

# ABET

## Engineering Technology Accreditation Commission (ETAC)

### PROGRAM INTRODUCTION TEMPLATE AND AUDIT TOOL REQUIREMENTS & TIPS FOR PROGRAM EVALUATORS

#### Background

**Program audit tool (PAT):** Is ABET's AMS interface for managing reviews. As a PEV you are responsible for entering a Program Introduction in the PAT that will be included as part of the draft statement.



**Program audit form (PAF):** the PAF is generated by the PAT based on the PEV's input to the PAT. This automated PAF replaces the T301 form.

**Exit Statement:** the PAT also generates an exit statement for the program (used by some commissions at the exit meeting). The content in the exit statement automatically moves into the draft statement for editing by the TC.

#### Program Introduction

- Provide one-paragraph description of the program (3-10 sentences).
- Use the institution's website and Self-Study Report (SSR) to find and include brief program information about the program as highlighted below (e.g., program enrollment term of review and graduation data for previous academic year—which should be verified by the program administration during the evaluation).
- The first sentence of the introductory paragraph should begin with the official name of the program, including the degree designation listed in the RFE (e.g., Bachelor of Science in Computer Engineering Technology, Associate of Science in Computer Engineering Technology). The word "program" should not follow this official name.
  - Capitalize program names and degree titles only when referring to the full formal and official name or title (e.g., capitalize: Associate of Science in Electronics Engineering Technology; do not capitalize electronics engineering baccalaureate degree program).
  - Do not include name of the institution.
- Include brief information about the program with some of the following specifics, as appropriate:
  - program's administrative location at the institution, this is especially helpful for programs with multiple campuses so list all sites evaluated and note which is the administrative "home;"
  - target employers of the graduates;
  - program emphasis areas—especially concentration or formal options;

- unique aspects of the program, faculty members and/or students; or
- special aspects related to program's mode of delivery (e.g., on-line, hybrid).
- End the paragraph with current enrollment (current academic year and/or current semester) and number of graduates during the most recent academic year (again, verify the number with the program leadership during the evaluation).

## Examples

### Introduction (Example – General Review, multi delivery method)

The Bachelor of Science in Electronics Engineering Technology prepares students for technical careers in the electronics industry, providing hands-on experiences enabling them to be productive in their jobs soon after graduation. The program's focus is on installation, testing, troubleshooting, and repairing control systems. The program is located on the institution's main campus within the School of Engineering Technology and Applied Sciences. The program works closely with local high schools, preparing students to continue their education after high school by providing summer preparation courses and weekend workshops. Courses are offered by traditional lecture/laboratory method and enhanced by web-based delivery system. Target employers of the graduates are the electric power, telecommunication, and transport industries. There were 115 undergraduate students enrolled in the program in fall 202X and 23 graduates during the 202X -202Y academic year.

### **Introduction** (Example – Initial Evaluation)

The Associate of Science in Electronics Engineering Technology prepares students for technical careers in the electronics industry, providing hands-on experiences enabling them to be productive in their jobs soon after graduation. The program resides within the College of Applied Technology. The focus of the program is on installation, testing, troubleshooting, and repairing control systems. The technology-based courses are delivered in state-of-the-art laboratories on the institution's main campus and the upper state campus. While the graduates find positions in many companies, Rockwell Automation is a prime employer. There were 25 undergraduate students enrolled in fall 202X and five graduates during the 202X -202Y academic year. This is an initial accreditation review.