

# Sample Agenda for Industry Certification Site Visit



## SCHOOL'S LETTER HEAD

*Revise the agenda to accommodate local school schedule.*

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8:30 a.m. - 9:15 a.m.	Breakfast and Informal Interview w/ Advisory Board including System Administrators, Work-Based Learning Coordinator, Parents, and Students*
9:15 a.m. – 9:45 a.m.	FCCLA Presentation to include a 3 Year Overview
9:45 a.m. – 10:00 a.m.	Tour of ECE Department
10:00 a.m. – 12:00 noon	Lab Observation by ECERS-3 Team Member**
10:00 a.m. – 12:00 noon	Review Industry Certification Documentation
12:00 noon - 12:30 p.m.	Working Lunch
12:30 p.m. - 1:00 p.m.	Informal Student Interview of 3-5 Students from Each Course
1:00 p.m. - 2:30 p.m.	Review Industry Certification Documentation
2:30 p.m. - 3:00 p.m.	Exit Interview with ECE High School Teacher(s), Preschool Teacher (if applicable), and Administrators

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

\*List Below\*

### Sample Information about Preschool Labs (identify age level, teachers' names and room location for each lab)

\*\*Lab 1: GA Pre-K (Teacher is Ms. \_\_\_\_\_ and paraprofessional is Ms. \_\_\_\_\_) Room # \_\_\_\_\_

Lab 2: Tuition-based 3 year old Preschool (Ms. \_\_\_\_\_) Room # \_\_\_\_\_

### \*Continental Breakfast with ECE Certification Team and Advisory Committee Members

Suggested attendees at breakfast:

- Participatory Advisory Committee Members
- High School Administrators
- System Administrators
- FCS Department Teachers
- School Partnership Members
- Work-Based Learning Coordinator
- FCCLA Officers
- Parents