

II. Educational
Iowa

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1900

ASSESSMENT INSTRUMENTS

F O R U S E W I T H

STAFF

STUDENTS

COMMUNITY

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Grimes State Office Building
Des Moines, Iowa 50319

Career Education Assessment

A. Inservice Education

1. An inservice program on career education is being planned for
- a. elementary teachers
 - b. secondary teachers
 - c. guidance and counseling personnel
 - d. parents
 - e. administration and school board
 - f. business and industry
2. An inservice program on career education has been conducted for
- a. elementary teachers
 10% or less 25% 50% 75% all
 - b. secondary teachers
 10% or less 25% 50% 75% all
 - c. guidance and counseling personnel
 10% or less 25% 50% 75% all
 - d. parents
 10% or less 25% 50% 75% all
 - e. business and industry yes no
 - f. administration and school board yes no

B. Classroom Activity

1. Career education classroom activities are being planned by
- a. elementary teachers
 - b. secondary teachers
 - c. guidance and counseling personnel
2. Career education classroom activities are being used by
- a. elementary teachers
 10% or less 25% 50% 75% all
 - b. secondary teachers
 10% or less 25% 50% 75% all

Career Education Assessment (Continued)

c. guidance and counseling personnel

10% or less 25% 50% 75% all

C. Utilization of Resource Personnel

1. Utilization of resource people to facilitate career development is in the planning stage.

2. Resource people have been used as a part of career education classroom activities by

a. elementary teachers

10% or less 25% 50% 75% all

b. secondary teachers

10% or less 25% 50% 75% all

c. guidance and counseling personnel

10% or less 25% 50% 75% all

D. School Policy

1. The school board is considering the endorsement of a career education program for the district.

2. The school board has officially endorsed career education through a formal statement of board policy.

3. Policy statements on career education have been interpreted into action plans by schools within the district.

a. by elementary schools

b. by secondary schools

c. through the guidance and counseling program

E. Evaluation of Career Education Programs

1. No evaluation of career education activities has been made.

2. Evaluation of career education activities is being planned.

3. Evaluation of career education activities is underway or completed.

4. Evaluation of career education activities has produced data which in turn have been used to modify career education program activities.

Career Education Assessment (Continued)

F. Planning for Career Education

- 1. No formal planning body for career education exists.
- 2. A formal planning body for career education has been established and is composed of
 - a. teachers
 - b. students
 - c. administrators
 - d. parents
 - e. business and industry representatives
- 3. The school district has identified a model for planning a career education program.

ECONOMIC FACTORS INFLUENCING CAREER OPPORTUNITIES
(Texas Career Education Series)

1. Choose the best meaning for the word "technology."
 - (A) substitutes mechanical labor for all human labor
 - (B) new knowledge and/or applied scientific knowledge
 - (C) always uses a lot of machinery

2. Which ONE of the following would be an example of new technology?
 - (A) the discovery of more oil
 - (B) the building of new cars
 - (C) the production of cars which do not use gasoline for fuel

3. It takes less time to build an automobile today than it did when the first automobile was built. Which ONE of the following is the main reason for the increased speed in car production?
 - (A) People work faster today than before.
 - (B) Many cars are produced on assembly lines.
 - (C) More people want cars today than ever before.
 - (D) Cars have fewer parts to put together now.

4. The application of scientific knowledge and methods to the production of goods and services in a society is called .
 - (A) technology.
 - (B) work improvement.
 - (C) job training.
 - (D) job reduction.

5. The following statements name some changes that have occurred in people's life-styles since 1900. Mark (A) for those statements that describe ways that people's life-styles have been changed. Mark (B) for those which do not.
 - (A) (B) a. Fresh fruits and vegetables are now available throughout the entire country no matter what the season.

 - (A) (B) b. The general public is now able to learn news of the world more quickly.

 - (A) (B) c. The number of companies producing recreational products has decreased significantly.

 - (A) (B) d. People can change where they live and work more often.

 - (A) (B) e. People have more time for pleasure and learning.

