



Faculty Liaison Handbook

Revised 8.9.19

Table of Contents

OVERVIEW	3
SUMMARY OF RESPONSIBILITIES	3
RESOURCES	3
SECTION I. Planning and Conducting an Orientation Session	4
SECTION II. Course Content/Program Requirements	5
SECTION III. Communication, Reporting and Assessment.....	5
SECTION IV. Site/Class Visits.....	6
A. Purpose	6
B. Frequency.....	6
C. Planning	7
D. Visitation.....	8
E. Reporting.....	8
F. Pre-Site Visits and Classroom/Lab/Equipment Approval.....	8
G. Equipment Training	8
SECTION V. Professional Development.....	9
SECTION VI. Stipend Guidelines and Structure	9
Faculty Liaison Stipend Reimbursement Form (EXAMPLE)	11
Faculty Liaison Stipend Reimbursement Form	13
ORIENTATION REPORT FORM	15
SITE/CLASS VISIT REPORT FORM	16
INSTRUCTOR REPORT FORM	18
PROFESSIONAL DEVELOPMENT REPORT FORM	19
CLASSROOM/LAB/EQUIPMENT INFORMATION AND APPROVAL FORM.....	20
PRE-APPROVAL SITE VISIT REPORT FORM	22
EQUIPMENT TRAINING REPORT FORM.....	23

VU DUAL CREDIT FACULTY LIAISON HANDBOOK

Overview

The quality and academic rigor of VU's Dual Credit (DC) programming efforts is heavily dependent upon the active participation of the faculty liaison. In accordance with the National Association for Concurrent Enrollment Partnership (NACEP) accreditation guidelines, all VU dual credit courses are required to have a VU faculty liaison to provide curriculum oversight and support to dual credit instructors. Faculty liaisons may be full time, adjunct or retired VU faculty members, as appointed by the division dean or department chairperson. Faculty liaisons must agree to serve in accordance with the responsibilities contained herein, VU dual credit program policies and procedures, and NACEP accreditation requirements.

Summary of Responsibilities *(please see detailed responsibilities listed under each section of this handbook)*

1. **Rapport** – Communication and establishing a good rapport with your assigned DC instructors is vital. At the beginning of each academic year, faculty liaisons should reach out to their assigned dual credit instructors and provide a welcome, their contact information, and any pertinent updates or information. Ongoing communication with your DC instructors, throughout the academic year, is expected.
2. **Orientation Session** – must be conducted by the faculty liaison for all new DC instructors prior to teaching the course for dual credit (an orientation report must be submitted to the DC office within 1 – 2 business days of the orientation session). The session must be conducted on the VU campus unless otherwise approved by the Senior Director of Dual Credit Partnerships.
3. **Course Content** – the faculty liaison is responsible for verifying that the academic content of the DC course meets University standards (including, but not limited to, annual review and approval of common course outline/syllabus, review of grading standards and assessment criteria, and review of a sampling of student assignments and/or exams).
4. **Communication and Reporting** – the faculty liaison is responsible for:
 - Developing and maintaining an updated database and email list of all assigned DC instructors,
 - Contacting all dual credit instructors at the beginning of each semester to determine which VU classes are running, the number of students enrolling in the course for dual credit, whether the classes are running semester based or year based, and the daily start and end times of each class, so that any required site/class visits can be scheduled,
 - Completing, and submitting, all orientation, site/class visit, and professional development report forms, with required supplemental materials to the DC office (with copies of reports also being sent to the division dean).
5. **Site/Class Visits** – must be conducted by a VU faculty liaison during the first year a DC instructor is teaching the course for dual credit. Barring no issues or concerns, DC instructors shall be visited no less than every three years, thereafter, or as determined necessary by the faculty liaison and/or VU administrators. The faculty liaison is responsible for creating a timeline and tracking when site/class visits are due.
6. **Professional Development** – sessions must be conducted annually, should be designed to maximize engagement and participation of participants, and should include components related to course content, integrity, grading standards, pedagogy, theory/philosophy, and other appropriate topics in the content area.

