



Requirements: This site visit report may be used only with concurrent enrollment partnerships in which the following requirements are met:

- Course partnership has been established at least two years
• Mentor/mentee partnership has been in place at least one year with no change in representation
• Classroom observation occurs at minimum every three years
• Note: Site visit options must be completed face-to-face

Concurrent Enrollment Instructor: _____ Date of Visit: _____

High School: _____

Concurrent Enrollment Course: _____ Credit Hours: _____

PTCC Faculty Mentor: _____

Check all that apply to the PTCC mentor's role during this visit:

Option 1: Grade Norming Activity

High school partner teacher and/or faculty mentor may bring sample student assignments and common assessment/rubric/grading standards. Discuss assessment expectations, evaluate assignments, and discuss grades and results.

Option 2: Faculty Mentor Guest Lecture

Faculty mentor provides guest lecture on area of expertise, or teaches a lesson at the high school.

Option 3: Assignment Review

High school partner teacher and faculty mentor discuss specific assignments in HS course and Campus course that effectively assess student learning and progress toward learner outcomes. Rigor and depth of assignments is equivalent to on-campus assessments.

Reflective Summary and Recommendations

Please include a detailed and reflective summary, recommendations, and steps for moving forward on reverse side of form.

High School Instructor Signature

Date

Faculty Mentor Signature

Date

Submit signed form to the Director of Student Success

This requirement directly aligns with NACEP STANDARD C3 and NACEP STANDARD A1. C3 - Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus. A1 - The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

PLEASE INCLUDE A DETAILED AND REFLECTIVE SUMMARY, RECOMMENDATIONS, AND STEPS FOR MOVING FORWARD BELOW.