ECONOMIC FACTORS INFLUENCING CAREER OPPORTUNITIES (CONTINUED)

6. With new machines and computers changing routine jobs, some assembly line and office workers may be fearful of
- (A) overproduction of goods.
 - (B) losing their jobs.
 - (C) increase in cost of goods.
 - (D) longer working hours.
7. Lynn Rickert works in the patching department of the Classic Carpet Company. Lynn has often worked as many as forty-eight hours per week and has had very little time to spend with friends. Recently the company's new equipment reduced job time. Lynn now works only thirty-two hours per week.

How will Lynn's life-style probably be affected by this use of a technological improvement?

- (A) Lynn will have more fringe benefits.
 - (B) Lynn will have a longer paid vacation.
 - (C) Lynn will move into an apartment nearer to the company.
 - (D) Lynn will have more leisure time.
8. Frank and Rita L. decided to buy a new sofa for their house. They found one for \$200 but they did not have enough cash to buy it. The salesman told them that they could purchase the sofa on a time payment plan by paying \$20 a month for one year, or a total of \$240. The extra \$40, the fee for buying on time, is called the
- (A) dividend.
 - (B) tax.
 - (C) down payment.
 - (D) interest.
9. Which ONE of the following is a reason why banks charge interest when they loan money?
- (A) to discourage people from borrowing money
 - (B) to attract more bank customers
 - (C) to earn money for the bank
 - (D) to compete with loan companies
10. Which type of interest charge would usually be the one used by a credit union?
- (A) a revolving charge account
 - (B) simple interest charged monthly on the unpaid balance
 - (C) compound interest figured monthly on the total loan
 - (D) a discount for payment in cash
11. Interest is
- (A) the amount charged by a lender for the use of his money.
 - (B) the extra amount a seller charges for scarce goods.
 - (C) the amount charged for the use of a bank checking account.

ECONOMIC FACTORS INFLUENCING CAREER OPPORTUNITIES (CONTINUED)

12. David always saved his money. He had \$250 in the bank. Kenny had no money saved. Kenny asked David if he could borrow \$50 to buy a share in a racing cart with some friends. David agreed but asked Kenny to pay him five percent interest. Kenny said, "Why do I have to pay you interest? You know I'll pay the money back."

Which ONE of the statements below is the BEST reason for David's charging interest on the loan?

- (A) "It is good business practice."
(B) "I'll lose the use of my money while you have it."
(C) "I'm not sure I trust you to repay the debt."
(D) "I want to make money from you so I can be rich someday."
13. Which ONE of the following is the BEST reason why many companies choose to pay salesmen on the basis of how much of the company's product they sell?
- (A) Such pay will not show on the company's records.
(B) The sales men will make more money if they are paid that way.
(C) The salesmen will sell more of the product if they are paid that way.
(D) The salesmen will not have to be paid any fringe benefits.
14. Which ONE of the following is the BEST reason why a pilot is paid higher wages than a flight attendant?
- (A) A pilot's job requires more money for traveling expenses.
(B) A pilot works more hours per month than a flight attendant.
(C) A pilot is paid more because he is a man.
(D) A pilot has greater responsibility for the safety of the passengers.
15. Which ONE of the following BEST defines wages?
- (A) Wages are what a person is paid for his or her time and effort.
(B) Wages are what a property owner receives for the use of his/her property.
(C) Wages are the profits from owning shares of stock in a company.
(D) Wages are the part of a person's salary that is deducted for government taxes.
16. Which ONE of the following is the BEST reason why some doctors receive higher salaries than people in many other professions?
- (A) Doctors are required to pay annual dues to medical associations.
(B) Doctors subscribe to medical journals and attend conventions in the health services field.
(C) All doctors work longer hours than other workers in the health services field.
(D) The demand for doctors is greater than the supply.