Resources

All forms referenced in this handbook may be accessed on the [website](#) under “[Faculty Liaison Resources](#).” For additional information or assistance, please contact a PE staff member at 812-888-4337.

SECTION I. PLANNING AND CONDUCTING AN ORIENTATION SESSION

Faculty liaisons are responsible for planning and conducting an orientation session for each newly approved DC instructor PRIOR to the instructor teaching the course for dual credit. While group orientations are encouraged, whenever possible, please note that individual sessions may be necessary for new DC instructors who are unable to attend the group orientation session, or are not approved prior to the group orientation session.

Orientation sessions are conducted, face-to-face, on the VU campus (prior approval is required for any other arrangements). Extenuating circumstances (such as an emergency approval because the DC instructor leaves in the middle of the semester) may warrant approval for a temporary orientation session to be conducted virtually (i.e. Skype). Prior approval is required for such instances. Depending on the circumstances, a face-to-face session on campus may be required, in addition to the virtual orientation.

IMPORTANT – Please notify the DC office of any scheduled orientation sessions, at least two weeks prior to the session date, so that a DC staff member can plan to conduct the administrative orientation session during the instructor’s visit to campus. A DC staff member will also assist the liaison in making lunch arrangements, by request, and instructor hotel accommodations (should travel time and session start time necessitate an overnight stay).

Orientation sessions may be necessary several times per year: The best times for faculty liaisons to schedule group orientation sessions are **early - mid November**, just prior to the spring semester; **late April – early May**, towards the end of the spring semester; and **early - mid July** for PE instructors who were approved over the summer, but needing to start fall classes. Please note that in order for a new DC instructor to teach, the orientation must be completed prior to August 1 for the fall semester, and prior to December 1 for the spring semester. You will receive a copy of the approval letter that goes out to each new DC instructor assigned to you so that you may add them to your instructor database, make an initial contact to introduce yourself as their liaison, and schedule them to attend your next orientation session.

Topics to be addressed by the faculty liaison during the orientation session include, but are not limited to, the following:

- Common course outline/syllabus (course objectives and learning outcomes)
- Evaluation, grading, and assessment criteria
- Textbooks and required course materials
- Submission of syllabus to liaison for review and approval
- Teaching methodologies, classroom activities, course integrity, pedagogy, theory and philosophy
- Confirm that all lab facilities and required equipment are approved and meet VU standards

Faculty liaisons are responsible for submitting the “Orientation Report Form” to the DC office within 1 – 2 business days following the orientation session. This form includes an option for electronic signature verification. **A detailed agenda and copies of all materials provided to the instructor must be attached to this form.**

SECTION II. COURSE CONTENT/PROGRAM REQUIREMENTS

Faculty liaisons are responsible for the following:

1. Verifying that the academic content of the DC course meets University standards. Methods for verification should include:
 - Annual review and approval of each DC instructor's common course outline/syllabus
 - Review of grading standards and assessment criteria
 - Collection and review of a sampling of student assignments and exams
 - Observations during site visits
 - Ongoing communication with DC instructors
2. Providing DC instructors with updated materials annually, including, but not limited to:
 - Updated VU common course outline/syllabus (including information related to course evaluation, grading, and assessment)
 - Information related to course integrity, pedagogy, theory and philosophy
3. Providing copies of the final exam, test banks, and/or other student assessment tools to the DC instructors as requested in accordance with accreditation standards and/or the Indiana Commission for Higher Education (ICHE) Dual Credit Policy.
4. Approving textbooks for use in DC courses and for assisting DC instructors with obtaining desk copies from the publisher when available. Faculty liaisons are also responsible for providing DC instructors with information regarding textbook changes or updates.

SECTION III. COMMUNICATION, REPORTING, AND ASSESSMENT

Faculty liaisons are responsible for the following:

1. Maintaining updated instructor information and an email list of all assigned DC instructors for facilitation in scheduling site/class visits and ongoing communication. Contact information is sent to the liaison from the DC office upon approval of each new DC instructor.
2. Contacting all DC instructors at the beginning of each semester to confirm which VU classes are running, the number of students enrolling in the course for dual credit, whether the courses are running semester based or year based, and the daily start and end times of each class so that any required class visits can be scheduled for that semester or academic year.
3. Responding to questions and providing recommendations for solutions to issues that may occur throughout the semester. Office hours, office phone and e-mail address should be provided to DC instructors to facilitate communication in a timely manner.
4. Attending periodic faculty liaison meetings on the VU main campus.
5. Submitting all required report forms and reimbursement forms to the DC office by the requested timeline.
6. Facilitating assessment activities as requested, and coordinated, by VU's Office of Institutional Effectiveness staff members.

