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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 let's 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
- [ ] Other - Specify
- [ ] Other - Specify
- [ ] Other - Specify
- [ ] Other - Specify
- [ ] Other - Specify
- [ ] 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:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Not at all</th>
<th>A little bit</th>
<th>A moderate amount</th>
<th>A lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Intervention (0-3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preschool (3-5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary School (K-6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary School (7-12)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### At what level are the following topics covered in your program?

<table>
<thead>
<tr>
<th>Topic</th>
<th>Not at all</th>
<th>A little bit</th>
<th>A moderate amount</th>
<th>A lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing family-centered services/family support</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Telehealth</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Medical Home</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Itinerant teaching models</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Advocacy / Promoting system change</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Working with children who are D/HH and have additional disabilities</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Learning a manual language</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Teaching using a manual language</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Teaching using LSL or Auditory</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Audiology</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Early Intervention</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

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
______ Other - specify
______ Other - specify
______ Other - specify
______ 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...