ECONOMIC FACTORS INFLUENCING CAREER OPPORTUNITIES (CONTINUED)

17. Mark (A) for each of the jobs below for which one would usually be paid. Mark (B) for the others.
- (A) (B) a. book salesperson
 - (A) (B) b. door-to-door United Fund collector
 - (A) (B) c. school janitor
 - (A) (B) d. boy/girl scout troupe leader
 - (A) (B) e. mail carrier
 - (A) (B) f. church usher
18. Wages differ for different occupations. From the following, select the ONE occupation in which a person is probably paid in a different manner than in the other occupations.
- (A) keypunch operator
 - (B) telephone lineman
 - (C) veterinarian
 - (D) laboratory assistant
19. Which of the following are classified as "goods," and which are "services?" Mark (A) for those items classified as "goods." Mark (B) for those which are classified as "services."
- (A) (B) a. ice cream
 - (A) (B) b. a sales clerk's work
 - (A) (B) c. a service station attendant changing a tire
 - (A) (B) d. gasoline
 - (A) (B) e. medicine
 - (A) (B) f. a house
 - (A) (B) g. a doctor telling someone what makes him/her sick
 - (A) (B) h. an accountant filling out a tax return
 - (A) (B) i. a bank teller cashing a check
 - (A) (B) j. a load of bricks
20. Which ONE of the following is the major factor in determining how much gasoline can be produced in the United States?
- (A) the number of cars in America
 - (B) the amount of money spent on cars
 - (C) the amount of oil available for refinement
 - (D) the number of gas stations that are open
21. Resources become goods when they are made ready for human use. Water may be considered "goods" rather than a resource when
- (A) it is flowing in a river.
 - (B) a dam is built to stop flooding.
 - (C) it is piped into your home.
 - (D) it is polluted by chemicals from factories.

ECONOMIC FACTORS INFLUENCING CAREER OPPORTUNITIES (CONTINUED)

22. The strength, skill, and intelligence of people used in the production of goods and in the sale of services is considered to be a basic economic resource. What is this basic resource called?

- (A) technology
- (B) capital
- (C) labor
- (D) raw material

23. Wood used in the production of goods is a type of basic economic resource. From the following select which type.

- (A) labor
- (B) raw material
- (C) capital
- (D) management

STUDENT SURVEY

Name _____ Grade Level _____
 (optional)

Male _____ Female _____ School _____

Circle the appropriate response (or interviewer circles it):

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1. There are a few jobs in this community that I want to learn about.	4	3	2	1	NA
2. My community is vitally interested in helping the schools develop career education for all students.	4	3	2	1	NA
3. The community should advise the schools as to the occupations that should be taught.	4	3	2	1	NA
4. I would like to see greater use of community resources in our school.	4	3	2	1	NA
5. The subjects we study in school become more meaningful when I see how they are used by workers in the community.	4	3	2	1	NA
6. It's a good idea for people in the community to come to our classes and talk about their jobs.	4	3	2	1	NA
7. My parent would be willing to come to school and talk about his(her) job.	4	3	2	1	NA
8. Teachers like to have guest speakers in to tell us about the world of work.	4	3	2	1	NA
9. I have learned more about certain jobs from field trips or guest speakers than from books or movies we've had.	4	3	2	1	NA
10. Classes now teach us all we need to know about the world of work; we don't have to go on field trips or have guest speakers.	4	3	2	1	NA
11. Guest speakers and field trips motivate me to study things which otherwise wouldn't seem important.	4	3	2	1	NA

STUDENT SURVEY (continued)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
12. The use of guest speakers can bring "experts" from many special fields of work to our classrooms.	4	3	2	1	NA
13. I feel that guest speakers, field trips, and opportunities for work experience can help me make better educational and career decisions.	4	3	2	1	NA
14. Field trips are a good way for students to become acquainted with local occupational opportunities.	4	3	2	1	NA
15. I enjoy field trips most of the time.	4	3	2	1	NA
16. Our school never has field trips.	4	3	2	1	NA
17. High school students should have the opportunity to explore careers by working part-time, in a local business or factory.	4	3	2	1	NA
18. Teachers do not like their classes disrupted by students going and coming to part-time jobs related to our career education classes.	4	3	2	1	NA
19. There are public agencies and service organizations which are willing to help the schools teach about the world of work.	4	3	2	1	NA
20. Films, printed materials, and other products and by-products of local business and industry should be used by the school.	4	3	2	1	NA

TEACHER-COUNSELOR SURVEY

Circle the number that corresponds to how you feel about each statement (or interviewer explains scale and circles appropriate response):

