

Faculty liaisons are required to submit a **Liaison Reporting Form** for each section of a dual credit course they are assigned. The report should be submitted to the CEP Coordinator.

Concurrent Faculty Liaison Report

Instructor Name: _____ Faculty Liaison Name: _____

High School: _____ Classroom Observation Date: _____

Course/Academic Term: _____ CRN & Section Number: _____

IMPROVEMENT

1. Implementation of department curriculum and adherence to course outline on syllabus (C-2)
2. Coherence and completeness of syllabus (C-2)
3. Course reflects pedagogical, theoretical, and philosophical orientation of the department (C-2)
4. Course assignments and requirements meet department expectations (A-1)
5. Students assessed using the same methods (e.g., papers, portfolios, quizzes, labs) as students taking the course on campus (A-1)

EXCELLENT

ADEQUATE

NEEDS

I am satisfied that the dual credit curriculum is being delivered successfully and that the instructor is in compliance with department policy (if answered NO to this question, please explain in a separate attachment).

YES

NO

Comments (re: contact with instructor, strengths, weaknesses, highlights of observations):
