

**Concurrent Enrollment**

**Faculty Liaison Site Visit Report Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty Liaison** |  | **Liaison Department** |  |
| **Date of Visit** |  | **Location/School** |  |
| **Teacher Observed** |  | **Course Observed**  |  |
|  |
| **Observation of Classroom Teaching** |
|  | The subject matter taught is consistent with that normally taught by Truman faculty at a comparable point in the term. |
|  | Through presentation style, examples, exercises, and other content, the material is being conveyed to students in a manner consistent with that which would be expected of a Truman faculty member. |
|  | The teacher checks for understanding by his/her students and offers additional clarification or explanation for students who seem to not understand. |
|  | The teacher places materials in a context, helping the student to understand how the material being discussed relates to previous and/or future topics and explains its broader relevance. |
|  | The teacher presents material in a manner that allows for the different learning styles and preferences of students. |
|  | The teacher appears to have a positive rapport with students in which students appear to be comfortable asking questions, providing and obtaining feedback, and questioning assumptions. |
| **General Comments Pertaining to Classroom Teaching Effectiveness** |
|  |
|  |
| **Curriculum Compliance** |
| Textbook (Title/Author/Edition) |  |
| Textbook (Title/Author/Edition) |  |
| Is(are) the text(s) the same as (or comparable to) those used in the equivalent on-campus course? | Yes |  | No |  |
| Are the methods of assessing student performance, including examinations, examination procedures, projects, rubrics, etc., comparable to those used in the equivalent on-campus course? | Yes |  | No |  |
| Is the syllabus employed for the course, excepting obvious differences in personnel, daily schedule, academic calendar, at a high school, comparable to that used in the equivalent on-campus course? | Yes |  | No |  |
| *Please attach evidence that can be used to demonstrate comparability, including a copy of the course syllabus, copies of sample examinations, graded assignments, evaluation rubrics, essay prompts, etc.* |
| **General Comments Pertaining to the Faculty Member’s Effectiveness at Maintaining Comparability with the On-Campus Curriculum** |
|  |
| **Issues Requiring Follow-Up by the Institute for Academic Outreach** |
|  |
| I, have given the following materials to my Truman State University faculty liaison for the purposes of demonstrating that my course is comparable to that which is taught on the Truman State University campus. |
| CourseSyllabus |  | SampleTests |  | Sample Assignments |  | Evaluation Rubrics |  | Essay Prompts |  |
| Course Projects |  | Course Quizzes |  | Other(Describe) |  | Describe Other Submissions: |
|  |
|  |  |
| Signature of Concurrent Enrollment Instructor | Date |
|  |  |
| Signature of Concurrent Enrollment Faculty Liaison | Date |

* A copy of this evaluation shall be provided to the instructor within one week of the Faculty Liaison’s return to campus.
* A copy shall be placed in the instructor’s file with the Institute for Academic Outreach within one week of the Faculty Liaison’s return to campus.

Institute for Academic Outreach

Truman State University

McClain Hall

100 E. Normal Ave

Kirksville, MO 63501