SECTION IV. SITE/CLASS VISITS

A. Purpose

The site/class visit is an important activity for ensuring the academic integrity of the VU course content, providing DC instructors with support, and maintaining professional discourse between the DC instructors and the VU faculty.

DC instructors may vary their instructional methods and syllabi, to some extent, to accommodate their individual teaching style, just as on-campus faculty are permitted. However, it is important that the faculty liaison be able to assure the VU department overseeing the course, and any institutions accepting VU dual credit for transfer, that the DC course taught in the high school is of the same academic quality and rigor as the same course taught on the VU campus.

Quality of instruction can be observed in terms of these factors:

- Instructor's knowledge and understanding of the topic.
- Strength of the instructor's presentation.
- Extent that the course content is representative of the university course.
- Classroom atmosphere that encourages learning and an exchange of information.
- Student interest and involvement.
- Instructor/student relationship.
- Grading policies/criteria and examinations.
- Observation of weaknesses that may interfere with the desired outcome of the course. These may relate to procedural concerns, time management, facilities, availability of supplementary resources, etc.

Any concerns should be noted on the site/class visit report form, and discussed with the DC instructor in a tactful manner. The faculty liaison should approach concerns with a willingness to understand the constraints and limitations that may be present in the high school teaching environment. Issues that sacrifice the quality and academic integrity of the VU course must be addressed, with a specified plan of action and timeline for follow up. It is the liaison's responsibility to follow up on such concerns and to inform DC staff when such issues cannot be resolved or need additional support.

B. Frequency

Faculty liaisons are required to conduct a site/class visit during the **first year** the DC instructor teaches the course, regardless of the number of students enrolled. Thereafter, site/class visits will occur no less than every three years, or as deemed necessary by the faculty liaison and/or VU Administrators.

The liaison is responsible for maintaining a site visit schedule and scheduling/conducting all site/class visits or conferences that are due for each DC instructor any given semester.

C. Planning

At the beginning of each semester, the faculty liaison should:

1. Reach out to all assigned DC instructors with
2. Contact all assigned DC instructors to obtain the information below; so that any required site/class visits can be scheduled. The liaison should visit one class section for each different VU course being taught, per DC instructor, at each school.
 - The DC course(s) that will be running that year.
 - Whether the course will run semester based or year based.
 - The number of students enrolling in the course for dual credit.
 - The daily start and end times for each course.
3. Review the site visit tracking chart, provided by the DC office, to determine which site/class visits are due to be scheduled during each semester or academic year.
4. Request, review and approve all DC instructors' current common course outline/syllabus.

PRIOR to the site/class visit:

1. Request that the DC instructor prepare a packet that includes:
 - A set of graded papers/assignments/projects; sample tests, lab reports, projects, portfolios; class handouts, packets, etc.
 - A copy of this packet must be submitted with the site/class visit report form.
2. Coordinate travel arrangements for site visits with applicable DC office.
 - A VU car can be reserved through the DC office for your travel. Be sure to keep the car reservation confirmation sent via email by the VU physical plant and submit with the VU travel voucher if other reimbursement is being claimed for that trip.
 - When overnight accommodations are required, the DC office will reimburse the faculty liaison for hotel and subsistence per the University travel guidelines. Original hotel, gas, and parking receipts must be attached to the VU travel voucher (photocopies will not accepted by the accounts payable department).
3. Visit the DC office for promotional items to give to the DC instructor during the visit.

D. Visitation

During the visit, the faculty liaison will observe a typical class session, followed by discussion with the DC instructor that includes:

- How well the course is progressing.
- Students' abilities, interest, and involvement.
- Grading and assessment criteria.
- Instructional strategies & evaluation.
- Recommendations/concerns with course implementation.