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Appli- cable
1. In general, I am in favor of expanding the use of community resources in our schools.	4	3	2	1	NA
2. In my opinion, many teachers are not currently making effective use of the resources already available.	4	3	2	1	NA
3. I believe that community resources, effectively used, help students see the relationship between what is taught in the school and what they need for everyday life.	4	3	2	1	NA
4. My pre-service training adequately prepared me to effectively seek out and use community resources.	4	3	2	1	NA
5. In-service training has afforded me opportunities to learn to seek out and use community resources.	4	3	2	1	NA
6. The Board of Education favors our use of all types of community resources.	4	3	2	1	NA
7. The school administration favors our use of all types of community resources.	4	3	2	1	NA
8. Guest speakers, field trips, and work experience opportunities can help students make better educational and career decisions.	4	3	2	1	NA
9. This community is already involved enough in helping the schools develop career education for all students.	4	3	2	1	NA

TEACHER-COUNSELOR SURVEY (CONTINUED)

	<u>S.A.</u>	<u>A.</u>	<u>D.</u>	<u>D.A.</u>	<u>N.A.</u>
10. I would like the opportunity to become more aware of how community resources can be used to add relevance to the educational program.	4	3	2	1	NA
11. Our present vocational programs are sufficient to teach students about the world of work so the community does not need to be involved.	4	3	2	1	NA
12. Our school does not subscribe to the idea of community involvement in career education.	4	3	2	1	NA
13. The local community should pay for career education if the state and federal government cannot or will not do so.	4	3	2	1	NA
14. I would like to see greater use of community resources in our schools.	4	3	2	1	NA
15. Field trips are a good means of exposing students to various occupations.	4	3	2	1	NA
16. Field trips are a good way for students to become acquainted with local occupational opportunities.	4	3	2	1	NA
17. I hardly ever take my class on field trips.	4	3	2	1	NA
18. I prefer not to have guest speakers representing a particular occupation in my class.	4	3	2	1	NA
19. Most parents would cooperate if we asked them to serve as resource persons for our career education program.	4	3	2	1	NA
20. Use of guest speakers can bring "experts" from many special fields of work to the classroom.	4	3	2	1	NA
21. Resource persons can enrich the instructional program.	4	3	2	1	NA
22. The community should advise the schools as to subject matter to be taught.	4	3	2	1	NA

TEACHER-COUNSELOR SURVEY (CONTINUED)

	<u>S.A.</u>	<u>A.</u>	<u>D.</u>	<u>D.A.</u>	<u>N.A.</u>
23. The community should help the schools establish and develop career education programs.	4	3	2	1	NA
24. The schools should identify the community resources available to aid in providing career education and plan curriculum accordingly.	4	3	2	1	NA
25. My district has a community resource information file, bank, or directory.	4	3	2	1	NA
26. If a directory became available, I would use it often.	4	3	2	1	NA
27. I would be willing to serve as a member of a committee to help develop and publish a local community resources directory.	4	3	2	1	NA
28. Films, printed materials, and other products and by-products of local business and industry should be used by the schools.	4	3	2	1	NA
29. Community organizations and agencies should be asked to participate in the educational program by explaining their functions and providing appropriate resources.	4	3	2	1	NA
30. I feel that advisory committees can make a valuable contribution to the educational effort in many ways.	4	3	2	1	NA
31. It is easier for me to teach students about the world of work with the aid of work observation or work experience programs.	4	3	2	1	NA
32. Students should have the opportunity to observe people at jobs.	4	3	2	1	NA
33. Students should have the opportunity to gain actual work experience in some sort of school-community cooperative program.	4	3	2	1	NA
34. I resent my classes being disrupted by students whose schedules are different because of a work experience program.	4	3	2	1	NA

