

Appendix B: Survey Instrument First Draft

NFA Contract Instructor Questionnaire

Please answer each of the following questions by placing an X in the appropriate spot:

The first four questions provide demographic information:

1. Your age? 21-31 32-42 43-53 54-64 65 or more
2. Years experience in primary NFA teaching areas? 1-5 6-10 11-20
 20 or more
3. Primary NFA teaching area: Management OR Operations (please pick only one)
4. Number of years you have taught at NFA? Never 1-3 4-6 7-9
 10-12 13-15 16 or more (If you have never taught at NFA you may skip the rest of the questionnaire. Please return it to the listed address.)

The next 5 questions provide information on perception of your needs while contracting with NFA. Please circle all the answers that apply.

5. What kinds of instructional problems have you had while contracting with the NFA that had implications for program delivery:
 - A. None (please go to the next question)
 - B. Student violation of the rules
 - C. Instructional team disagreements
 - D. Program content outdated
 - E. Other (please specify) _____
6. What administrative support services should be provided to orient new instructors?
 - A. None (please go to the next question)
 - B. Formal on-site orientation program
 - C. Instructor handbook mailed prior to first class
 - D. Required on-site meeting with Program Chair
 - E. Other (please specify) _____

7. What administrative support services should be provided to assist you in program delivery?
- A. None (please go to the next question)
 - B. Classroom set-up (tables, chairs, etc.)
 - C. Classroom supplies (Manuals, pens, chart paper, etc.)
 - D. Secretarial typing support
 - E. Other (please specify)_____
8. What administrative support services should be provided to help you with evaluation processes (student testing, program evaluation, etc.)?
- A. None (please go to the next question)
 - B. Computer scanning of student test results
 - C. Final program evaluation results immediately available to instructors
 - D. Bank of computerized student test questions
 - E. Other (please specify)_____
9. What administrative support services should be provided to assist you with your professional development as it specifically relates to NFA programs?
- A. None
 - B. Newsletter with explanation of new policies, courses, etc.
 - C. Preferred admission to NFA classes
 - D. Periodic on-site instructor conferences
 - E. Other (please specify)_____

Thank you for completing this questionnaire. Please return it to:

Joe Saitta
P. O. Box 102
Sterling, VA 20167

OR

Fax: (703) 450-6097