

**PrintED STANDARDS & EVALUATION**  
**GUIDE**

**STANDARD 1: INSTRUCTIONAL STAFF**

The instructional staff must maintain technical competency, meet the requirements to be an approved PrintED instructor, and meet all state and local requirements for accreditation.

**1.1 Instructional Competency/Accreditation**

A. Does the instructor meet all state certifying requirements?  
 Yes     No

*Documentation:*    Current teaching certificate

Comments \_\_\_\_\_

**\* DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A 'NO' TO THE ABOVE QUESTION.**

**1.2 Instructor Information**

A. Has the instructor attained the required minimum score on the PrintED Instructor Data Form?  
 Yes     No

*Documentation:*    Completed *Instructor Data Form*

Comments \_\_\_\_\_

**\* DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A 'NO' TO THE ABOVE QUESTION.**

## STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY

The physical facility must be adequate to permit achievement of the program goals and performance objectives. In addition, the equipment must be of the type and quality found in the industry. Both the facility and equipment must meet today's safety standards.

### 2.1 Facility, Equipment, and Safety

A. Did the program pass the facility inspection?

Yes    No

*Documentation: Copy of signed Facility, Equipment, and Safety Inspection Report*

Comments \_\_\_\_\_

**\* DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A 'NO' TO THE ABOVE QUESTION.**

### STANDARD 3: INSTRUCTION

Program curriculum must align with industry standards, include safety rules and regulations, incorporate acceptable work habits and ethics, and provide testing and evaluation.

#### 3.1 PrintED Competencies

- A. Are PrintED competency checklists maintained throughout the semester/year to assess each PrintED student's mastery of the current PrintED competencies? (Note: A student is required to master a minimum of 85 percent of the competencies in each accreditation area)

Yes  No

*Documentation:* A PrintED competency checklist for every PrintED student

Comments \_\_\_\_\_

**\* DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A 'NO' TO THE ABOVE QUESTION.**

#### 3.2 Program Curriculum and Plan

- A. Are lesson plans in existence to teach at least 85% of the competencies?

Yes  No

*Documentation:* Review sheet completed by instructor and Evaluation Team Member.

Comments \_\_\_\_\_

**\* DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A 'NO' TO THE ABOVE QUESTION.**

B. Are multi-media and/or web-based materials used in the training process to meet individual learning styles?

Yes  No

*Documentation:* List of multi-media and/or web-based material and equipment used in the program.

Comments \_\_\_\_\_

**\*DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A 'NO' TO THE ABOVE QUESTION.**

### 3.3 Student Progress and Assessment

A. Are students' work samples available?

Yes  No

*Documentation:* Portfolios, notebooks, or samples of completed projects

Comments \_\_\_\_\_

**\* DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A 'NO' TO THE ABOVE QUESTION.**

B. Do performance and knowledge-based tests contain, in writing, the following:

- Objectives of the test
- Step-by-step instructions
- Realistic time limit for completion
- Indication of quality/exactness standard
- Rating or grading scale

Yes  No

*Documentation:* Copies of tests, description of rating system, written directions

Comments \_\_\_\_\_

**\*DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A 'NO' TO THE ABOVE QUESTION.**

### 3.4 Workplace Skills

- A. Does the program provide instruction to prepare the student for the workplace environment, which includes development of good work habits and ethical practices as pertains to the graphic communications industry?

Yes  No

*Documentation:* Lesson plans documenting that each of the above is addressed in the course of study

Comments \_\_\_\_\_

### 3.5 Program Evaluation

A methodical evaluation system should be in place for consumables, course content, software, equipment, and/or instructional support materials.

- A. Have evaluations been requested for program improvement from any of the following:

- Student
- Advisory Committee

Yes  No

*Documentation:* Reports, letters, or minutes containing recommendations related to consumables, course content, software, equipment, and/or instructional support materials.

Comments \_\_\_\_\_

- B. Has there been follow-up on the recommendations made for program improvement?

Yes  No

*Documentation:* Reports, letters, or minutes verifying follow-up on recommendations

Comments \_\_\_\_\_

**STANDARD 4: PURPOSE**

Program must have clearly stated goals related to student services and employers served.

**4.1 Employment Potential and Follow-Up**

A. Is there a procedure in place to track the graduates of the program?  
 Yes    No    NA

*Documentation:* Graduate tracking document

Comments \_\_\_\_\_

B. Is there evidence that students are made aware of the availability of PrintED online examinations?  
 Yes    No

*Documentation:* Testing announcement

Comments \_\_\_\_\_

**4.2 Program Description and Goals**

A. Is there written information about the PrintED program readily available in the classroom, guidance office or career center?  
 Yes    No

*Documentation:* PrintED information visible on book/magazine racks and/or on bulletin boards in the classroom, guidance office, or career center.

Comments \_\_\_\_\_

**STANDARD 5: ADMINISTRATION**

Administration must insure that instructional activities support and promote the goals of the PrintED program.

**5.1 Advisory Committee**

**A.** Does the Advisory Committee meet one or more times per year, and are the minutes on file?

Yes    No

*Documentation:* Copies of agendas and meeting minutes (Meetings may take place via teleconference and/or e-mail. The minutes should include recommendations for replacement and updating of equipment).

Comments \_\_\_\_\_

**B.** Is there a listing of the Advisory Committee members available?

Yes    No

*Documentation:* Listing of Advisory Committee members including name, position/title, company, address, phone, e-mail

Comments \_\_\_\_\_

**C.** Are all members of the Advisory Committee provided a PrintED orientation to ensure that they have a full understanding of the program?

Yes    No

*Documentation:* Orientation materials

Comments \_\_\_\_\_



**STANDARD 6: PROGRAM BUDGET**

Funding must be provided to meet the approved program goals and performance objectives.

**6.1 Consumable Supplies**

A. Without dependence on live work, is there a sufficient amount of consumable supplies to teach the PrintED competencies?

Yes     No

Documentation: Verified by documentation, e.g., budget sheets

Comments \_\_\_\_\_

**6.2 Live Work Accounting\***

A. Is a system in place to collect, account for and disburse live work receipts?

Yes     No     NA

Documentation: Copy of a completed job ticket, work order, or policy

Comments \_\_\_\_\_

B. Is the income generated in a live work account used solely for the graphic communications program?

Yes     No     NA

Documentation: A file or ledger documenting the graphic communications live work account

Comments \_\_\_\_\_

\* Not Applicable (NA) is acceptable if the program is a design course and does not do live work.