

Site Visit Process

Collaborators must make at least one site visit to the high school during the course.

- 1) The college faculty collaborator is responsible for contacting the high school collaborator to arrange a date and time for the site visit.
- 2) The site visit is recommended to occur after the first few weeks of the semester, but prior to the final few weeks of the semester.
- 3) The college faculty collaborator is responsible for completing and submitting the site visit form to C2C Program Administrator.
- 4) The high school collaborator will provide the learning objectives, any handouts, and/or assessments that will be used in class on the day of the site visit. This information must be given to the college faculty collaborator a minimum of 24 hours prior to the site visit.
- 5) At a minimum, the site visit and report should include components of observation, peer feedback, and discussion described below:
 - **Observation** (*Was the content aligned with pre-site visit form? Was the rigor of the content comparable to the college course? What is the student engagement and comprehension of the content? Has a positive collegiate learning environment been created in the classroom?*)
 - **Peer Feedback** (*High School Collaborator will receive feedback from the observer, which includes any recommendations for improving C2C course. This may be oral or written and could be immediately following the observation or within one week of the site visit.*)
 - **Professional Development Discussion** (*As part of the peer feedback, collaborators will discuss ideas for improving the course delivery and content. This may be immediately following the site visit.*)
 - **Course Surveys** (*A reminder is given for the process including the online survey link for administering course surveys and when the results will be discussed after course completion.*)
 - **Other** (*Any additional information relevant to the site visit.*)
- 6) Attach the completed pre-observation form and the learning objects, any handouts, and/or assessments submitted by the high school collaborator.

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Course Title and Course Number: Click or tap here to enter text.

Southeast College Faculty Collaborator: Click or tap here to enter text.

High School Collaborator: Click or tap here to enter text.

Date & Time of Site Visit: Click or tap here to enter text.

Location of Site Visit: Click or tap here to enter text.

Observation: *Please specify/elaborate under the comment for each criterion.*

How does the depth and rigor of the lesson align with the course delivered at the college?

Comments: Click or tap here to enter text.

How did the learning activities meet college expectations?

Comments: Click or tap here to enter text.

How did the students respond to the lesson?

Comments: Click or tap here to enter text.

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Peer Feedback: Recommendations to build upon and improve

What are the most impressive aspects of the lesson?

Click or tap here to enter text.

What are the opportunities for improvement (if any)?

Click or tap here to enter text.

What questions do you have regarding the college resources available to C2C students?

Click or tap here to enter text.

What are some opportunities available for Professional Development? *(Include discussion of the mandatory symposium)*

Click or tap here to enter text.

When is the link for the survey going to be sent as well as when the result will be discussed?

Date for course survey link sent: Click or tap to enter a date.

Date set for discussion of the survey results: Click or tap to enter a date.

Other information discussed at the site visit.

Click or tap here to enter text.

“Classroom observations are utilized by faculty liaisons to validate that that institution’s expectations for the course are being met, and need not be used by high school administration in evaluations of teaching performance.” P 19 NACEP Accreditation Guide, January 2022.

Site Visit Process

Once this form is complete, upload it to D2L, along with the Pre-Observation Form and any classroom materials.