

Interview Questions for School/College/University Staff

Program: _____

Date Completed: _____

General Questions about the Learning Disability Support Program or to be modified for your applicable learning, social or physical challenge.

Is there a LD Program?	Yes/No
Is there a specific person in charge of the LD program?	Yes/No
If so, what are his/her qualifications?	
How long has the program been in existence?	
Is there a central place where students can go to access help?	Yes/No
Is diagnostic testing required for admission to program?	Yes/No
If so, is it done by program personnel?	Yes/No
What is the cost?	\$
Is the ACT required?	Yes/No
What is the minimum score for admission?	
Is the SAT required?	Yes/No
What is the minimum score for admission?	
Are there other admissions requirements for the LD program?	Yes/No
If so, what are they?	

Are waivers granted for classes which are impacted by the learning disability? (Example: Foreign language waiver?)	Yes/No
Is there a new student orientation for the LD program?	Yes/No
Is there any kind of priority registration or assistance in class registration for students in the LD program?	Yes/No
Are remedial/developmental courses required?	Yes/No
Are any other college preparatory classes offered?	Yes/No
Is a foreign language required?	Yes/No
Is there a foreign language waiver?	Yes/No
Is there a flow chart that indicates which staff is responsible for which services?	Yes/No
Tutors:	
Are tutors provided?	Yes/No
Are tutors assigned by subject area?	Yes/No
Are the procedures for requesting/obtaining tutors clearly defined?	Yes/No
Is there an extra cost for tutors?	Yes/No
Is so, what is it?	\$
Is there a tutor supervisor?	Yes/No
What kind of training do tutors receive?	
Professional or peer tutors?	
Who makes the arrangements for meeting with tutor(s)?	
Where do you meet with your tutor(s)?	
Course Accommodations:	
Un-timed tests	Yes/No
Note-takers	Yes/No
Extended time	Yes/No
Computers	Yes/No

Readers: for assignments	Yes/No
Use of tape recorders in lecture	Yes/No
Copies of class notes	Yes/No
Audio Books /CD	Yes/No
Proof readers	Yes/No
Calculators for tests	Yes/No
Library:	
Assistance or training for use of library?	Yes/No
Computers:	
Is there a computer lab?	Yes/No
Is help available?	Yes/No
How many computers are available?	#
Are printers available?	Yes/No
Are scanners available?	Yes/No
Other computer equipment?	
Are laptop computers allowed in classes for note-taking?	Yes/No
Student Advocacy:	
Is there a person to act as a mediator between student and faculty?	Yes/No
How often do advisors meet with students?	
Are there written procedures for advocating?	Yes/No
Is there opportunity for students to self-advocate?	Yes/No
Counseling Services:	
Career Planning?	Yes/No
Job coaching/training?	Yes/No

Individual counseling?	Yes/No
LD support group?	Yes/No
Problem solving assistance?	Yes/No
Transition planning?	Yes/No
General Program Questions:	
What is the average student/teacher ratio in the classroom?	
What percentage of graduates have jobs waiting when they graduate?	%
What percentage of graduates have learning disabilities?	%
Transportation:	
Is there a shuttle service?	Yes/No
Is there public transportation?	Yes/No
If so, is it on campus?	Yes/No
Money:	
Do students manage their own money?	Yes/No
(Brehm Preparatory School, 2005)	
Does this program have additional LD support beyond what is required by law?	Yes/No
Is there an additional cost over tuition for the LD support program?	Yes/No
If so, what is the cost?	\$
How many students are currently being served by the program?	#
Is there a maximum number of hours per week of services a student can use?	Yes/No
What is the ratio of LD support staff to students with LD?	
How many full-time staff members work in the support program?	
Part time?	
Are there LD specialists available?	Yes/No
Are students allowed to take fewer classes and still maintain their full-time status?	Yes/No

Are tutors professional tutors or peer tutors?	Professional/Peer
Will teachers restructure their tests to accommodate the needs of students with LD?	Yes/No
Is there a computer reading machine available?	Yes/No
Is computer dictation software available?	Yes/No
What do you perceive as the weaknesses of the program?	
What are your overall feelings about the program?	
(Phelps, 2000)	
Are there any concerns for the support program's future?	Yes/No
Has the support program been evaluated in the past?	Yes/No
By whom?	
Is the evaluation summary available for students/families?	Yes/No
(ERIC Clearinghouse, 1989)	

Interview Questions for Students

Program: _____

Date Completed: _____

General Questions about the Learning Disability Support Program or to be modified for your applicable learning, social or physical challenge.

