

University Visitation Preparation & Process

It is important that you remember a visit from University faculty is not a test! Rather it is an opportunity to share your experiences and concerns and receive individualized counseling from those with years of professional experience. Each visit will follow the schedule below:

- The visiting faculty will contact you by letter or email and schedule the visit.
- Your administrators will also be notified of the visit.
- Upon arrival, faculty will...
 - Observe your classes
 - Visit with administrators and students
 - Review your progress on AED 501 or 502 assignments
 - Visit with you at the end of the day regarding your concerns and questions
 - Make needed suggestions to you and/or administration as needed
 - Provide a written summary of the visit, through a follow-up letter, for you and your administrators.

You can expect:

- The visit to last from ½ to a full day, depending on your needs and the faculty member's schedule
- An objective view and evaluation of your progress
- Completed evaluation sheets (see attached) on each class
- Objective advice on your development as a professional educator.

Upon the faculty's arrival, you can help by:

- Providing a schedule of the day's events for the faculty member
- Set of day's lesson plans
- Information regarding bathrooms and meals for the day
- And a smile on your face!