



## CIS – Faculty Worksheet

Minnesota North College  
Student Services Office – 107 Backes Student Center  
1851 East Highway 169  
Grand Rapids, MN 55744  
1-800-996-6422 or 218-322-2320  
Fax 218-322-2325

College Faculty: \_\_\_\_\_ High School Instructor: \_\_\_\_\_

High School: \_\_\_\_\_ Year and Semester: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Discipline and Number: \_\_\_\_\_

Course Delivery Method:  Face-To-Face  Online

***Fall semester worksheets are due two weeks after the end of each high school's fall semester. Year-long and spring semester worksheets are due two weeks after the end of each high school's spring semester. Submit reports to Richard Kangas. Collaborators should contact Richard Kangas sooner if any significant concerns arise.***

Date of Pre-Class Discussion: \_\_\_\_\_

Date of 1<sup>st</sup> Class Visit: \_\_\_\_\_ Date of 2<sup>nd</sup> Class Visit (if needed): \_\_\_\_\_

Date of Post-Class Discussion: \_\_\_\_\_ Date of Submission of Final Report: \_\_\_\_\_

Textbook Title/Author/Copyright/Edition: \_\_\_\_\_

Textbook Reviewed:  Yes  No Concerns: \_\_\_\_\_

Yes  No CIS course syllabus reviewed for accuracy, initialed, dated, and **copy provided to Richard Kangas.**

Yes  No CIS course syllabus is being followed.

Yes  No CIS course outcomes are same as on-campus course.

Yes  No CIS course assessment methods (e.g. papers, portfolios, quizzes, labs, etc.) are comparable to assessment methods expected of students for on-campus course.

Yes  No CIS course grading standards are comparable to grading standards for on-campus course.

Yes  No Selected graded assignment, exam, and/or paper have been reviewed.

### Final Report

*Check the appropriate box below. Also attach a separate sheet summarizing your impressions of the learning in the class and identifying any concerns or recommendations you have. You may do this as a simple narrative or use the following headings: Positive Elements of the Class, Possible Concerns, and Recommendations.*

No Significant Concerns - No administrative or collaborator follow up recommended

Minor Concerns - Continued collaborator follow up recommended (see attached report)

Significant Concerns - Administrative follow up recommended (see attached report)

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_