

## Current Instructor Visits

The purpose of the site visit is to ensure that the high school course being taught is consistent in course content, course delivery, and student assessment with the corresponding UVU on-campus course. Visits can include engaging with the students, observation, co-teaching, reviewing the instructor's syllabus, and recruitment to UVU. **One visit is required per year. Two visits are encouraged.**

\*Be aware of when the instructor is teaching the course: Fall, Spring, and/or Full-Year

## New Instructor Training Visits

After receiving approval, the instructor must be trained by the department before they can teach the course. This is a requirement set by USHE and our NACEP accreditors. In this training, the liaison should review the course curriculum, textbook, syllabus, the department's teaching philosophies, assessment methods, and any other information the department deems imperative to teaching the course. Training is encouraged to be on a one-on-one basis either in-person or virtually.

## Prospective Instructor Visits

During the application review process, the department may determine that they need to observe or converse with the prospective instructor to assist in the decision process. This can be done in person or virtually. This applies only to instructors who have submitted an application.

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## Type of Visits

- In Person
  - All new instructors are required to be visited in person for the first three years.
- Virtual
  - Once you determine an instructor has reached "veteran status," visits can be made virtually via Microsoft Teams or Zoom every other year.
  - Virtual visits must be a minimum of 20 minutes long to receive compensation.

## Accepted Instructor Verification

- Instructor signature on the form (digital is accepted)
- Email JordanL@uvu.edu to submit the form with the instructor CC'd. Once the instructor responds, the visit will be processed.

## Submission

- Submit visits to Jordan Lee at JordanL@uvu.edu
  - In the subject line, please put: [Your Department] Site Visits
  - Visits can be submitted in bulk or one at a time.
  - For tracking purposes, submit forms within 60 days of the visit.

## Compensation

- Site Visits are compensated per course per instructor.
  - ex: A CE instructor teaches more than one course in your department. Liaisons can visit each course twice, per instructor.
- Compensation Rate
  - In - Person Visits: \$150 + Mileage Reimbursement
  - Virtual Visits: \$150
    - Payment can take up to 4 weeks to process
- Mileage report must be submitted within 30 days for reimbursement.

# Instructor Visit Form

Submit form to Jordan Lee at [JordanL@uvu.edu](mailto:JordanL@uvu.edu)

Date of Site Visit: \_\_\_\_\_ UVU Course Number: \_\_\_\_\_

UVU Liaison: \_\_\_\_\_ Instructor Visited: \_\_\_\_\_

Liaison UVID: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

UVU Dept: \_\_\_\_\_ High School: \_\_\_\_\_

Visit Type: In-Person Site  Virtual  Length of Visit: \_\_\_\_\_

Instructor Type: Current Instructor  Prospective Instructor  New Instructor Training

Check if Yes:

- High school syllabus and content represent the on-campus course and syllabus.
- Text book has been reviewed and approved by department liaison.
- The content covered is equal to college classroom rigor.
- Instructor's evaluation of student's work compares to on-campus evaluation.

Description of Visit:

Observation Notes:

Feedback for Instructor:

Comments/Concerns:

CE Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UVU Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_