



Dear Apprentice,

I plan to visit your class in the next few weeks. If you and/or your director have any questions about ACDS, I would be happy to answer them at that time. Enclosed you will find the evaluation form that the ACDS Executive Council has asked me to use when I observe apprentices. I will give you a completed copy after my visit. This is one of the ways we can strengthen the consistency of our ACDS classes, which are being used as a model all over the country.

The purpose of the site visit is to provide a mutual opportunity for the instructor and apprentice to share the individuality of each work site. The instructor will gain an appreciation of the physical work site and responsibilities of each apprentice and also be able to discuss the instruction with the work site supervisor. The apprentice will be able to show the instructor how the class is managed and how she/he relates to the overall operation of the program. The apprentice should give the instructor a copy of her/his daily schedule before the site visit.

The instructor will conference with the apprentice after the site visit to discuss items that she/he was unable to observe. For example, this can be done during the half hour time before or after ACDS class. The completed form will be included in the apprentice's portfolio.

I'm looking forward to visiting you and your class soon.

Sincerely,

ACDS Instructor