

Kenneth P. Dietrich School of Arts and Sciences
College in High School

Teacher Visits

Classroom visits, conducted by the course's University of Pittsburgh faculty liaison or designee, provide support to CHS teachers and ensure that University of Pittsburgh courses taught in the high school are equivalent to the courses offered on campus. The visits are an extension of the professional development and ongoing collegial conversations that occur at the yearly meetings. These visits are also required by CHS' professional organization NACEP so we may maintain the best practices in the field of concurrent enrollment and obtain accreditation for the program.

Visits do not evaluate the quality of teaching, and visit reports are the sole property of College in High School. Visit reports are not shared with school administrators, parents, or students—only CHS staff and CHS faculty liaisons.

Teachers will generally be visited once every three years. University faculty liaisons often conduct visits of their colleagues on campus and are aware that one visit does not provide an accurate picture of a teacher's normal teaching.

Before the Visit

The CHS visitor:

1. will check Aspire for your uploaded syllabus and review it.
2. will contact you to schedule the visit and see if there are aspects of the course you would like feedback on. If possible, the visit will be scheduled in a period that is followed by a free period or coverage for approximately 15 minutes, so the visitor can discuss the visit with you. If the school will not provide coverage, CHS can contact the school to ask for it. If there is no way to have a follow-up discussion directly after class, it can be done by phone.
3. will ask what content will be covered the day before the visit and the day of the visit.
4. may ask you to assemble graded assessments for them to review during the visit.
5. may not conduct guest lectures on the day of the visit. If the teacher would like a guest lecture and the visitor is willing, a guest lecture shall be scheduled for a different date.

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Day of the Visit

The CHS visitor:

1. will sign in at the high school office and observe your school's protocols.
2. will sit near the back of the class and not participate in the class.
3. should not be left alone with the students, as per CHS policy.

After the Visit

1. The visitor will provide immediate feedback and answer questions either immediately after class or in a planned follow-up conversation. In the rare case of a significant problem (e.g., class does not meet the curricular requirements of the Course Outline), the teacher will be given a chance to fix the problem and will be revisited if necessary.
2. CHS staff and the University faculty liaison will review and securely store the visit report.

Overall, the visitor looks for evidence that the course meets the standards of a course on the University's campus. More specifically, the primary standards that the visitor will look for are as follows:

- observed instructional content (and assessment if relevant) is consistent with the Course Outline and appropriate for a college class.
- observed instructional strategies are rigorous and in keeping with the pedagogical, theoretical, and philosophical expectations of the faculty liaison.
- observed student performance (in classroom and/or on graded assignments) is in keeping with what one would expect in a college-level course.
- observed student discourse and student-teacher rapport are consistent with what is expected in a college course.