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## APPENDIX D

### CRITERIA TO EVALUATE POSTSECONDARY INSTITUTIONS that plan to OFFER AN FBLA SCHOLARSHIP

The following criteria are to be considered guidelines. Institutions will undoubtedly have other aspects to consider depending on the needs of the area served and the resources available. Information in these criteria has been developed to complement and supplement the report of a member of the FBLA Board of Directors or representatives of the Board who visit the institution.

Yes No

#### Curriculum

- |                          |                          |                                                                                                                                                                                              |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The institution provides a sequentially planned business curriculum that conforms to the needs of the students and adequately prepares them for the working world and or/graduate school. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The institution has an internship or work-release program.                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The institution has extra-curricular programs or business-related clubs such as Phi Beta Lambda available for students.                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The institution makes continuous in-depth follow up of former students. As a result, the curriculum is continuously updated.                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The institution has a business advisory committee composed of members of the business community versed in various disciplines the college offers.                                         |
|                          |                          | 6. What is the employment rate of recent business graduates?<br>_____                                                                                                                        |
|                          |                          | 7. What is the acceptance rate at graduate schools of recent graduates of the business program? _____                                                                                        |

#### Reference Sources and Equipment

- |                          |                          |                                                                                                                                 |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 8. The institution maintains an adequate number of books, periodicals, and other materials in the field of business.            |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Business students have access to up-to-date electronic equipment which they might come in contact with in the working world. |

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Selection of Students

Yes No

- \_\_\_ \_\_\_ 10. The institution requires students to present evidence of satisfactory oral and written command of the English language as determined by a standard test which the institution may apply and/or offers a remedial program to assist those students in need.

Staff

- \_\_\_ \_\_\_ 11. The institution has an adequate administrative and supervisory staff who are genuinely interested in the business program.
- \_\_\_ \_\_\_ 12. The members of the business staff have earned degrees beyond the bachelor's level and have had work experience in their teaching specialty.
- \_\_\_ \_\_\_ 13. The institution has an effective placement service.
- \_\_\_ \_\_\_ 14. Faculty from the institution are available and willing to speak with FBLA chapters concerning careers in their particular field.
- \_\_\_ \_\_\_ 15. The institution has a non-discriminatory policy.

Accreditation

- \_\_\_ \_\_\_ 16. The school is accredited by the Pennsylvania Department of Education.
- \_\_\_ \_\_\_ 17. Other agencies that have accredited this institution include:

\_\_\_\_\_

\_\_\_\_\_

FBLA Scholarship Data

- \_\_\_ \_\_\_ 18. The scholarship will be offered on an annual basis.

Specify what the scholarship will cover:

(A) Specific amount \_\_\_\_\_

(B) Term covered \_\_\_\_\_

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(C) Minimum grade point average required to maintain scholarship \_\_\_\_\_

(D) Name of contact person \_\_\_\_\_

Title of contact person \_\_\_\_\_

Address of contact person \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(E) Number of scholarships to be offered \_\_\_\_\_

(F) What admission test(s) is/are required? \_\_\_\_\_

\_\_\_\_\_

(G) Is prior application required for awarding of the scholarship

\_\_\_\_\_