CAREER EDUCATION OPINIONNAIRE

1. Students should learn how to get, hold and advance on a job as part of their school experience. SA. A. D. SD.
2. I need to learn about techniques for developing local resource materials for career education. SA. A. D. SD.
3. Career Education will motivate students to achieve better in all subjects. SA. A. D. SD.
4. I should help students develop an appreciation for the importance of all work that people perform. SA. A. D. SD.
5. Students should be provided with opportunities for aptitude development through actual or simulated work experience. SA. A. D. SD.
6. I should help students develop discriminating information gathering skills as an aid to career planning. SA. A. D. SD.
7. Students should become aware of employment trends as part of their school program. SA. A. D. SD.
8. Career education is the merging of general and vocational education to serve as a new focus for American public education. SA. A. D. SD.
9. Teachers should prepare their own local resource materials for career education. SA. A. D. SD.
10. Industry and business must assume a high level of responsibility in assisting schools in providing for the educational and occupational training of youth. SA. A. D. SD.
11. A student's career choice will have a direct affect on his future life style. SA. A. D. SD.
12. Career education is another name for vocational education. SA. A. D. SD.
13. All students should have opportunities for exploratory work experiences. SA. A. D. SD.
14. Students should be made aware of employer expectations as part of their school program. SA. A. D. SD.
15. I should help students assess their interests, aptitudes, personal needs and values as an aid to career planning. SA. A. D. SD.
16. I need to become more acquainted with career education resource materials in my building. SA. A. D. SD.

CAREER EDUCATION OPINIONNAIRE (CONTINUED)

- | | |
|--|---------------|
| 17. Teachers should know which occupations require knowledge and skills of their subjects. | SA. A. D. SD. |
| 18. Students should be encouraged to make tentative occupational choices while in school. | SA. A. D. SD. |
| 19. I need to redefine my philosophy of education in light of career education. | SA. A. D. SD. |
| 20. I should help students learn to appreciate the personal, social and economic significance of work. | SA. A. D. SD. |
| 21. I believe that career education is for all students, including those who go on to further education. | SA. A. D. SD. |
| 22. Public schools should provide job placement services for youth during their school years and, when they exit school, for employment. | SA. A. D. SD. |
| 23. I should help students become aware of the many occupational options open to them. | SA. A. D. SD. |

LOCAL SCHOOL'S ADMINISTRATIVE EVALUATION
OF CAREER EDUCATION

1. Do you feel that the concept of Career Education is another fad which is going to be forced upon local schools?
Yes _____ No _____ Maybe _____
2. Do you feel that the concept of Career Education is the same as vocational education?
Yes _____ No _____ Maybe _____
3. Do you feel that placement of students directly on-the-job, into vocational-technical schools, and four-year baccalaureate programs is the responsibility of each local school agency?
Yes _____ No _____
4. Do you feel that your professional teaching staff would be receptive to the concept of Career Education?
Yes _____ No _____
5. Do you feel that the concept of Career Education could be developed into your K-6 elementary school program?
Yes _____ No _____
6. Do you feel that it would be logical to develop Career Education into your K-6 elementary school program?
Yes _____ No _____
7. Do you feel that the concept of Career Education will make drastic changes in your present education programs?
Yes _____ No _____ Maybe _____
8. Do you feel that a curriculum director or project director will enhance the development of the concept of Career Education in your local school situation?
Yes _____ No _____
9. Do you feel that your professional staff who teach the academic courses (geometry, chemistry, physics, foreign language, etc.) can develop their programs around the concept of Career Education?
Yes _____ No _____
10. Do you feel that the secondary staff is more resistant to curriculum changes than the elementary teaching staff?
Yes _____ No _____ Maybe _____

11. Do you feel that the concept of Career Education is a new concept which has caught the fancy of the U. S. Office of Education or has it been evolutionary in development?

New Concept _____ Evolutionary _____

12. Do you feel that a strong guidance and counseling program will enhance the development of Career Education in your local school program?

Yes _____ No _____

13. Do you feel that the concept of Career Education will promote the concept of individualized instruction?

Yes _____ No _____ Maybe _____

14. With your present background and information of Career Education, do you feel that the concept of Career Education will succeed in our American schools?

Yes _____ No _____

15. Do you feel that the schools can provide some leadership in the development of Career Education for the state?

Yes _____ No _____ Maybe _____

16. Do you feel that the State Department of Public Instruction will provide most of the leadership in promoting and developing the concept of Career Education?

Yes _____ No _____ Maybe _____

17. Do you feel that inter-school evaluation programs can assist each local school in developing quality educational programs for students?

Yes _____ No _____ Maybe _____

18. Do you feel that your local school board will view Career Education as just another Federal program?

Yes _____ No _____ Maybe _____

19. Do you feel that your local school is ready to develop a Career Education program?

Yes _____ No _____ We need more information _____ Maybe _____

20. Do you feel that your present guidance and counseling program is doing an adequate job in assisting your students in the following areas?

