**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.**

|  |  |  |  |
| --- | --- | --- | --- |
| ***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**: |

|  |  |  |  |
| --- | --- | --- | --- |
| ***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**: |

|  |  |  |  |
| --- | --- | --- | --- |
| ***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**: |

|  |  |  |  |
| --- | --- | --- | --- |
| ***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**: |

**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.