



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

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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

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Issues Requiring Follow-Up by the Institute for Academic Outreach

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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.

Course Syllabus		Sample Tests		Sample Assignments		Evaluation Rubrics		Essay Prompts	
Course Projects		Course Quizzes		Other (Describe)		Describe Other Submissions:			

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Signature of Concurrent Enrollment Instructor	Date
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Signature of Concurrent Enrollment Faculty Liaison	Date
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- 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