If time does not permit for discussion during the site/class visit, the faculty liaison should follow up with the DC instructor, via email or phone, within five business days.

E. Reporting

The faculty liaison must submit the “Site Visit Report Form” to the DC office within one week of the site visit. This form includes an option for electronic signature verification. **Copies of student work and exams, obtained during the visit, should be attached to this form.**

F. Pre-Site Visits and Classroom/Lab/Equipment Approval

Select courses may require approval of the classroom, lab facility, equipment, and/or software prior to the courses being approved at a high school or career center (this approval is separate from the faculty credentialing and approval process). In such cases, the DC office will require the instructor to submit the “Classroom/Lab/Equipment Information and Approval Form” for review and approval by the faculty liaison. Once reviewed, the faculty liaison must send a copy of this form to the DC office indicating approval, or recommendations for changes required in order for approval to be granted.

After reviewing the form, the faculty liaison may determine that a pre-site visit is necessary to verify that the facility and equipment being utilized meets or exceeds the expectations of the VU department before approval can be granted. If a pre-approval site visit is conducted, the faculty liaison will be responsible for submitting a “Pre-Approval Site Visit Report Form” to the DC office, within one week of the site visit. This form includes an option for electronic signature verification.

G. Equipment Training

VU may require high school instructors (approved VU dual credit adjunct faculty) to receive training on specialized equipment utilized to deliver course content for VU credit bearing courses. Should this need be identified, VU faculty liaisons or other departmental faculty members with expertise on the equipment will be asked to provide training as needed. Such training may be conducted on the Vincennes Campus or at the partner school facilities, depending on the need and circumstances, as approved by VU Administrators. The VU faculty liaison will be responsible for submitting an “Equipment Training Report Form” to the DC office within one week of the session. This form includes an option for electronic signature verification.

SECTION V. PROFESSIONAL DEVELOPMENT

Faculty liaisons are required to plan and conduct one professional development (PD) session, annually, for each discipline. Beginning with the 2018-19 academic year, these discipline specific sessions must be conducted during the Dual Credit Professional Development Week, held the week before Thanksgiving, each year. The discipline-specific sessions shall be designed to maximize engagement and participation and may include components related to curriculum and/or textbook changes; pedagogy; assessment; grading/evaluation standards; technology in the classroom; and other topics related to the academic area. DC instructors should be provided with the opportunity to talk about successes/challenges, and to share ideas with their colleagues when the session format allows for such opportunities.

You may choose to conduct the discipline-specific session in a variety of formats, including utilization of guest speakers, round-table discussions, hands-on learning experiences, etc. If pertinent program or course information cannot be shared within the PD timeline or format being utilized to conduct the professional development session, the faculty liaison is responsible for sharing this information with the DC instructors through an alternate form of communication, and for providing the DC office with documentation regarding how this information was disseminated.

Faculty liaisons are responsible for submitting the “Professional Development Report Form” to the DC office within 5 business days of the session. This form includes an option for electronic signature verification. *A detailed agenda, attendance sheet, and copies of all session materials must be attached to this form.*

VI. STIPEND GUIDELINES AND STRUCTURE

The following chart provides details regarding the faculty liaison compensation guidelines:

A stipend is provided for serving as a faculty liaison and for completing the tasks outlined above. This stipend will be paid to the faculty liaison at the end of the academic year, upon completion of all required orientations, site/class visits, and professional development sessions conducted during the academic year, contingent upon submission of all required reports and supplemental materials.

Reimbursement requires documentation of all orientations, site/class visits, and professional development sessions be submitted to the DC office, using the “Faculty Liaison Stipend Reimbursement Form.” **It is strongly recommended that you utilize this form to keep an ongoing, chronological record of each task, as it is completed, to facilitate the submission of this form (due at the end of the academic year).**

Note: Travel reimbursement and overnight accommodations are paid over and above stipend amounts. Please submit a VU travel voucher to the DC office within 5 business days of travel.

