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**Faculty Site Visit Report**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Reviewer:

Class being visited:

High school where class is taught:

High school instructor:

Site Visit Checklist:

**Review Course Materials**

* Syllabus criteria continuing to be met?  yes  no
* Course materials continue to meet the discipline standards?  yes  no
* Assessment techniques align with yours?  yes  no
* Clear expectations set for students?  yes  no
* Grading scale aligns with yours?  yes  no
* Course assignments & assessment align with

student learning outcomes?  yes  no

* Course textbook approved by mentor?  yes  no

**Course Observation**

* Instructor demonstrates knowledge of the course material?  yes  no
* Instructor is confident in their presentation?  yes  no

Instructor is presenting material that is current and up-to-date?  yes  no

* Students were monitored and instructed in an organized manner?  yes  no
* Instructor maintained a high level of professionalism?  yes  no
* Instructor engaged students by asking probing questions,

providing examples and suggestions for problem solving?  yes  no

* Instructor treats students with respect?  yes  no
* Instructor responds appropriately to student questions/concerns?  yes  no
* Students were engaged during the class?  yes  no

**Upon review the course meets Rochester Community and Technical College Standards:  yes  no**

For areas marked ***no***, please provide a description of a plan for improvement:

*(Additional information on the back)*

**Include comments offered by students on course content**

**Additional comments that demonstrate the strengths or challenges of the class:**

**Additional comments from the faculty liaison:**

**Additional comments from the high school teacher:**

***By signing below, I understand that this site visit is not a formal evaluation and is required for maintaining NACEP and HLC accreditation standards. Should there be areas that need to be addressed/corrected, it is expected that we, the liaison and high school teacher, will work together to improve the areas of concern. If these areas continue to be of concern, we understand that Rochester Community and Technical College has the authority to discontinue the course offering at the high school until these areas are in compliance.***

Faculty Liaison Signature High School Teacher Signature