

Certification Document 5: Site Visit Interview Guide

This document provides a starting place for interviewing teachers, students, administrators, counselors, and partnership team members. It is organized by the category of the person(s) being interviewed.

Teacher Interview Questions

I Program Implementation

- a. How did you come to be the Project Lead The Way® instructor?
- b. Why did you accept the position?
- c. What is your area of certification?

II Professional Development

- a. How often do you use the Virtual Academy?
- b. Has it been effective for you?
- c. What would you like to see added or changed?
- d. Have you been provided opportunities to learn student and shop safety procedures?

III Partnership Team

- a. Describe how your partnership team was formed.
- b. What is the mission of the partnership team?
- c. What are the goals of the partnership team?
- d. What would you change to increase its effectiveness?
- e. Is there at least a 50/50 mix of business representatives and educators?
- f. How does your administration support the partnership team?

IV Students

- a. What strategies have you used to recruit girls into the program?
- b. How are you going to try to increase the number of female participants (if needed)?
- c. Describe how girls are supported and/or encouraged to be comfortable and successful in the program. What is the percentage of girls who take a second course?
- d. What strategies have you used to recruit under-represented minorities into the program?
- e. Describe how under-represented minority students are supported and/or encouraged to be comfortable and successful in the program. What is the percentage of under-represented minorities who take a second course?
- f. Explain how students are selected to be in the courses.

- g. Do you have any requirements for entrance into the program?
- h. Do students have any obligation to take specific academic classes while taking Project Lead The Way® classes?
- i. What kinds of extra help are available to those students who struggle in your classes?
- j. What kinds of extra help are available to those students who struggle in academic classes?
- k. How do students know that extra help is available to them?
- l. How are they encouraged to participate?
- m. What is your greatest frustration with the students you teach?
- n. What are your greatest accomplishments regarding the students you teach?

V Assessment

- a. How do you use data from the PLTW™ program to evaluate the success of the program?

VI Administrative Support

- a. Are you given the equipment and supplies you need to teach these classes?
- b. Describe the level of support your school/district administration gives you.
- c. Do you have a copy of the purchasing manual/equipment list?
- d. Do you have a copy of and have you read the school district agreement?

VII Post Secondary

- a. As a teacher, what role do you take in helping students develop a four year plan of study?
- b. As a teacher, what role do you take in helping students develop a post high school plan of study?

VIII Communication and Outreach

- a. Is there a plan to grow the program? If so, what is it?
- b. What major challenges do you and the school face in fully implementing the PLTW™ program?

Student Interview Questions

I Program Implementation

- a. How would you describe the PLTW™ program to a friend?
- b. Quality learning is the result of considerable effort to do something exceedingly well—a paper, a project, or a mathematical problem. Give an example of quality learning you experienced in your PLTW™ class and describe why you believe it to be quality work.
- c. Does the teacher explain to you how to achieve an A or B on your projects?
- d. Describe something that you learned in PLTW™ that you used in another class.
- e. Are you allowed to redo your work until it meets standards?

II Students

- a. How prepared were you for the PLTW™ courses?
- b. What advice would you give someone who was considering taking PLTW™ courses?
- c. If you are having difficulties in one of your classes, what extra help is available to you? Is it required?
- d. Would you recommend the PLTW™ program to a friend?

III Assessment

- a. Have you taken a Project Lead The Way® end-of-course exam?
- b. Which parts have you taken: A, B or C?
- c. Have you gotten college credit for any pre-engineering course?
- d. Have you gotten college credit for any other high school classes?
- e. Did you go online to enroll for the True Outcomes data collection?
- f. Did you get your parents to sign the transcript release form your teacher gave you?

IV Post Secondary

- a. Have you planned what courses you need to take from now until graduation?
- b. Do you have a plan on what you are going to do after high school?
- c. When did you develop a career plan? How often is it reviewed?
- d. How are your parents and teachers involved in the career-planning process?
- e. How is being in the PLTW™ program helping you decide what you want to do after you graduate?

V Communication and Outreach

- a. Have you or others in your classes made presentations about the pre-engineering classes to people not in your class?
- b. Describe the make-up of the audience of your presentations.
- c. Have you or others gone off campus to make presentations?
- d. Have you or others in your class participated in pre-engineering type competitions?

Counselor Interview Questions

I Professional Development

- a. Have you attended a Project Lead The Way® counselor conference? If so, where?
- b. Have you been on the PLTW™ website to locate more information regarding the program?
- c. Describe how you think the program fits into the overall school.