Guidelines and Structure Chart

Base Stipend	Orientation	Professional Development	Equipment Training	Site/Class Visit
<p><i>Calculated based upon the number of instructors actually running dual credit courses each academic year</i></p> <p>\$300 per academic year for 1 - 5 instructors</p> <p>\$500 per academic year for 6 - 15 instructors</p> <p>\$700 per academic year for 16 - 25 instructors</p> <p>\$900 per academic year for 26 - 40 instructors</p> <p>\$1,200 per academic year for 41+ instructors</p>	<p>\$50 per hour – with a maximum stipend amount of \$300 (pro-rated by quarter hours).</p> <p>Note: A detailed agenda, including start and end times must be included with each Orientation Report Form along with copies of orientation and course materials provided to instructors.</p>	<p><u>CONDUCTED ON CAMPUS – DURING PD WEEK</u></p> <p>\$50 per hour – when the discipline-specific session is <u>coordinated and conducted by the faculty liaison requesting the stipend</u> - with a maximum stipend of \$400 (pro-rated by quarter hours).</p> <p>Note: If the discipline-specific session is coordinated and conducted by another faculty liaison, but you attend the session – you will receive \$25 per hour for attending the session - with a maximum stipend of \$200 (pro-rated by quarter hours).</p> <p>Professional development sessions are to be conducted, in conjunction with the DC Professional Development Week sessions, once per year.</p> <p>For disciplines with only one or two instructors, alternative PD sessions may be allowed. Please contact the DC office for approval.</p>	<p><u>ON CAMPUS:</u></p> <p>\$50 per hour – with a maximum stipend amount of \$400 (pro-rated by quarter hours).</p> <p>Note: This activity is limited to specific DC partnerships – prior approval required.</p> <p>A detailed training log and description, including start and end times, must be included with each Equipment Training Report Form, along with copies of training materials provided to DC instructors.</p>	<p>\$50 per hour* – including travel time to school and time spent in classroom only (pro-rated by quarter hours).</p> <p>*Does not include “down time” during overnight visits or extended periods between school or class visits.</p> <p><u>The faculty liaison may visit one class section for each different VU course being taught per DC instructor at each school.</u></p> <p><i>Note: Travel reimbursement & overnight accommodations are paid over and above stipend amounts. Please submit a VU travel voucher to the DC office within 5 business days of travel (original hotel, gas, and parking receipts must be attached for reimbursement).</i></p>

Dual Credit Faculty Liaison Stipend Reimbursement Form (EXAMPLE)

Orientations: (A signed “Orientation Report Form” must be submitted with a detailed agenda and copies of session materials for reimbursement)

Session Date	PE or EC	H.S. Instructor	High School	Conducted on campus	Conducted off campus (prior approval required - please list location)	Conducted virtually (prior approval required)	Session start and end times	Total length of session
8/1/xx	PE	Jane Doe	Brownsburg High School	X			10:00 am – 3:00 pm	5.0 hrs.
8/1/xx	PE	Ted Brown	Tell City High School	X				--
8/1/xx	EC	Lisa Mills	Jennings Co. High School	X				--
8/1/xx	PE	Charlie Gerking	Jennings Co. High School	X				--
11/30/xx	EC	Jack Black	Speedway High School		Speedway HS		9:00 am – Noon	3.0 hrs.
4/26/xx	EC	Mike Evans	Lincoln High School			X	10 am – 11:30 am	1.5 hrs.
4/26/xx	PE	Mandy Chesser	Forest Park High School			X		--
Notes:								

Professional Development: (A signed “Professional Development Report Form” must be submitted with detailed agenda, attendance records, and copies of session information and materials for reimbursement)

<u>Date:</u>	<u>Location:</u>	<u>Description:</u>	<u>Session start and end times:</u>	<u>Total length of session:</u>
11/22/xx	Green Activities and College of Technology	Describe discipline specific activities during breakout session	Group 10 – 1 Breakout 1- 4	6 hours
Notes:				



Orientation Report Form

VU Faculty Liaison:	Date of Orientation:
Start Time: _____	End Time: _____
Total Time: ____Hr. ____Min.	

