviews.	3	2	1	N/A
	3	2	1	N/A
	3	2	1	N/A
Comments/Actions to be Taken				

CLASSROOM FACILITIES AND LEARNING COMMONS

The instructional area(s) is/are equipped with proper equipment needed for the type of instruction being provided.	3	2	1	N/A
The instructional area(s) has/have adequate display and bulletin board space.	3	2	1	N/A
Suitable storage facilities are provided for materials and supplies.	3	2	1	N/A
Suitable office space is provided for the School Off Campus Teacher for organization, monitoring and counselling purposes.	3	2	1	N/A
All equipment is maintained in good working order.	3	2	1	N/A
Resources are current and readily available for student reference.	3	2	1	N/A
A cataloguing and filing system is used.	3	2	1	N/A
	3	2	1	N/A
	3	2	1	N/A
Comments/Actions to be Taken				

Comments Regarding Overall Program

DECLARATION

This assessment is fair and accurate.

School Off Campus Teacher Signature

Principal Signature

Thank you for completing this assessment form. Reflection is integral to the ongoing success of the Off Campus Education Program.

