



# Assess Readiness for Successful Nontraditional Programs

√ For Teachers and Counselors Yes No

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|--|-------|-------|
| <p>1. Have faculty and staff received training in the kinds of <b>pro active encouragement</b> known to be effective in retaining students, such as recognition of skills demonstrated, reducing isolation of nontraditional students right away by having male and female students work together, finding and making mentors regularly available?</p> | _____ | _____ |
| <p>2. Is <b>information</b> regularly shared with all students on job placement and wages available in the nontraditional trades and technical occupations?</p>  | _____ | _____ |
| <p>3. Are occupational specific math skills, tool identification and use, and physical conditioning offered in <b>prevocational training</b> to female and other under-represented students?</p>   | _____ | _____ |
| <p>4. Does your agency have a <b>sexual harassment policy</b>?</p>   | _____ | _____ |
| <p>5. Are faculty, and both male and female students, trained in sexual harassment <b>prevention and intervention</b>?</p>   | _____ | _____ |
| <p>6. Are internships available that allow students to develop skills in a safe, <b>supportive environment</b>?</p>  | _____ | _____ |
| <p>7. Do instructors visit the workplace to prepare employers for female <b>interns</b>?</p>   | _____ | _____ |
| <p>8. Are students aware that <b>demonstrating high skills</b> is the best antidote to workplace/classroom harassment or isolation?</p>  | _____ | _____ |
| <p>9. Are on site <b>support groups</b> available to nontraditional students?</p>  | _____ | _____ |
| <p>10. Do you offer <b>workshops for parents</b> emphasizing career futures in technical and nontraditional fields and the higher wages such jobs can offer?</p>   | _____ | _____ |

Source: *Tools for Teaming*, Office of the State Director for Career and Technical Education, Honolulu, Hawaii, 1998.

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## Assess Readiness for Successful Nontraditional Programs

### √ For Administrators

Yes

No

1. Do you provide comprehensive **professional development** in effectively recruiting, retaining, and placing students preparing for nontraditional employment?
2. Do you **disaggregate data by gender** to analyze enrollment, retention, and placement patterns?
3. Have you developed **specific goals** for increasing enrollment, retention, and placement in nontraditional occupational training areas?
4. Have you appointed a staff committee to **promote** the recruitment, retention, and placement of women in nontraditional training and employment?
5. Have you let all staff know that all the above **interventions work** in promoting high wage trades and technical careers for female and other special populations?

_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____

*“Yes” answers indicate areas where your agency already has a head start. “No’s” indicate how you can intervene to increase nontraditional student success.*