**Worksheet: Adult Education and Literacy**

**Class Schedule**

A class schedule should be completed **PRIOR** to the on-site monitoring for every class and instructor that the program has offered during the date/time of the visit. Class schedules should be sent to the department’s lead consultant to guide the selection of classes for classroom observation visits. **List one per instructor per class.**

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| ***Class Location:*** |
| **Class Name in TE®:** |
| **Program Type:** |
| **Weekly Instructional Hours (Class Schedule)** |
| **Instructor**: | **Full or Part-Time:** |
| **Weekly Instructor Schedule (This Instructor)** |
| **# of Weekly Instructional Hours**: | **# of Non-Instructional Hours**: | **Planning Time**: |

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| ***Class Location:*** |
| **Class Name in TE®:** |
| **Program Type:** |
| **Weekly Instructional Hours (Class Schedule)** |
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| **# of Weekly Instructional Hours**: | **# of Non-Instructional Hours**: | **Planning Time**: |

**Duplicate this page as needed.**

**Definitions**

***Program Type:*** This refers to the specific type of program or class being.

***Full-time Instructor:*** Full-time status is defined as 40 hours per week.

***Instructional Time:*** Instructional time is defined as time spent with participants, including intake,

 orientation, testing, and instruction.

***Non-instructional Time:*** Non-instructional time is defined as time spent without participants.

***Planning time:*** Planning time is defined as preparation for instruction.