Orientation Type: Individual Group
Orientation Method: VU Campus HS or CC *Phone *Skype/Zoom/etc.
*Prior Approval Required for PE Instructors
Program(s) Represented: Early College Project EXCEL Both

INSTRUCTOR & HIGH SCHOOL/CAREER CENTER INFORMATION	
Name(s) of Dual Credit Instructor(s):	
Name(s) of High School(s)/Career Center(s):	
VU Course Number(s) Discussed:	

ORIENTATION INFORMATION

- 1. The following topics were covered during the orientation session (check all that apply):**
- Syllabus and Learning Outcomes
 Course Philosophy/Pedagogy
 Grading Policy/Methods (Rubrics, etc.)
 Required/Recommended Textbooks
 Required Assessments (UCC courses)
 Other _____

2. Provide a description of the session (attach a detailed agenda and copies of all materials/resources provided).

3. List additional comments or concerns regarding this session and/or participant(s).

Faculty Liaison Signature: _____ **Date:** _____
A typed name serves as an electronic signature when this report is sent from a VU email address.



Site/Class Visit Report Form

Faculty Liaison:	Date of Visit:	Arrival Time:	Departure Time:	Program:
				<input type="checkbox"/> EC <input type="checkbox"/> PE

High School/Career Center: _____

Instructor(s): _____ VU Course Number(s): _____

5 = Strongly Agree; 4 = Agree; 3 = Neutral; 2 = Disagree; 1 = Strongly Disagree	5	4	3	2	1
The dual credit course is consistent with the on-campus course.					
The dual credit instructor is following the VU syllabus (objectives and outcomes are representative of the on-campus course).					
The depth and rigor of the dual credit course is equivalent to the on-campus course.					
The dual credit instructor is using an approved textbook and/or course materials.					
The dual credit instructor's evaluation of student work is comparable to on-campus evaluation (i.e. grading criteria, rubrics).					
Students showed interest and/or involvement in the dual credit course.					

6 - 18 pts. = Follow-up visit recommended / 19 - 30 pts. = Follow-up visit not required, unless specified **Total Score:** _____

Comments and/or concerns about visit, course, or instructor.

Summary of feedback provided to instructor: <input type="checkbox"/> during visit; <u>OR</u> following visit: <input type="checkbox"/> via phone <input type="checkbox"/> via email

Artifacts Collected by Liaison (check all that apply & attach copies to this report):

- Sample Assignments/Projects
- Sample Exams/Quizzes
- Evaluation Tools (rubrics, etc.)
- Student Assignments/Projects
- Student Exams/Quizzes
- Other

Liaison's follow-up recommendation: No follow-up needed Phone/Email follow-up Follow-up visit needed

Faculty Liaison Signature: _____ **Date:** _____

A typed name serves as an electronic signature when this report is sent from a VU email address.



Instructor Report Form

(Use for documenting communication outside of a required site visit, orientation session, professional development session, etc)

FACULTY LIAISON INFORMATION

Name of VU Faculty Liaison:

Date of Communication:

Start Time:

End Time:

Method of Communication:

On Campus

Virtual

Other (please explain):

HIGH SCHOOL - CAREER/TECHNICAL CENTER INFORMATION

Name of Dual Credit Instructor:

Name of High School or Career/Technical Center:

VU Course Number(s):

Topics Discussed

Provide a description of the communication session, including all discussion items:

Sample student work was submitted prior to the scheduled conference.

Yes

No

N/A

Is the depth and rigor of the dual credit course equivalent to the on-campus course? Are the instructor's grading methods consistent with the on-campus course? Please explain the methods used to determine these factors.

Additional comments/concerns regarding this session and/or instructor:

**A typed name below serves as an electronic signature when this report is sent from a VU email address.*

*Faculty Liaison Signature: _____

Date: _____

Note: A copy of this form must also be sent to the division dean.



Professional Development Report Form

VU Discipline(s): _____

Date of Session: _____

Location of Session: _____

Start Time: _____ End Time: _____

Liaison(s) Who Coordinated Session: _____

Liaison(s) Who Conducted Session: _____

Liaison(s) in Attendance Only* (did not coordinate/conduct): _____

**May sign, below, in lieu of submitting a separate PD report*

****Please attach detailed agenda, session materials, evaluations, and instructor sign-in sheet****

Session Format / Delivery Method (check all that apply)

- Discipline-specific training by liaison(s) or VU faculty
- Guest Speaker
- Dual Credit Instructor Presentations
- Group/Round Table Discussion
- Other: _____

Explain how the professional development activities further enhance course content, instructor knowledge, and/or development in the discipline (*attach additional pages, if necessary*).

