

INSTRUCTOR INTERVIEW FORM

Institution Name	ICPE Name
Instructor Name	Title

I. EDUCATIONAL OBJECTIVES			
QUESTION	YES	NO	OTHER
I.1 - Do you have a clear understanding of the school's goals and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	
I.1 - What are the school's goals and objectives?	N/A	N/A	
I.2 - Can you identify any improvements made in the school's educational programs and/or ancillary (supplementary) services because of going through the self-study process?	<input type="checkbox"/>	<input type="checkbox"/>	
I. 2 - If yes, what are they?	N/A	N/A	

II. INSTRUCTIONAL STAFF			
QUESTION	YES	NO	OTHER
II.1 - Do you hold a current instructor's license?	<input type="checkbox"/>	<input type="checkbox"/>	
II.1 - Describe your background and qualifications	N/A	N/A	
II.2 – What is the state's requirement for student/instructor ratio, if applicable	N/A	N/A	
II.6 - Identify teacher education programs or methods seminars in which you have participated in the past year.	N/A	N/A	
II.6 - Are you required to participate in continuing education activities?	<input type="checkbox"/>	<input type="checkbox"/>	
II.6 - Is there a minimum hour requirement?	<input type="checkbox"/>	<input type="checkbox"/>	
II.6 - If so what is it?	N/A	N/A	
II.8 - Do you have a written job description that describes your duties and responsibilities accurately?	<input type="checkbox"/>	<input type="checkbox"/>	
II.8 - Describe your responsibilities at the school.	N/A	N/A	
II.8 - Who is your immediate supervisor?	N/A	N/A	
II.4 - When are staff meetings scheduled?	N/A	N/A	
II.5 - What types of topics are discussed?	N/A	N/A	
II.8 - When do you receive performance evaluations?	N/A	N/A	

II. INSTRUCTIONAL STAFF			
QUESTION	YES	NO	OTHER
II.9 - Does the evaluation address? (check each that applies)			
1. Teaching preparation	<input type="checkbox"/>	<input type="checkbox"/>	
2. Effectiveness of instruction	<input type="checkbox"/>	<input type="checkbox"/>	
3. Other (please explain)	<input type="checkbox"/>	<input type="checkbox"/>	

III. ADMINISTRATIVE SERVICES			
QUESTION	YES	NO	OTHER
III.4 - Are there written procedures outlining the day-to-day operation and policies of the school?	<input type="checkbox"/>	<input type="checkbox"/>	

V. STUDENT SUPPORT SERVICES			
QUESTION	YES	NO	OTHER
V.3 - Does the school have a student counseling policy?	<input type="checkbox"/>	<input type="checkbox"/>	
V.3 - What is the nature of your role in the counseling of students?	N/A	N/A	

VI. CURRICULUM			
QUESTION	YES	NO	OTHER
VI.3 - Do you follow a course outline in carrying out your teaching assignments?	<input type="checkbox"/>	<input type="checkbox"/>	
VI.3 - Do students have a copy of the course outline by the first day of classes?	<input type="checkbox"/>	<input type="checkbox"/>	
VI.7 - Are the requirements correlated to the state's licensing requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
VI.10 - How is it determined that students are competent to participate in student salon/clinic activities?	N/A	N/A	
VI.5 - Do you feel that supplementary materials (reference books, periodicals, A/V, etc.) are adequate in number and quality for use in the program?	<input type="checkbox"/>	<input type="checkbox"/>	
VI.12 - Do you integrate audio/visual materials into your lessons? If so, give an example:	<input type="checkbox"/>	<input type="checkbox"/>	
VI.5 - Does product availability correlate to what is taught during the program?	<input type="checkbox"/>	<input type="checkbox"/>	

VIII. INSTRUCTIONAL SPACE AND FACILITIE			
QUESTION	YES	NO	OTHER
VIII.2 - Do you feel that class size generally correlates to the capacity of the school's facilities, equipment availability, and course schedules?	<input type="checkbox"/>	<input type="checkbox"/>	

IX. EVALUATION OF STUDENTS			
QUESTION	YES	NO	OTHER
IX.4 - Does the school specify practical requirements for graduation?	<input type="checkbox"/>	<input type="checkbox"/>	
IX.1 - Are students evaluated periodically on academic and/or practical learning?	<input type="checkbox"/>	<input type="checkbox"/>	
IX.1 – When are students evaluated on academic and/or practical learning?	N/A	N/A	
IX.2 - Are practical skills evaluated using written criteria?	<input type="checkbox"/>	<input type="checkbox"/>	
IX.3 - Are students apprised of their academic performance, their practical skill development, and their attendance at least two times during the program of study?	N/A	N/A	
IX.4 - Does the school ensure that a student has met established graduation requirements before being awarded a diploma/certificate?	<input type="checkbox"/>	<input type="checkbox"/>	
IX.4 – If so, how does the school ensure that a student has met established graduation requirements before being awarded a diploma/certificate?	N/A	N/A	

OTHER COMMENTS:

ICPE NOTES:

Date Completed: _____