Minimum Standards Governing the Organization and Operation of Adult Education Classes

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Minimum Standards

Governning the Organization and Operation of Adult Education Classes

WPA Education Program

Florida

May 29, 1941

The standards set forth are designed to give supervisors and teachers of adults a better understanding of certain requirements in the organization and operation of adult education classes or centers. Nothing herein contained shall be construed as limiting the establishment of needed, eligible, worthwhile educational activities for adults.

I. GENERAL REQUIREMENTS:

A. Opening of New Classes or Centers
   1. Before any new class or center is started, the district supervisor shall determine that adequate classroom space, equipment, heat, light, water, etc., to meet class needs, are available in the community in which the class or center is to be operated.

B. All classes or activities shall be organized for the purpose of giving instruction in courses based upon the educational needs in the community, subject to the limitation of the applicable project proposal and the current operating procedures setting forth allowable activities which may be included in the adult education program.
Before the organization of any class or activity the district supervisor shall determine the governmental unit, civic club, community organization, group, or individual who will act as co-sponsor of the project and a clear understanding shall be had as to the extent of sponsorship to be given.

5. The district supervisor shall clearly inform the teacher of the type or field of education under which each class or activity shall be classified, e.g., literacy education, citizenship education, naturalization education, etc.

6. The district supervisor shall give all assistance possible to the newly assigned teacher in making the necessary contacts in the community.

7. When any class or center is opened, the district supervisor shall see that the teacher is provided with all necessary information and materials with which to begin his work, and clearly inform the teacher where and by what means additional information and materials may be secured as needed in the successful conduct of teaching activities.

8. When any new class or center is opened, the district supervisor shall submit to the state supervisor a written report giving definite information on each of the above requirements.

9. Any class or activity which after a four and one-half period of operation cannot, in the opinion of the state supervisor, reach and maintain in the requirements set forth herein, shall be discontinued.

B. Closing Classes or Centers.

1. Before any class or center is closed by any district supervisor, the district supervisor concerned shall submit to the state supervisor a written report stating why such class or center should be discontinued. The class or center shall not be closed until such has been approved by the state supervisor.
If a class or center is closed because of cancellation of teacher certification, receipt of private employment, or for any other reason beyond the control of the district supervisor, the district supervisor shall immediately notify the state supervisor in writing of such action.

NOTE: The above requirement shall not be construed as superseding any existing regulation governing the opening or closing of classes or centers.

TEACHER LOAD AND WORK SCHEDULE:

A. Teaching Time

1. Four hours per day or twenty hours per school week shall constitute the minimum actual teaching load.

2. A school week shall be understood to be from Monday through Friday, inclusive.

3. A school month shall be understood to consist of four weeks of five days each, or twenty teaching days.

B. Preparation

1. Two hours per day or ten hours per week may be spent as preparation time for actual classroom work.

2. All preparation time shall be subject to the same supervision as actual teaching time.

3. Each teacher shall submit to her district supervisor a written report covering the work done in proportion.

C. Work Schedule

1. Each teacher shall have a definite work schedule showing the time allotted to actual teaching and the time designated for preparation.

2. This schedule shall indicate the subjects taught, the time each subject is offered, and the exact location of each class.

3. No change shall be made in any teaching or preparation.
achodulc without uritten appro~l from the teacher's diatriot supervisor. Thia c.p ro?nl shD.ll be socured prior to tho oi'footivo cl.nto of tho oh.r.ngo , if possible.

4. When prior approval cannot be secured, due to some omorc;oncy, tho thornor shall notii'y his supervisor immodia:toly.

5. Tho thornor if forced to bo absent from tho plo.co dosig ­ na tod in tho work achodulo, should lcvo o. notice posted at his dosignatod plo.co of work, stating why ho is not bo found whoro ho onn bo found.

STUDENT -TEACHER RATIO:

A. Enrollment and Atttonnco

1. Tho ctudont - thornor r~tio , b~sod on enrollment~ sh all not bo loso thnn 25 students per thornor.

2. Tho otudont - thornor rntio , bo.scd on nvoro.ge do.liy nton~noo , ahnll not bo loso thnn ten students for anu proporin~ period.

3. Tho above rquiromento os to student - thornor ronlivo do t not apply for tho first mo:~nth nftor o. novr clss or oontor oponod.

B. CLASSROOM REQUIREMENTS:

A. Whosiblo oo.ch thornor Bh:l.ll havo o.ll clssos or o.otivitios in one convonianly loc tod building(profor ­ nbly n oochoo l building) ,

B. No thornor sho.ll too.oh in moro th:ln too cantors o r locotiono during ony ono day. Thoro sho.ll bo nt lon& t four studonts in o.ttonda.nco at ch tho oenters or locotiona.

C. Tho schoolroom used for o.dult clssos o r o.otivitios sho.ll bo mo.into.inod nt standnrds in hoo.tir.g, lighting, ventilation and olonnlinoss, oquivnlent to thoos of tho regular public schooleD

D. Rooms other than schoo l rooms used for o.dult clssos o r o.otivitios sho.ll meet standards rolo.tivol oquivnlent to thoos in regular public school buildings.
RECORDS AND REPORTS:
A. A complete record of class schedules, enrollment of students and daily attendance of students shall be maintained by each teacher. This record shall be subject to inspection by any educational supervisor who visits the project.

B. When a teacher leaves the program, all records shall be turned over to his supervisor.

C. A semi-monthly report (Form AE-1) shall be prepared by each teacher and submitted to the supervisor of the district.

D. A unit lesson plan (Form E-75) shall be prepared in duplicate by each teacher for the succeeding month and submitted to the supervisor of the district on the 25th of each month. This unit lesson plan shall be approved by the project technician and one copy returned to the teacher and one copy returned to the district supervisor.

E. For instructions relative to timekeeping, all teachers should consult their district supervisors.

F. A Report of Public Participation in VRA Education classes and Related Activities (Form 380) shall be noted through three-month intervals and submitted to the state supervisor through the office of the district supervisor.

G. Blank Forms shall be sent out from the district supervisor’s office to the teachers.

NOTE: If there are indefinite educational needs in a community, the project technician shall be liaised to the state director. The district supervisor shall submit in writing to the state director any need to extend the unit proposal.
VI • TEACHING MATERIALS:

A. Requests for material

1. All requests for teaching materials should be directed to the office of the district superintendent through the project technician.

2. The materials requested will be lent to the teacher for a period of one month, with the privilege of renewing the loan upon request.

3. Every effort should be made to anticipate materials needed well in advance of the time desired.

B. Return of Material

1. All materials must be promptly returned to the curriculum library on or before the date they are due.

2. A request for renewal of the loan may be renewed in advance of the date material is due.

VII. DEFINITION OF TERMS:

1. A "class" shall be designated as a group of four or more persons meeting once a week or twice a week for work in certain subjects. A class may meet once a week or five times a week, but in either case it should be counted as only one class.

2. An "enrollee" shall be defined as a person who has attended at least 25% of the meetings of a given class or activity during any one reporting period.

3. A "loss period" shall be designated as the continuous period of application of any subject or activity to one meeting of not less than 30 minutes in length.