

Engineering Certification Document 2: Self Assessment

Name of Campus/School Date Completed

Address

City State Zip Code

Building Principal Name Principal E-Mail

Levels of Assessment	Interpretation of Level
4 - Excellent	Exceeds requirements
3 - Good	Meets requirements. No need for additional technical assistance at this time, although some areas, as indicated, could be improved.
2 - Needs Improvement	Generally fall below requirements. Demonstrates limited effectiveness; additional technical assistance and/or resource utilization is needed for improvement.
1 - Poor or Missing	Evidences little or no effectiveness. A great deal of technical assistance and/or resource utilization would be an immediate need.
N/A - Not Applicable	Does not apply to the program being reviewed.

I. Program Implementation

A. Instruction

1.	The most current version of the PLTW™ curriculum is being used.	<input type="text"/>
2.	A balanced and up-to-date selection of relevant resources as recommended by Project Lead The Way, Inc. is provided to meet the instructional needs of students.	<input type="text"/>
3.	Each student is provided with the grading criteria for each project and assignment in advance.	<input type="text"/>
4.	Students are actively engaged in learning by working on relevant projects.	<input type="text"/>
5.	PLTW™ end-of-course exams are being administered to students at the conclusion of each course and scores are reported to PLTW®.	<input type="text"/>
6.	Effective teaching methods are used to enhance the PLTW™ instructional program.	<input type="text"/>
7.	Gender-neutral teaching practices and materials are used for instruction	<input type="text"/>
8.	All students are required to individually solve equations and apply mathematics concepts covered in the curriculum.	<input type="text"/>

B. Student Portfolios and Engineering Notebooks

1.	Student portfolios and engineering notebooks are available and reflect the progression of skills developed in the PLTW™ course(s).	<input type="checkbox"/>
2.	All students are required to keep engineering notebooks for project activities.	<input type="checkbox"/>

C. Software

1.	A current software lease agreement has been signed by a school district official. (provide a copy for the visit).	<input type="checkbox"/>
2.	The current revision of each software package is being used.	<input type="checkbox"/>
3.	Equipment (including computer hardware), software, tools, and supplies meet or exceed PLTW™ standards.	<input type="checkbox"/>
4.	Considering maximum class enrollments, physical arrangement, furniture, equipment, tools, materials and supplies in the classroom(s) and laboratories are adequate and accessible for student use.	<input type="checkbox"/>
5.	Students have access to the internet to conduct research and communicate with mentors or advisors.	<input type="checkbox"/>
6.	Students have telephone access, when necessary, to support curricular activities.	<input type="checkbox"/>

For any score of "2" or below, please provide a brief explanation

D. Teacher Selection

Describe the criteria used to identify and recruit teachers for PLTW™ courses.

II. Professional Development

A. Names of Counselors on Campus	Counselor Conference Attendance	
	Location	Year

B.

Names of PLTW™ trained teachers on campus	Area of certification	PLTW™ course(s) currently teaching	PLTW™ STI's attended and year(s)	Participating in ongoing professional development (Virtual Academy or other)

C. Administration

1.	Administrators have attended a counselor conference or National PLTW™ Symposium.	<input type="text"/>
2.	Administrators, counselors and teachers work collaboratively to provide continuous improvement to the PLTW™ Program.	<input type="text"/>

For any score of "2" or below, please provide a brief explanation

III. Partnership Team (Documentation to be provided at site visit.)

A. Membership

Provide a list of the Partnership Team members that include the following:

- * Member's Name
- * Title/Role (must include non school members, i.e. business/industry)
- * Name of business or organization

B. Frequency

Provide copies of the agendas from two previous meetings and dates for the next two meetings.

C. Minutes

Provide the minutes of the previous two Partnership Team meetings.

