

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 if needed.**

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

New Instructor Training Visits

After receiving approval from our office, 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 and/or liaison 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.

Visit Modalities

- 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 Forms of Visit Verification by Instructors

- 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 Todd Olsen at todd.olsen@uvu.edu
 - Visits can be submitted in bulk or one at a time.
 - For tracking purposes, submit forms within 30 days of the visit.

Liaison Compensation

- Site Visits are compensated per course, per instructor.
 - EX: a CE instructor teaches more than one course in your department. You may visit that instructor twice for each course they teach. However, one site visit where multiple courses are discussed will receive one payment.
- Compensation Rate
 - In-Person Visits: \$150 + Mileage Reimbursement
 - Virtual Visits: \$75
- Payment can take up to 4 weeks to process
- Site visits must be submitted by June 1st of the fiscal year you conducted the visit

Instructor Visit Form

Submit form to todd.olsen@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.

Observation Notes:

Feedback for Instructor:

Comments/Concerns:

CE Instructor Signature: _____ Date: _____

UVU Liaison Signature: _____ Date: _____