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Personnel Prep Program Coordinator Interview Questions

Getting Started

Before you call, be sure to have all of the pieces in place:

- A copy of the customized web report - review before you call
- A copy of the Informed Consent
- Information on the person you are going to call - you will want to confirm and correct these details while on the phone with them.
 - Name
 - Institution
 - Position
 - Telephone Number
 - Email Address
 - The estimated percentages of ASL/LSL coursework

This worksheet will walk you through the interview: *The purple text is your script for the interview*

Enter the calculated percentages here:

_____ ASL

_____ LSL

Name of Person Conducting the Interview

- John Doe
- Barbara Smith
- Bob Miller
- Other: _____

Call the participant now

Confirm Participation

- Check this box to certify that you have gone over the Informed Consent with them and have answered any questions that they have and are willing to continue.

Name of Participant

Have you confirmed the participant's information from the contact sheet and made any necessary corrections?

- Yes
- No – do it now

Participant Institution

- AL: University of Montevallo
- AZ: University of Arizona
- CA: California Lutheran University
- CA: California State University - Northridge
- CA: California State University, Fresno
- CA: Mount St. Mary University and John Tracy Clinic
- CA: National University
- CA: University of California - San Diego
- CO: University of Northern Colorado
- FL: Flagler College
- GA: Georgia State University
- GA: Valdosta State University
- ID: Idaho State University
- IL: Illinois State University
- IL: MacMurray College
- IN: Ball State University
- KY: Eastern Kentucky University
- MA: Boston University
- MD: McDaniel College
- MN: University of Minnesota
- MO: Fontbonne University
- MO: Missouri State
- MO: Washington University School of Medicine in St Louis
- MS: University of Southern Mississippi
- NC: Barton College
- NC: Lenoir-Rhyne University
- NC: University of North Carolina Greensboro
- ND: Minot State University
- NE: University of Nebraska Lincoln
- NE: University of Nebraska Omaha
- NJ: The College of New Jersey
- NM: New Mexico State University
- NY: Canisius College
- NY: Hunter College
- NY: Rochester Institute of Technology - National Technical Institute for the Deaf
- NY: Teachers College, Columbia University
- OH: Kent State University
- OH: The Ohio State University

- OK: University of Science and Arts of Oklahoma
- OK: University of Tulsa
- PA: Bloomsburg University
- PA: Saint Joseph's University
- TN: University of Tennessee
- TN: Vanderbilt University
- TX: Baylor University
- TX: Lamar University
- TX: Stephen F Austin State University
- TX: Texas Christian University
- TX: Texas Tech University
- TX: Texas Woman's University
- TX: University of Texas Health Science Center at San Antonio (UTHSCS)
- UT: University of Utah
- UT: Utah State University
- VA: Gallaudet University
- VA: Radford University
- WI: University of Wisconsin-Milwaukee
- WV: Marshall University
- Other: _____

Program Name Note: if an institution has more than one program, complete one program at a time - and use a new worksheet for each program

Confirm the Program Type(s)

- AA
- AS
- BA
- BS
- MA
- MS
- MEd
- PhD
- EdD
- Certificate - specify _____

Add any additional notes about the program name and type here:

Thank you so much for agreeing to help us with this study – your information is invaluable to helping us understand how Deaf Education students are being prepared for the workforce.

Now lets start with the Website Review

Have you had a chance to review the customized web report?

- Yes
- No

If you disagree with any of the information we compiled or have anything to add to it, will you please make any necessary corrections to the report and email to us? Please use "Track Changes" or another method (bold, highlighting, text color etc...) to help us identify the changes.

Be sure to give them your email address. *If you don't feel that our summary accurately reflects the focus of your program, I am going to provide you the opportunity to answer a question related to the focus in each of the categories on the summary later in our call.*

Based on the report we sent you, it looks like your program is:

[Provide numbers from the top of the worksheet]

Is this correct?

- Yes
- No

If no, how would you describe the program's communication focus distribution (in percentages) - if there are communication methods (e.g. Cued Speech, SEE etc...) that are major parts of your program, please include those.

- _____ ASL
- _____ Listening and Spoken Language
- _____ Other - Specify

Additional notes about the program focus

Now I am going to ask you some questions about your program

Is the program accredited?

- Yes
- No

If yes:

What accreditation(s) does it have?

- CED
- CEC
- Others (specify) _____

Put additional notes about accreditation here:

Next, we want to get a sense of what topics are covered in the program. I am going to list some topics and could you tell me if you cover the subject - not at all, a little bit, a moderate amount or a lot?

How much information is provided about working with children in the following age groups:

	Not at all	A little bit	A moderate amount	A lot
Early Intervention (0-3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preschool (3-5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elementary School (K-6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secondary School (7-12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

At what level are the following topics covered in your program?

	Not at all	A little bit	A moderate amount	A lot
Providing family-centered services/family support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Telehealth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical Home	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Itinerant teaching models	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advocacy / Promoting system change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working with children who are D/HH and have additional disabilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning a manual language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teaching using a manual language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teaching using LSL or Auditory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audiology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Early Intervention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Enter any additional information about Topics Covered here:

Now let's talk about your student acceptance rates

On average, how many students applied to your program per year over the past 5 years? (We don't need exact numbers, just your best estimate):

What percentage of applications do you generally accept per year? (Again, we don't need exact numbers, just your best estimate)

Enter any additional information about student recruitment here:

Next we want to know a bit about graduation rates

How many students graduated from your program in 2011-2015 (number per year)?

2011 _____
2012 _____
2013 _____
2014 _____
2015 _____
2016 _____

Enter any additional information about graduation rates here:

Next I am going to ask about graduate employment.

What percentages of your graduates are in a jobs using ASL? LSL? and other languages or modalities as a primary emphasis? - if there are communication methods (e.g. Cued Speech, SEE etc...) that your graduates are using as a primary emphasis, please include those as well.

_____ ASL
_____ LSL
_____ Other - specify
_____ No Primary Communication Method
_____ Don't Know/Not Sure

Enter any additional information about student employment here:

In closing, we would like to get your opinion about the strengths and weaknesses of your program. Please be assured that we will not share this information with anyone and no identifiable information will be used - only aggregate data will be displayed in reports or papers.

What do you think are the strengths of your program?

What do you think are the weaknesses of your program?

Write any additional information here

Would you be willing to send out a short survey to your recent graduates (the past 5 years)? As a reminder, we will not ask you to send us any contact information and we will cover any printing and mailing costs.

- Yes
- No

What type of contact information do have for your recent graduates?

- Email
- Addresses
- Other _____

Notes regarding student survey

We are now at the end of the survey - I want to thank you again for your time. Your insights into the educational experience and training of service providers is essential in helping us to understand the issues and to make good recommendations for the future.

Be sure to remind them to send you the corrected customized report and make sure that they have the necessary contact information for doing so.

Are they willing to distribute a survey by email to recent graduates (since 2011)?

If yes, tell them we will be in touch later this summer with the survey.

Thank them and let them know that they can contact us if they think of any additional comments or have any questions.

Note: If they have additional programs, be sure to let them know that you will be running through things again before you do the sign off...