

Basic Skills Inventory (Use before determining placement)

Program Title

Instructor

Textbook Title/Author

Reading Level

PROGRAM REQUIREMENTS
(Check only high-priority requirements)

ACADEMIC SKILLS NEEDED

- _____ Becoming interested
- _____ Paying attention to the spoken word
- _____ Paying attention to the printed word
- _____ Following directions
- _____ Keeping track of materials, assignments
- _____ Staying on task
- _____ Completing tasks on time
- _____ Working in groups
- _____ Working independently
- _____ Learning by listening
- _____ Expressing him/herself verbally
- _____ Spelling
- _____ Seeing relationships
- _____ Understanding cause and effect;
anticipating consequences
- _____ Drawing conclusions/making
Inferences
- _____ Remembering
- _____ Notetaking
- _____ Outlining
- _____ Independent researching
- _____ Measuring
- _____ Other

BEHAVIORAL SKILLS NEEDED

- _____ Coming to class on time
- _____ Coming to class prepared
- _____ Following directions
- _____ Staying in seat
- _____ Staying on task
- _____ Completing tasks on time
- _____ Understanding/following safety rules
- _____ Asking questions or for help when needed
- _____ Working in groups
- _____ Working independently
- _____ Other

OTHER PREREQUISITES _____

ATTENDANCE POLICY _____

HOMEWORK POLICY _____

OTHER PROGRAM RULES _____

MAKE-UP WORK POLICY _____

Source: Sarkees-Wircenski, M. & Scott, J.L. (2003). Special populations in career and technical education. Homewood, IL: American Technical Publishers, Inc.