

Dear EvCC College in the High School mentor and high school teacher,

As part of the ongoing collegial mentoring and to ensure the high school course is equivalent in content, rigor, and assessment, site visits are required the first term a high school teacher teaches the EvCC College in the High School (CHS) course and every third term thereafter.

The EvCC mentor will arrange in advance for a site visit. Please be prepared to submit a sample of a graded student assessment and your course syllabus if you have not submitted a current syllabus this year.

A minimum score of 3 in each content area below is required for an overall satisfactory rating. Rating below a 3 will require a Corrective Action Plan.

Once the visit is finished, both the EvCC faculty mentor and high school teacher are required to sign the site visit summary report. The original signed copy is forwarded to the College in the High School Director.

College in the High School High School Teacher Observation & Site Visit Report

High School Teacher: _____ Date: _____

High School: _____

College in the High School Course: _____

Guide:

1	Unsatisfactory Performance: Does not meet minimal standards of professional performance
2	Minimal Performance: Does not consistently meet accepted standards of professional performance
3	Standard Professional Performance: Consistently meets accepted standards of professional performance
4	High Professional Performance: Frequently exceeds accepted standards of professional performance
5	Exemplary Professional Performance: Consistently exceeds accepted standards of professional performance

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|----|---|-----|---|---|---|----|
| 1. | The instructor is prepared for class. | 1 | 2 | 3 | 4 | 5 |
| 2. | Instructor states objectives clearly. | 1 | 2 | 3 | 4 | 5 |
| 3. | The instructor maintains an appropriate classroom atmosphere and creates a good learning environment. | 1 | 2 | 3 | 4 | 5 |
| 4. | The instructor presents an adequate number of examples demonstrating the concepts being presented. | 1 | 2 | 3 | 4 | 5 |
| 5. | The students were participating (note-taking, asking questions, participating in discussion, etc.). | 1 | 2 | 3 | 4 | 5 |
| 6. | The instructor is using the departmental approval syllabus. | YES | | | | NO |
| 7. | The instructor is using the approved textbook. | YES | | | | NO |
| 8. | Student assignments have the same rigor and depth equal to the on-campus course. | 1 | 2 | 3 | 4 | 5 |
| 9. | The evaluation of student work is comparable to college faculty evaluation of student work. | 1 | 2 | 3 | 4 | 5 |