Is there an LD Program?	Yes/No
Is there a specific person in charge of the LD program?	Yes/No
Is there a central place where students can go to access help?	Yes/No
Is diagnostic testing required for admission to the program?	Yes/No
If so, is it done by program personnel?	Yes/No
What other admissions requirements did you have to meet?	
Are waivers granted for classes which are affected by the learning disability?	Yes/No
Was there a new student orientation for the LD program?	Yes/No
Is there any kind of priority registration or assistance in registration for students in the LD program?	Yes/No
Are remedial/developmental courses required?	Yes/No
Are any other college preparatory classes offered?	Yes/No
Is a foreign language required?	Yes/No
Is there a flow chart that indicates which staff is responsible for which services?	Yes/No
Tutors:	
Are tutors provided?	Yes/No
Are tutors assigned by subject area?	Yes/No
Are the procedures for requesting/obtaining tutors clearly defined?	Yes/No
Who makes the arrangements for meeting with tutor(s)?	

Where does a student meet with a tutor(s)?	
Course Accommodations:	
Un-timed tests	Yes/No
Note-takers	Yes/No
Extended time for assignments/tests by request	Yes/No
Computers	Yes/No
Readers: for assignments	Yes/No
Use of tape recorders in lecture	Yes/No
Copies of class notes	Yes/No
Audio Books /CD	Yes/No
Proofreaders	Yes/No
Calculators for tests	Yes/No
Library:	
Assistance or training for use of library?	Yes/No
Computers:	
Is there a computer lab?	Yes/No
Is help available?	Yes/No
How many computers are available?	#
What kind of computers?	
Are printers available?	Yes/No
Are scanners available?	Yes/No
Other computer equipment?	

What assistive technology is available?	
Student Advocacy:	
Is there a person to act as a mediator between student and faculty?	Yes/No
How often do advisors meet with students?	
Are there written procedures for advocating?	Yes/No
Is there opportunity for students to self-advocate?	Yes/No
Counseling Services:	
Career Planning?	Yes/No
Job coaching/training?	Yes/No
Individual counseling?	Yes/No
Learning Disability support group?	Yes/No
Problem solving assistance?	Yes/No
Transition planning?	Yes/No
Transportation:	
Is there a shuttle service?	Yes/No
Is there public transportation?	Yes/No
If so, is it on campus or near?	Yes/No
Money:	
Do students manage their own money?	Yes/No
(Brehm Preparatory School, 2005)	
Is there a maximum number of hours per week of support services a student can use?	Yes/No
What is the ratio of LD support staff to students with LD?	

How many full-time staff members work in the support program?	
Part time?	
Are there LD specialists available?	Yes/No
Are students allowed to take fewer classes and still maintain their full-time status?	Yes/No
Are tutors professional tutors or peer tutors? Both?	Professional/Peer/ Both
Will teachers restructure their tests to accommodate the needs of students with LD?	Yes/No
Is there a computer reading machine available?	Yes/No
Is computer dictation software available?	Yes/No
What do you perceive as the strengths of the Learning Disability program?	
What do you perceive as the weaknesses /challenges of the program?	
What are your overall feelings about the program?	
Do you feel that there are enough staff members to accommodate your needs?	Yes/No
Do you feel welcome when you go to discuss or request services?	Yes/No
Does the staff know who you are when you go in?	Yes/No
Is the staff friendly?	Yes/No
Is it simple to request accommodations?	Yes/No
Describe the process you must go through to request accommodations:	

Have you spoken with an LD specialist through the program?	Yes/No
Is it easy to get a tutor?	Yes/No
Is it easy to find/obtain a new tutor if you feel you do not work well with your current tutor?	Yes/No
What do you think the attitude of faculty is toward cooperating with your accommodations?	
What are your class sizes?	
Are you aware of any discrimination from other students because of your LD?	Yes/No
If yes, please comment:	
(Phelps, 2000)	