- a. Student's self understanding _____ c. Student's career preparation _____
b. Student's career orientation _____ d. They are doing an adequate job in all of the above _____

SCHOOL ADMINISTRATORS AND BOARD OF EDUCATION SURVEY

Name _____ Position _____
 (optional)

Male _____ Female _____ Years Teaching Experience (if any) _____

If Board member, regular occupation _____

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1. Our local community should pay for career education if the state and federal governments cannot or will not do so.	4	3	2	1	NA
2. The community at large should be willing to help the schools develop career education programs.	4	3	2	1	NA
3. Our particular community is rich in resources which can be used in a career education program.	4	3	2	1	NA
4. Community resources play a definite part in career education.	4	3	2	1	NA
5. Our present vocational programs teach students enough about the world of work.	4	3	2	1	NA
6. Effective use of community resources increases the relevance of all curriculum areas for students.	4	3	2	1	NA
7. Effective use of community resources results in increased motivation for students.	4	3	2	1	NA
8. I am personally in favor of increased use of community resources in our career education program.	4	3	2	1	NA
9. The students who have gone on field trips have learned a good deal about the occupations they observed.	4	3	2	1	NA

SCHOOL ADMINISTRATORS AND BOARD
OF EDUCATION SURVEY (continued)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
10. Field trips for work observation are a good means of exposing students to the world of work.	4	3	2	1	NA
11. Parents are in favor of field trips.	4	3	2	1	NA
12. Elementary students should have visits from local residents, such as mail carriers, factory workers, and secretaries coming to their classes to talk about the jobs they do.	4	3	2	1	NA
13. Teachers favor use of guest speakers to help teach about occupations.	4	3	2	1	NA
14. Guest speakers provide opportunities for students to hear "experts" in certain occupational areas.	4	3	2	1	NA
15. Citizens' advisory committees are of great help to career education programs.	4	3	2	1	NA
16. Work experience programs are a good way to teach students of high school age about the world of work.	4	3	2	1	NA
17. The students who are engaged in cooperative work-study programs have learned a good deal about the occupations they experienced.	4	3	2	1	NA
18. High school students should have an opportunity to explore careers by working part-time in a local business or factory.	4	3	2	1	NA
19. Parents are in favor of work experience.	4	3	2	1	NA
20. Community as a whole is favorably disposed toward students gaining experience in local businesses as part of their regular school schedules.	4	3	2	1	NA
21. Generally, local service organizations and public agencies are favorably disposed to aiding career education programs in the schools.	4	3	2	1	NA

SCHOOL ADMINISTRATORS AND BOARD
OF EDUCATION SURVEY (continued)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
22. Most local business and professional people would help with a career program in the schools.	4	3	2	1	NA
23. Teachers in this district are in favor of using community resources to aid career education.	4	3	2	1	NA
24. Teachers are aware of the community resources that are available.	4	3	2	1	NA
25. I am in favor of devoting some of the district's teacher inservice time to programs for promoting more extensive and more effective use of community resources.	4	3	2	1	NA
26. I would be willing to serve on a committee to compile a resource directory.	4	3	2	1	NA

BUSINESS, INDUSTRY, PUBLIC AGENCIES, SERVICE ORGANIZATIONS SURVEY

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1. Present high school vocational programs are sufficient so that the community does not have to get more involved.	4	3	2	1	NA
2. Community resources should be tapped heavily to supplement career education.	4	3	2	1	NA
3. The business (industry, agency, organization) I am associated with is a good source of occupational information for students.	4	3	2	1	NA
4. The schools are aware of my business (industry, agency, organization) as a potential resource.	4	3	2	1	NA
5. Students are in favor of using community resources.	4	3	2	1	NA
6. Parents are in favor of the schools using community resources.	4	3	2	1	NA
7. Teachers and counselors are in favor of tapping community resources for use in the career education program.	4	3	2	1	NA
8. School administrators and the Board of Education favor using community resources.	4	3	2	1	NA
9. Most local business and professional people would help with a career education program in the schools.	4	3	2	1	NA
10. Our local community should pay for career education if the state and federal government cannot or will not do so.	4	3	2	1	NA
11. The community as a whole is favorably disposed toward students gaining experience in local businesses as part of their regular school schedules.	4	3	2	1	NA