II Students

- a. What strategies have you used to recruit girls into the program?
- b. How are you going to try to increase the number of female participants (if needed)?
- c. Describe how girls are supported and/or encouraged to be comfortable and successful in the program. What is the percentage of girls who take a second course?
- d. What strategies have you used to recruit under-represented minorities into the program?
- e. How are you going to try to increase the number of under-represented minority participants (if needed)?
- f. Describe how under-represented minority students are supported and/or encouraged to be comfortable and successful in the program. What is the percentage of under-represented minorities who take a second course?
- g. How would you describe the PLTW™ program to parents who are considering it for their sons or daughters?
- h. How are students identified for the PLTW™ program?
- i. Do you have any requirements for entrance into the program?
- j. Do students have any obligation to take specific academic classes while taking Project Lead The Way® classes?
- k. Once students are in the program, how are they monitored to ensure they are taking the appropriate mathematics courses?
- l. What kinds of extra help are available to those students who struggle in PLTW™ classes?
- m. What kinds of extra help are available to those students who struggle in academic classes?
- n. What would you consider the most challenging aspect in recruiting and retaining students into the program?

III Post Secondary

- a. What role do you take in helping students develop a four year plan of study?
- b. What role do you take in helping students develop a post high school plan of study?
- c. Do all children have adult advisers who stay with them through all four years of high school?
- d. How do you involve parents in the guidance and advisement process? Are parents required to meet with you and/or the child's adviser before class registration?
- e. How does the career-planning process address the student's career aspirations?
- f. How do you use data to help plan a student's program of study?
- g. How do you help students see the relationship between the courses they take and their future plans?
- h. What dual credit or post secondary articulation opportunities are available to the students?

Administrator Interview Questions

I Program Implementation

- a. How was the Project Lead The Way® instructor selected?
- b. How has staff development for the Project Lead The Way® teacher(s) changed instruction?
- c. What opportunities have been provided for the instructor to learn student and shop safety procedures?

II Professional Development

- a. Have you been on the PLTW™ website to locate more information regarding the program?
- b. Describe how you think the program fits into the overall school.

III Partnership Team

- a. Describe how your partnership team was formed.
- b. How involved has the partnership team been in the program?

IV Students

- a. Do you have any requirements for entrance into the program?
- b. Once students are in the program, how are they monitored to ensure they are taking the appropriate mathematics courses?

V Assessment

- a. How do you use data from the PLTW™ program to evaluate the success of the program?

VI Administrative Support

- a. Are the instructors given the equipment and supplies needed to teach these classes?
- b. Describe how the board supports the PLTW™ program.
- c. How will the school system continue to support the school in the implementation of the PLTW™ program?
- d. Is there a sustainability plan in place? If so, what is it?
- e. Is there a plan in place to keep the computers up-to-date? (A three year rotation is recommended.)
- f. What major challenges do you and the school face in fully implementing the PLTW™ program?

VII Communication and Outreach

- a. How has the community been made aware of the program?
- b. How has the rest of the faculty been made aware of the program?

Parent Interview Questions

I Students

- a. What does your child say about PLTW™ when he/she is at home?
- b. What class does your child talk about the most?
- c. Why did your child decide to take these classes?

II Assessment

- a. Are you being kept informed of your child's progress in the PLTW™ program?
- b. What evidence do you have that your child is completing high-quality work while in the PLTW program?

III Post Secondary

- a. How have you used your child's interest in the PLTW™ program to help him/her plan his/her future?
- b. Have you worked with someone from the school to develop a plan of study for high school and beyond for your child?

IV Communication and Outreach

- a. How did you first learn about the program?

Partnership Team Interview Questions

I Partnership Team

- a. How are you involved in the PLTW™ program?
- b. How are you helping the teachers in the PLTW™ program support higher standards for students?
- c. What do you see as the next steps the PLTW™ program needs to take to prepare students for the world outside the classroom?
- d. Describe how you came to be on the partnership team.
- e. What is the mission of the team?

II Post Secondary

- a. Has the partnership team been involved with or discussed providing summer internships to the upper class students?
- b. Has the team looked at ways for finding financial assistance for students when they go to college?

III Communication and Outreach

- a. How did you first learn about the program?
- b. What do think the challenges will be to fully implement the program?
- c. How can your company demonstrate to students that it values achievement and cares about learning?
- d. How can you become more involved in setting standards for school attendance and achievement?
- e. How does your company recognize high achievement by students?
- f. Does your company request school information such as attendance records, transcripts, and student portfolios as criteria for hiring students? If so, explain why.