



Concurrent Enrollment Site Visit Report

Completed by Faculty Liaison

Expectation: This concurrent enrollment course is equivalent to a Saint Paul College course. The evaluation chart and questions 9-16 are specific to the required site visit. The goal is to evaluate the course through this observation.

High School	College Faculty Liaison
Instructor	Department
Course Number	Course Title

Date of Visit

Faculty Liaison Evaluation <i>(NACEP Accreditation Standard)</i>	Needs Improvement	Meets Expectations	Excellent	Not Applicable
1. Implementation of college curriculum, adherence to Saint Paul College course outline (C-3).				
2. Coherence and completeness of Concurrent Enrollment Program Syllabus (C-2).				
3. Course reflects pedagogical, theoretical, and philosophical orientation of the sponsoring academic division/course outcomes (C-2).				
4. Course assignment and requirements meet college expectations (A-1).				
5. Student assessed using similar methods (e.g. papers, portfolios, quizzes, labs) as their on-campus counterparts (A-1).				
6. Final grades based on sound evaluations of course objectives (A-1).				
7. Use of Saint Paul College resources or high school community resources (S-3).				
8. Communication with Saint Paul College faculty mentor (F-3).				

9. What is the intended outcome of observed activity (from the Saint Paul College course outline)?

10. What teaching methodology is used to present the outcome?

11. Are the students able to show they learned the outcome consistent with the expectation of the on-campus SPC course (is it college-level)?

12. What assessments are being used to show that the skill, concept, or outcome was practiced or learned?

13. Is the student skill performance appropriate for this time in the semester/term?

14. Are there any suggestions for improvement?

15. Is follow-up necessary? If yes, what is the collaboratively planned follow-up?

16. Any other relevant observations?

Summary: Provide a summary of your observation if you feel it is appropriate.

Concurrent Enrollment Instructor Signature

Date

Faculty Liaison Signature

Date



Concurrent Enrollment Site Visit Report Reflection

Completed by High School Instructor

Expectation: After the site visit by the faculty liaison, the high school instructor needs to complete a reflection on the visit. Please submit the completed form to your faculty liaison and Director of College Partnerships.

High School

College Faculty Liaison

Instructor

Department

Course Number

Course Title

Date of Visit

Date Reflection Form Completed

In this reflection, please include your thoughts about the site visit and feedback from the faculty liaison.

Concurrent Enrollment Instructor Signature

Date