BUSINESS, INDUSTRY, PUBLIC AGENCIES,
SERVICE ORGANIZATIONS SURVEY (continued)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
12. Career education will cost money but will be a saving for society because of an increase in employment.	4	3	2	1	NA
13. The community should be vitally involved in the schools' career education programs in whatever way the schools see fit.	4	3	2	1	NA
14. The community needs to hear about school needs regarding use of local resources.	4	3	2	1	NA
15. In general, I favor the use of community resources in the schools' career education efforts.	4	3	2	1	NA
16. Field trips are a good way for students to become acquainted with local occupational opportunities.	4	3	2	1	NA
17. My agency is available as a site for field trips.	4	3	2	1	NA
18. Resource persons in the form of guest speakers in classrooms telling about their jobs are effective in providing career information.	4	3	2	1	NA
19. As a representative of my business (industry, public agency, or service organization), I would be willing to serve as a resource person in any capacity the school needed.	4	3	2	1	NA
20. High school students should have the opportunity for shared time (cooperative work-study) programs.	4	3	2	1	NA
21. Work observation and work experience are essential to community involvement in career education.	4	3	2	1	NA
22. My agency is available as a work experience opportunity.	4	3	2	1	NA
23. I would be willing to serve on an advisory committee to help the schools make the most effective use of available resources.	4	3	2	1	NA

Content Value and Understanding Inventory

The purpose of this inventory is to gain an estimate of (1) the importance you currently place on each of the topics listed and (2) the level of understanding that you believe you currently have of each program topic. Your answers will help determine which topics are given emphasis in planning a career education in-service program for you and your colleagues. Please place a check (✓) in the box which best represents your current level of valuing and another in the box that best represents your current level of understanding. You do not need to respond to any item you feel reluctant about. All individual responses will remain confidential.

almost no value	slight value	considerable value	great value	In my opinion this topic is of	Currently I believe I have the following level of understanding of this topic	almost no understanding	an elementary understanding	solid understanding	an in-depth understanding
—	—	—	—	1. Relationship between career education and community resources		—	—	—	—
—	—	—	—	2. Need for community involvement		—	—	—	—
—	—	—	—	3. Rationale and principles of career education		—	—	—	—
—	—	—	—	4. Career education as preparation for life roles		—	—	—	—
—	—	—	—	5. Benefits of community involvement		—	—	—	—
—	—	—	—	6. Educator and citizen reactions to use of community resources		—	—	—	—
—	—	—	—	7. Keys to involving community resources		—	—	—	—
—	—	—	—	8. Propositions supporting community involvement		—	—	—	—
—	—	—	—	9. Results of local community resources surveys		—	—	—	—
—	—	—	—	10. Role of resource directory		—	—	—	—
—	—	—	—	11. Local policies and procedures for resources use		—	—	—	—
—	—	—	—	12. Coordination of community resources		—	—	—	—
—	—	—	—	13. Definition and purpose of resource persons		—	—	—	—
—	—	—	—	14. Sources of resource persons		—	—	—	—
—	—	—	—	15. Utilizing resource persons effectively		—	—	—	—
—	—	—	—	16. Problems and solutions in using resource persons		—	—	—	—

