Western Program Shadow Best Practices Questionnaire

This survey will be used to gather valuable information with the intent of improving Western Technical College's Program Shadow Procedures.

What is a Program Shadow?

Program Shadows give prospective and incoming students an opportunity to explore programs of interest, learn about Western's academic environment, and interact with college students and faculty. Western Program Shadows are available for most programs during fall and spring terms while classes are in session.

An online form (programshadows@westerntc.edu) is completed by the prospective or incoming student indicating the program they are interested in. Contact is made with the program faculty to schedule a class visit by the Program Shadow.

1.	What is the primary program (or area) you are in?	_____

2.	Does your program/area allow program shadows?					
	○	Yes	○	No	○	Not Sure

If 'No' or 'Not Sure', why not?	_____ _____ _____

3.	Have you (personally) ever had a program shadow visit? (Select only ONE, BEST answer)	
	○	No, I have not had a program shadow visit
	○	Yes, but ONLY met with the person outside of class (answered questions, showed examples, etc.)
	○	Yes, met with the person outside of class AND they visited one or more classes
	○	Yes, they ONLY visited one or more classes

4.	What visit duration do you think would be MOST effective for the program shadow to get a true feel for your program? (Select ONE answer)					
	○	Less than a half Day (a partial to full class)	○	Half Day (approx. 1-2 classes)	○	Full Day (more time than 2 classes)

5.	Do you feel certain times of the day are better than others for Program Shadow visits? (Select ALL that apply)					
	☐	Early Morning Classes	☐	Early Afternoon Classes	☐	Evening Classes
	☐	Late Morning Classes	☐	Late Afternoon Classes	☐	Does not make a difference

6.	List classes you typically teach in the Fall Term that would be a good Program Shadow experience.	
	_____ _____ _____	

7.	List classes you typically teach in the Spring Term that would be a good Program Shadow experience.	
	_____ _ _____ _ _____ _	

8.	Can you think of any ideas of how a Program Shadow could be accomplished for an online program/class?	
	_____ _____ _____	

9.	In your opinion, please indicate the importance of these aspects of a Program Shadow visit.							
		Low importance						High Importance
		1	2	3	4	5	6	NA
	Program Shadow visit is coordinated by the Recruitment Dept.	○	○	○	○	○	○	○
	Program Shadow visit is coordinated by faculty	○	○	○	○	○	○	○
	Visiting Student gets a tour of campus before or after class visit	○	○	○	○	○	○	○
	Visiting Student attends a first-year class	○	○	○	○	○	○	○
	Pre-class-visit consultation with instructor	○	○	○	○	○	○	○
	Visiting student participates while in the class(es)	○	○	○	○	○	○	○
	Class students interact with the visiting student	○	○	○	○	○	○	○
	Post-class-visit consultation with instructor	○	○	○	○	○	○	○

10.	How much prior notice do you need to prepare for a Program Shadow to experience your class?					
	○	None	○	1 Day	○	2-5 Days
	○	1-2 Weeks	○	More than 2 Weeks	○	I Don't Know

11.	Please rate the following statements? SD-Strongly Disagree D-Disagree N-Neither Agree/Disagree A-Agree SA-Strongly Agree						
		SD	D	N	A	SA	N/A
	I alter my class when I know I will have a Program Shadow visiting	○	○	○	○	○	○
	Program Shadowing effectively gives the student a valuable classroom experience	○	○	○	○	○	○
	My students enjoy Program Shadow visits	○	○	○	○	○	○
	It's important to give class time for my students to personally engage with the program shadow	○	○	○	○	○	○

12.	In your opinion, how many Program Shadows appear to be engaged while visiting classes?							
	○	None	○	Some	○	Most	○	All

13.	Would you prefer to have contact with the Program Shadow prior to the day of the classroom visit?			
	○	Yes	○	No

14.	If yes, how would you like contact established with the Program Shadow? (Select ALL That Apply)		
	☐	Email	
	☐	Phone Call	
	☐	Text	
	☐	Social Media	
	☐	Other	_____

15.	Are there things you would suggest the Program Shadow bring for the visit? (Select ALL That Apply)		
	☐	Notepad/Pen/Pencil	
	☐	Cell Phone	
	☐	Laptop/Tablet	
	☐	Other (list)	_____

16.	Would you like information provided to the Program Shadow at the time of the classroom visit? (Select ALL that apply)		
	☐	No	
	☐	Western Technical College Information Overview	
	☐	Western Social Media and/or Website Information	
	☐	Information describing all programs in the Division	
	☐	Program Information Overview	
	☐	Description of the Program Courses	
	☐	Program Social Media and/or Website Information	
	☐	Other	_____

17.	Where is the Best place to meet the Program Shadow when the visit begins?	
	○	My Office
	○	My Classroom
	○	The Welcome Center
	○	Other _____

18.	When the Program Shadow visit is completed, would you be willing to complete a form and return it to the Recruitment Department in order to track the visit?					
	○	Yes	○	No		

19.	Would you like to receive access to a form regarding the Program Shadow containing student's name, school, courses, guidance counselor, email address, phone number, etc.? (Select ONE Answer)					
	○	Yes (before the visit)	○	Yes (after the visit)	○	No

20.	Would you like to receive updates of enrollment status of Program Shadow Students?					
	○	Yes	○	No		

21.	Overall, how would you rate your past experience with the Program Shadow Process?									
	○	Excellent	○	Very Good	○	Fair	○	Needs Improvement	○	N/A

22.	Would you consider recording your (teaching techniques) class for possible 'view-at-home' videos for review by future Program Shadows?					
	○	Yes	○	No		
Comments?	_____ _____ _____					

23.	Is there anything else that you think would be helpful to add to the Program Shadow Experience?
	_____ _____ _____ _____ _____ _____

24.	Are there any comments that you think would be helpful to the college process for the program shadow?
	_____ _____ _____

25.	May we contact you in the future if we have additional questions? If so, please list your preferred contact information.