Report completed by: _____

Date: _____

***Attending Faculty Liaison Signature(s):**

Date:

Typed name(s) serve as an electronic signature when this report is sent from a VU email address



Classroom/Lab/Equipment Information & Approval Form

HIGH SCHOOL - CAREER/TECHNICAL CENTER INFORMATION

Name of Individual Completing Report:

Date:

Name of High School or Career Center:

Courses requesting approval:

DESCRIPTION/ INFORMATION

Written description of your classroom/lab/equipment (note - photos & classroom size may be requested):

Quantity of machinery, lab stations or lab tools:

Brand or quality of machinery, lab stations and/or equipment/tools:

Name & version of computer software used in classroom (if applicable):

Type of projects completed in the class/lab (please attach detailed course syllabus):

Current textbook(s) or other classroom materials (please include title, author, ISBN #):

Number of students per lab station/equipment: _____

Number of classroom contact hours each week: _____

Will your course(s) run yearlong or semester based? _____

FOR USE BY VINCENNES UNIVERSITY REPRESENTATIVE(S) ONLY:

Instructor's current syllabus attached with application.	Yes	No	
Digital pictures of the classroom/lab/equipment submitted.	Yes	No	N/A
<i>Comments:</i>			
Site visit by liaison to see classroom/lab/equipment required for final approval.	Yes	No	N/A
<i>Comments:</i>			

<i>Classroom/Lab/Equipment approved.</i>	<i>Yes</i>	<i>No</i>	<i>More Information or Site Visit Needed</i>
---	-------------------	------------------	---

If more information is needed for approval, please clarify (i.e. need pictures, need to speak with instructor for clarification, site visit required).

If denied – please provide reason and detailed description of requirements needed for approval:

Other Comments:

**A typed name below serves as an electronic signature when this report is sent from a VU email address.*

***Faculty Liaison/VU representative signature** **VU Department** **Date**

Note: A copy of this form must also be sent to the division dean.



Pre-Approval Site Visit Report Form*

**For use when dual credit course requires a site visit for pre-approval of facility and/or equipment*

FACULTY LIAISON INFORMATION

Name of Faculty Liaison:

Date of Session:

Arrival Time:

Departure Time:

HIGH SCHOOL - CAREER/TECHNICAL CENTER INFORMATION

Name of Instructor or School Representative: Name
of High School or Career/Technical Center:

Seeking approval to offer:

VU Course Number:	VU Course Name:
VU Course Number:	VU Course Name:
VU Course Number:	VU Course Name:
VU Course Number:	VU Course Name:

DESCRIPTION/COMMENTS

Brief description of your visit:

The facility/equipment meets the requirements as set forth by the VU department:

Yes

No, the following criteria must be met for approval:

**A typed name below serves as an electronic signature when this report is sent from a VU email address.*

***Faculty Liaison Signature:** _____

Date: _____

Note: A copy of this form must also be sent to the division dean.



Equipment Training Report Form

FACULTY LIAISON INFORMATION

Name of VU Faculty Liaison:

Date of Orientation:

Start Time:

End Time:

Meeting Location:

Type of Equipment:

HIGH SCHOOL - CAREER/TECHNICAL CENTER INFORMATION

Name(s) of Dual Credit Instructor(s):

Name(s) of High School or Career/Technical Center:

VU Course Number(s) being taught for Dual Credit:

Agenda/Materials/Content Covered

Provide a description of the equipment for which the instructor is being trained and the details of the session. Please attach copies of all materials/resources provided and use additional pages as needed to provide the information:

Additional comments/concerns regarding this session and/or instructor:

**A typed name below serves as an electronic signature when this report is sent from a VU email address.*

***Faculty Liaison Signature:** _____ **Date:** _____

Note: A copy of this form must also be sent to the division dean.