

UMC Liaison: _____



E-Document Site Visit

Directions: Electronically fill out your site visit documentation/findings and e-mail to umccihhs@crk.umn.edu

CIHS Faculty Visit; Standards F3, A1, C1, C2, C3 & E1

UMC Department:	Date of Site Visit:	Date Report Submitted:
High School:	Instructor Name:	Course:
Textbook(s) / Software Used:		

1. Curriculum Standard C1, C3 Assessment Standard A1

<input checked="" type="checkbox"/>	Proposal/Course Request is approved and on file.
<input checked="" type="checkbox"/>	Instructor credentials are approved and professional development is on file.
<input type="checkbox"/>	Syllabus for current term is comparable to course taught on campus.
<input type="checkbox"/>	Syllabus has been reviewed during the current term.
<input type="checkbox"/>	Syllabus accurately reflects the course taught.
<input type="checkbox"/>	Book is appropriate and comparable for the college level course
To what extent are the syllabus, aims, and content of this class representative of the on-campus course?	
Other Comments:	

2. Curriculum Standard C2, C3

<input type="checkbox"/>	Course reflects pedagogical, theoretical and philosophical orientation of our university department. This visit ensures the course offered through CIHS is similar and has consistent learning outcomes to that of on-campus course(s).
What are your impressions of student interest and involvement in the course?	
Other Comments:	



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3. Assessment Standard A1, Evaluation Standard E1 Curriculum Standard C3

	Assignments are appropriate for a college level course; outcomes are consistent and appropriate for college credit.
	Assignments meet the requirements outlined in the proposed department standards.
	Assessments meet the methods used as on campus course sections (e.g. papers, portfolios, quizzes, labs).
Ask to see some papers, activities, or assignments generated thus far in the course. Are the depth and rigor equivalent to the on-campus course?	
Comment on the instructor's marking and grading. Does the instructor feel comfortable evaluating student work or is there a need for more help? Is the Instructor's evaluation of student work comparable to on-campus evaluation?	
Other Comments:	

4.

We are interested in getting feedback from others regarding the course, the students, anything germane to UMC-CIHS policies, procedures or practices. If you have the opportunity to address the class please solicit comments and record them below.



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5.

Implementation problems are always a concern, whether from the instructor or student perspective. When asked, were any problems mentioned?

6.

Use the section below to list any necessary follow-up or recommendations

7. Share what is happening in the campus arena in regards to this discipline. Ongoing collegiate interactions to further enhance pedagogy and breadth of knowledge in the discipline is part of a standard in our program (F3).

CIHS Coordinator Use 2022-2023 School Year
Name: _____ Payment sent to Human Resources
Department: _____ CIHS Coordinator Initials ___/___/___ Date
\$250.00 stipend to be issued for initial site visit, \$100.00 stipend to be issued for additional site visits