D. Faculty and Administration Support

1.	Teachers, administrators, and counselors actively engage partnership team members to optimize the operation of the program and to provide continuous improvement.	<input type="text"/>
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For any score of "2" or below, please provide a brief explanation

IV. Students

Enrollment Data

		PLTW™ Courses							
Current Year	Building Enrollment	IED	POE	DE	CIM	CEA	AE	BE	EDD
Sections Per Year									
A. Gender									
Females									
Males									
B. Race/Ethnicity									
African Americans									
American Indians/ Alaskans									
Asians									
Caucasians									
Hispanics									
Other									
	PLTW™ Courses Totals								
Total Building Enrollment:									
% School population enrolled in PLTW courses		Total PLTW Enrollment							
% of Free and Reduced Lunches:									

C. Selection and Recruitment:

Describe the process and criteria used to enroll students in the PLTW™ program

D. Concurrent Mathematics

Describe the procedures in place to ensure each student is concurrently enrolled in a college preparatory mathematics course.

E. Extra Help

What types of extra academic help do students have access to?

F. Retention:

Indicate by gender the number of students who are progressing through the PLTW™ program sequence

	Course 1			Course 2			Course 3			Course 4			Course 5 Optional		
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
Year 1															
Year 2															
Year 3															
Year 4															

V. Participation in Data Collection

Project Lead The Way, Inc. has contracted with a data collection agent to conduct annual assessments of the PLTW™ Program. PLTW student data is collected through an online registration process with teacher grade input. Long term, the data will be used to determine the success of the PTLW™ program in relation to increasing the number and diversity of high school graduates who successfully pursue careers in engineering and engineering technology.

1. The number of teachers participating in the end of course PLTW™ National Assessment	
2. The number of students participating in the end of course PLTW™ National Assessment	

VI. Administrative Support

Provide a copy of the school district agreement at the site visit.

A. Facilities and Equipment

1.	The district has provided a laptop computer(s) meeting or exceeding the PLTW™ minimum standards for each PLTW™ trained teacher.	
2.	The annual PLTW™ Purchasing Manual is made available to PLTW™ trained teachers and administrators for planning purposes.	
3.	Adequate classroom/laboratory space is provided for students to participate in the PLTW™ curriculum.	
4.	Students use safety equipment and follow safety rules.	
5.	Safety rules are displayed in appropriate places in the classroom/laboratory.	

For any score of "2" or below, please provide a brief explanation

B. Funding and Budget

1.	There is funding available for teachers, counselors and administrators to attend PLTW™ professional development.	<input type="text"/>
2.	There is a budget for PLTW™ program operation.	<input type="text"/>
3.	The PLTW™ program budget is prepared with input from the PLTW™ trained teachers.	<input type="text"/>
4.	Plans have been developed for replacing and/or updating, furniture, equipment, and tools. Please explain below.	<input type="text"/>

For any score of "2" or below, please provide a brief explanation

VII. Post Secondary Education

Provide a sample of your engineering career concentration plan for the site visit.

A. Student Plans of Study

1.	Each student has a four year plan of study that outlines a coherent sequence of courses on file that is reviewed annually, and revised if needed.	<input type="text"/>
2.	Local and State articulation agreements for two year and four year post secondary options are in place.	<input type="text"/>

For any score of "2" or below, please provide a brief explanation

VIII. Communication and Outreach

A. Awareness

1.	The school counselors, administrators, teachers and partnership team members have made the community aware of the program.	<input type="checkbox"/>
2.	Administrators and teachers have informed school faculty of the PLTW™ program.	<input type="checkbox"/>

B. Recruitment

1.	Students are aware of the opportunity to take PLTW™ classes.	<input type="checkbox"/>
2.	Parents understand the requirements and rigor of the program.	<input type="checkbox"/>
3.	Feeder pattern schools are included in the recruitment process.	<input type="checkbox"/>

C. Celebration

1.	Student, class and teacher success are recognized.	<input type="checkbox"/>
2.	Plans are in place for a press release announcing the outcome of the visit.	<input type="checkbox"/>

Date document was completed:

School District Name

Address

City State Zip Code

Front Office Phone Number PLTW™ Implementation Year

Name of District Superintendent

District Career/Technical Director:

District Delegate Name:

Delegate E-Mail

Delegate Phone Number

List names and titles of Pre-assessment team members:

Name	Title:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If Submit by E-mail fails, please save document and then attach to e-mail to: certification@pltw.org