

To conduct an on-site visit

- 1) Department faculty get the school site visits for the semester. Note: a few courses are yearlong, so they could be visited in the spring. When I get the spring courses, I will get them out to the faculty
- 2) Faculty that is doing the visit; please contact the district instructor to set up the site visit - day/time?
Let the instructor know you will need:
 - a) a copy of the course syllabus
 - b) copies of assignments and assessments that students have completed, with personal information redacted
 - c) you will be observing their lesson
- 3) Contact the CIHS Coordinator
- 4) Contact <https://www.aaiscloud.com/UMN/Portal/GuestPortal.aspx> for reserving a campus vehicle. This is the most efficient use of our funds.
 - a) let Brenda Bozyk know CIHS will be paying the vehicle fee; she said to send her an email or call; bozy0001 or 8483
 - b) if a vehicle is not available, you will be reimbursed by CIHS for your personal car use
 - c) if there is a school district with different disciplines to visit, you may want to do ride-sharing with another discipline for a more pleasant visit
- 5) The Faculty Visit Form template is available on the UMC CIHS website. It can be downloaded and “Saved As” on your computer.
 - a) Email to CIHS the form and papers after your visit
- 6) Visit the site
 - a) review the course syllabus; does it reflect or “pair with” the on-campus course syllabus
 - b) observe a classroom lesson
 - c) use the template to “check off” areas during your site visit
 - d) gather sample assignments and assessments to bring back to CIHS, student information redacted
 - e) if allowed - asked students for feedback about CIHS courses, policies, procedures, etc.

Look at some assignments generated thus far in the course. Look for depth and rigor equivalent to the on-campus course.

Talk about grading and assessments; is there matched depth and rigor equivalent to on-campus; are there questions the instructor may have about these areas, are there problem areas that UMC CIHS can address to help the course? Is the textbook/materials up to the course?

Confer with the instructor about the above mentioned items, and any other items felt of value.
- 7) Fill out the *Faculty Visit Form* & make any recommendations for CIHS to follow-up with the instructor. Email a copy to the instructor and to the CIHS Coordinator.
- 8) Make sure all your paperwork is submitted. CIHS will initiate your payment to HR as soon as you submit all documentation from the site visit to CIHS:
 - a) Complete and sign the Faculty Visit Form (found on the website)
 - b) Sample student assignment/assessment papers
 - c) Complete UMN ChromeRiver for your travel expenses

To conduct a remote site visit

This is not the ideal way to conduct a visit, but circumstances may necessitate being inventive when conducting the site visit.

- 1) Departments get the list of school site visits for the semester. Note: a few courses are yearlong, so they could be visited in the spring. When I get the spring courses, I will get them out to the departments.
- 2) Faculty that is doing the remote visit – contact and work with the district instructor to video their lesson. They may record and download it to you, do a live feed, snail mail, or whatever will suite the both of you.
- 3) Also have the instructor email, snail mail, or share on docs these documents:
 - a) The course syllabus
 - b) Some assignments and assessments that students have completed, personal information redacted
- 4) Faculty contact the CIHS Coordinator grego162@crk.umn.edu
- 5) Watch the lesson
 - a) Fill out the Faculty Visit Form. The Faculty Visit Form template is available on the UMC CIHS website. It can be downloaded and “Saved As” on your computer.
 - b) Next look over the assignments and assessments from the course; look for depth and rigor equivalent to the on-campus course
 - c) Review the course syllabus; does it reflect or “pair with” the on-campus course syllabus? Are the dates up to date?
- 6) Have a phone conference/ zoom / or other live communication with the instructor.

Discuss the assignments and assessments generated so far, and the grading of the course. Does the instructor have questions about these areas, are there problem areas that UMC CIHS can address to help the course? Is the syllabus compatible to the on-campus one? Is the textbook okay?

Confer with the instructor about the above mentioned items, and any other items felt of value.
- 7) Email a copy of the filled out Faculty Visit Form to the instructor and to the CIHS Coordinator.
- 8) Make sure all your paperwork is submitted. CIHS will initiate your payment to HR as soon as you submit all documentation to CIHS from your remote visit:
 - a) Fill out and sign the Faculty Visit Form (found on the website)
 - b) Sample assignment/assessment papers, emailed to the CIHS Office

Thank you.