

Business & Industry Review – Business, Finance, IT & Marketing

School: _____ Date: _____ Program: _____

Safety	Yes	Partially	No	Commendations and Recommendations
There is an evacuation plan in place and displayed near the exits				
First Aid kit in classroom or ready availability of medical personnel				
Exits identified with proper signage and unobstructed				
There is sufficient lighting in work spaces				
Students are aware of fire extinguishers location				
Students are creating and ensuring a safe work environment exists				
Tools, Equipment, Supplies, and Resources	Yes	Partially	No	Commendations and Recommendations
There is enough computers for all students in class				
Desks and work stations are organized and clean				
The classroom layout meets occupational needs				
Equipment and tools are up-to-date to meet occupational standards				
Equipment is properly maintained and clean				
Adequate supplies/equipment are available for students				
An inventory system is in place for tools, supplies and equipment				
Workplace Environment and Culture	Yes	Partially	No	Commendations and Recommendations
Company employee appear to have good working relationships				
Positive environment				
Are company employees wearing business appropriate clothing				
Is technology ethics and acceptable use found in company policies				
Visitors are welcomed and treated with respect				
Students are easy to speak to, self-motivated and respectful				
Student Interview	Yes	Partially	No	Commendations and Recommendations
Students can discuss how acquired program skills will assist in furthering their education and career				
Students can discuss community services activities and/or initiatives				
Students can identify technology/software used within the program				
Students can discuss student organization involvement (DECA, Skills USA)				
Students can discuss credentials earned through the training program				
Students can discuss skills mastered through the training program				
Student portfolio is available for review				
Instructor Interview	Yes	Partially	No	Commendations and Recommendations
The instructor can discuss how he/she is active in keeping abreast of current occupational standards				
Instructor can describe the student credentials offered				
* The credentials offered meet industry requirements				

Simulated Workplace Overview	Yes	Partially	No	Commendations and Recommendations
Company organizational chart is posted				
Company handbook is available				
Company name is displayed and visible				
Students wearing company identification (Uniform, Badge, Lanyard)				
The classroom/lab area represents an applicable workplace environment				
The classroom/lab is organized in accordance with 5S standards				
Employment	Yes	Partially	No	Commendations and Recommendations
Would you hire graduates or completers of this program?				
Have you ever hired graduates or completers of this program?				
Final Questions	3	2	1	Ratings Guide
How would you rate the program overall?				Please Use this system for this final questions: 3-Meetsall industry standards 2-Meets most industry standards 1- Does not meet industry standards
How would you rate the safety of the program				
How would you rate the equipment, tools, supplies, and resources				
How would you rate the workplace environment and culture				
How would you rate the knowledge of the students				
How you rate the attitudes of instructors				
What was the program strengths?	How could the program improve?			