almost no value	slight value	considerable value	great value	In my opinion this topic is of	Currently I believe I have the following level of understanding of this topic	almost no understanding	an elementary understanding	solid understanding	an in-depth understanding
_____	_____	_____	_____	17.	Definition and purpose of field trip	_____	_____	_____	_____
_____	_____	_____	_____	18.	Sources of local field trips	_____	_____	_____	_____
_____	_____	_____	_____	19.	Arranging effective field trips	_____	_____	_____	_____
_____	_____	_____	_____	20.	Problems and solutions in using field trip	_____	_____	_____	_____
_____	_____	_____	_____	21.	Using the work setting as an organiz- ing focus for instruction	_____	_____	_____	_____
_____	_____	_____	_____	22.	A continuum for experiencing the work setting, K-12	_____	_____	_____	_____
_____	_____	_____	_____	23.	The school as a work setting	_____	_____	_____	_____
_____	_____	_____	_____	24.	Establishing the classroom work setting	_____	_____	_____	_____
_____	_____	_____	_____	25.	Students in community work settings	_____	_____	_____	_____
_____	_____	_____	_____	26.	Staff members in community work settings	_____	_____	_____	_____
_____	_____	_____	_____	27.	Advisory committees as effective community-school linkages	_____	_____	_____	_____
_____	_____	_____	_____	28.	Procedures for establishing advisory committees	_____	_____	_____	_____
_____	_____	_____	_____	29.	Advantages and barriers to use of advisory committees	_____	_____	_____	_____
_____	_____	_____	_____	30.	Definition and rationale for use of community organizations	_____	_____	_____	_____
_____	_____	_____	_____	31.	Types of community organizations available	_____	_____	_____	_____
_____	_____	_____	_____	32.	Types of resources available from community organizations	_____	_____	_____	_____

almost no value	slight value	considerable value	great value	In my opinion this topic is of	Currently I believe I have the following level of understanding of this topic	almost no understanding	an elementary understanding	solid understanding	an in-depth understanding
_____	_____	_____	_____	33. Working effectively with community organizations		_____	_____	_____	_____
_____	_____	_____	_____	34. Alternate strategies for working with different agencies		_____	_____	_____	_____
_____	_____	_____	_____	35. Developing group suggestions for using community resources		_____	_____	_____	_____
_____	_____	_____	_____	36. Developing personal plans for using community resources		_____	_____	_____	_____

PARENT SURVEY

(May be used for written survey or structured interview)

Name _____ Occupation _____
 (optional)

Male _____ Female _____

Number of children _____ Number of children in school _____

Grade levels of school-age children _____

Circle the number that corresponds to how you feel about each statement (or interviewer explains scale and circles appropriate response):

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1. The community should aid the schools in developing career education programs.	4	3	2	1	NA
2. Present school programs teach students enough about the world of work.	4	3	2	1	NA
3. Films, printed matter, and other products and by-products of local business and industry should be used in the schools.	4	3	2	1	NA
4. I favor greater use of community resources in the schools.	4	3	2	1	NA
5. My place of employment is a good source of occupational information for students.	4	3	2	1	NA
6. My place of employment represents an occupational area that most students would want to explore.	4	3	2	1	NA
7. School administrators in my district favor the use of field trips.	4	3	2	1	NA
8. Teachers in my district favor the use of field trips.	4	3	2	1	NA
9. My children enjoy field trips.	4	3	2	1	NA

PARENT SURVEY (continued)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
10. My place of employment would be open for field trips.	4	3	2	1	NA
11. I perceive field trips as excellent learning activities for my children.	4	3	2	1	NA
12. Field trips (excursions and tours of different businesses and industries) are a good means of exposing students to the world of work.	4	3	2	1	NA
13. Local residents, such as mail carriers, factory workers, and secretaries, come to classes to discuss their work with students.	4	3	2	1	NA
14. I would be willing to go to a school and explain my job.	4	3	2	1	NA
15. The subjects my children study in school become more meaningful when they can see how those subjects are used by workers in the community.	4	3	2	1	NA
16. Guest speakers and field trips will motivate students to study things which otherwise wouldn't seem important.	4	3	2	1	NA
17. The use of guest speakers can bring "experts" from many special fields of work to the classrooms.	4	3	2	1	NA
18. Guest speakers, field trips, and opportunities for work experience can help my children make better educational and career decisions.	4	3	2	1	NA
19. The community as a whole is favorably disposed toward students gaining experience in local businesses as part of their regular school schedules.	4	3	2	1	NA
20. High school students should have the opportunity to explore careers by working part-time in a local business or factory.	4	3	2	1	NA
21. Most local business and professional people would help with a career program in the schools.	4	3	2	1	NA

PARENT SURVEY (continued)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
22. I would be willing to serve on an advisory committee to help the schools make the most effective use of community resources.	4	3	2	1	NA
23. Generally, local service organizations and public agencies are favorably disposed to aiding career education programs in the schools.	4	3	2	1	NA
24. The community should be vitally involved in the schools' career education programs in whatever way the schools see fit.	4	3	2	1	NA

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