

## Appendix C: Survey Instrument Final Version

### NFA CONTRACT INSTRUCTOR QUESTIONNAIRE

All responses are important and will remain anonymous. After completing the survey, please return it in the attached postage paid envelope. Your cooperation in this study will be greatly appreciated.

**Part I: Your demographic data** - Please answer each question below by placing a check mark in the appropriate spot:

1. Your age:     Under 30     30-39     40-49     50-59     60 or older
2. Primary NFA teaching area (please check only one):     Management                             Operations
3. Years of experience in primary NFA teaching area:  Under 5     5-9     10-14     15-19  
 20 or more
4. Number of years you have taught at NFA:  Under 4     4-6     7-9     10-12     13-15  
 16 or more

**Part II: Perception of your needs** - Please answer each question below by placing a check mark in the appropriate spot:

5. The types of instructional problems encountered while contracting with the NFA:

| AREAS OF CONCERN                | AGREE | NEUTRAL | DISAGREE |
|---------------------------------|-------|---------|----------|
| Student violation of the rules  |       |         |          |
| Instructional team disagreement |       |         |          |
| Outdated program content        |       |         |          |

Other (please specify): \_\_\_\_\_

6. Administrative support services necessary for orientation of new instructors:

| AREAS OF CONCERN  | AGREE | NEUTRAL | DISAGREE |
|---|-------|---------|----------|
| Formal on-site orientation program                      |       |         |          |
| Instructor handbook mailed prior to first class session |       |         |          |
| Required on-site meeting with Program Chair             |       |         |          |

Other (please specify): \_\_\_\_\_

7. Administrative support services necessary to assist instructors in program delivery:

| AREAS OF CONCERN  | AGREE | NEUTRAL | DISAGREE |
|---|-------|---------|----------|
| Classroom set-up (i.e., tables, chairs, etc)                |       |         |          |
| Classroom supplies (i.e., manuals, pens, chart paper, etc.) |       |         |          |
| Secretarial typing support                                  |       |         |          |

Other (please specify): \_\_\_\_\_

8. Administrative support services necessary to help instructors with evaluation processes, student testing, program evaluation, etc.:

| AREAS OF CONCERN  | AGREE | NEUTRAL | DISAGREE |
|---|-------|---------|----------|
| Computer scanning of student test results                       |       |         |          |
| Bank of computerized student test questions                     |       |         |          |
| Availability of final program evaluation results to instructors |       |         |          |

Other (please specify): \_\_\_\_\_

9. Administrative support services necessary to assist instructors with their professional development as it specifically relates to NFA programs:

| AREAS OF CONCERN   | AGREE | NEUTRAL | DISAGREE |
|--|-------|---------|----------|
| Preferred admission to NFA classes                         |       |         |          |
| Periodic on-site instructor conferences                    |       |         |          |
| Newsletter with explanation of new policies, courses, etc. |       |         |          |

Other (please specify): \_\_\_\_\_

10. Other related comments and recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_