**External Review Form for**

**Pupil Personnel Services Certification Programs**

New York State Education Department—Office of College and University Evaluation

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| Please refer to the Department’s [guidance on external reviews](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr9.html) for information about when external reviews are required and the selection of external reviewers. |
|  **Evaluator Information** |
| Name:       | Title:       | Affiliation:       |
| Email:       | Phone:       | Date of Evaluation:       |
|  **Program information** |
| Institution:       | Program Title:       | Degree:       |
| Title of Pupil Personnel Service Certificate(s) (e.g., School Social Worker):        |
| Level of Teaching Certificate(s): [ ]  Provisional [ ]  Provisional/Permanent [ ]  Permanent |

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| **I.** Program: Respond to questions relating to the proposed program in pupil personnel services. |
| 1. Assess the proposed program’s purpose, structure, and requirements, as well as formal mechanisms for program administration and monitoring.
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| 1. Comment on the focus of the proposed program as it relates to the discipline and pupil personnel services certification. Please comment specifically on:
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| 1. Admission requirements to the program:

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| 1. Curriculum design and content requirements:

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| 1. Courses offered:

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| 1. Fieldwork/practica and other required experiences in the certificate area/pupil personnel services:

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| 1. The required culminating project (e.g., comprehensive exam, thesis, appropriate special project):

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| 1. Any additional features of note:

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| 1. Comment on the plans and expectations for the continued development and assessment of the proposed program.
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| 1. Assess the proposed program’s overall design for preparing pupil personnel services professionals who possess the knowledge and skills necessary to effectively deliver services in their fields of study and certificate area. Include an assessment of candidates and program completers, including any data available that informs program improvements:
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| **5.** Assess available support from related programs: |
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| **II. Faculty** |
| **6**. Evaluate the faculty, individually and collectively, in the areas of academic preparation, experience in P-12 education settings, and professional service, in relevant pupil personnel services positions, as well as research and publications and recognition in the appropriate field(s) of study.  |
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| **7**. Assess the faculty in terms of **size** and **qualifications, license/certifications, publications and scholarly activities**. Comment on plans for future staffing.  |
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| **8**. Evaluate the credentials and involvement of **adjunct** and **support faculty**. |
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| **III. Resources** |
| **9**. Comment on the adequacy of physical **resources** and **facilities**, including library, computer, and laboratory facilities; practica and internship sites; and support services for the program. Include an assessment of the use of resources outside the institution. |
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| **10**. Answer only for proposed programs requiring a master plan amendment (MPA). What is the **institution's commitment** to the proposed program as demonstrated by the operating budget, faculty salaries, and the number of faculty lines relative to (current and planned) student enrollment in the proposed program and faculty workload.  |
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|  **IV. Summary Comments and Additional Observations** |
| **11**. Summarize the **major strengths and weaknesses** of the program as it is proposed, paying particular attention to the feasibility of implementation and appropriateness of objectives for the degree and the certification area and level offered. Include any additional observations that are important to the evaluation of this program proposal, and provide your specific recommendations, including ways to strengthen it. |
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