

Sample Agenda for Industry Certification Site-Visit

*****Please revise the sample agenda to accommodate local school schedule. *****



SCHOOL'S LETTERHEAD

****INCLUDE DATE AND SCHOOL ADDRESS AND ROOM FOR SITE VISIT TEAM***

8:00AM - 8:45AM	Breakfast and Informal Interview w/ Advisory Board (<i>see list below</i>)
8:45AM – 9:15AM	FCCLA Presentation to include a 3-Year Overview
9:15AM - 10:00AM	Tour of Nutrition Lab and Classroom
10:00AM - 12:00PM	Review Industry Certification Documentation
12:00PM - 12:30PM	Working Lunch
12:30PM - 1:00PM	Informal Student Interviews (2 to 3 students from each course)
1:00PM - 2:30PM	Review Industry Certification Documentation
2:30PM - 3:00PM	Exit Interview with NFS High School Teacher(s) and Administrator(s)

***Continental Breakfast with NFS Certification Team and Advisory Committee Members**

Suggested attendees at breakfast:

- *Advisory Committee Members*
- *High School Administrators*
- *System Administrators*
- *FCS Department Teachers*
- *School Partnership Members*
- *FCCLA Officers*
- *Parents*
- *WBL Coordinator*

NFS Teacher's Schedule and Location for Day of Site Visit:

*****List Below****