

Respondent Tracking Sheet – Inventory of Applied and Work-Based Learning Opportunities

College: _____ Division/Department: _____

Single Point of Contact (SPC): _____ Email: _____ Phone: _____

Person administering the inventory (if different from SPC): _____

Instructions:

1. Personally contact division or department chairs and key program chairs (e.g., Career Center) to explain the purpose of the WBL Inventory and set up a time to meet with faculty, as appropriate.
2. Identify and list each of the programs/disciplines and course titles for the inventory and list them below. (Career Center, internship programs, and other campus-wide programs offering WBL should be included as “programs” and the type of service should be included in the “course title” field.) Data is retrospective from the 2017-18 academic year.
3. Send each identified respondent the link to the online inventory or contact him or her to gather the information yourself. (A PDF version of the online inventory has been provided to help capture the data before it is entered online.)
4. Follow up with respondents as necessary to ensure all inventories are sent to WestEd by 11/8/18.

[illegible]

Program/Discipline	Course Title (2017-18 academic year)	Name of person completing inventory for the course	Title	Phone	Email	Course Inventory Complete?