

**(name of university/college) DRAFT Review Visit Schedule  
(date of review)**

NOTE: Allow time each morning and afternoon for a short meeting between (name) team chair) and (name) institution Review chair to ensure that the needs of the institution and team members are addressed each day.

<b>Date</b>	<b>Time</b>	<b>Interview - Description</b>	<b>Name(s)/Titles of Individuals to be interviewed</b>	<b>Location</b>	<b>Standard(s)</b>	<b>Team Member(s)</b>
<b>Saturday</b>	Time to be determined.	Team Orientation Meeting at Hotel				all
	1:30 p.m. - approximate	Introductory Meeting with University – Exhibit format, technology procedures explained				
	2:15 p.m.	Introduction to unit (45 minutes)				
	3:00 p.m.	Exhibit review begins for team				
	5:00 p.m.	Break for evening				
<b>Sunday</b>	9:00 a.m.	Exhibit Review continues				
	12:00 noon	Lunch on campus				
	3:00 p.m.	Open for interviews (flexible)  Note: These should not be longer than 45 minutes. At least 2 team members will attend each interview. Therefore, within a 30/45 minute period, 3 different sessions could be set up. Please allow 15 minutes between interviews.  Suggest: cooperating teachers, alumni, faculty (full-time and/or adjunct), administrators who might not be available on Monday or Tuesday, etc.				
	3:45 p.m.	Break				
	4:00 p.m.	Open for interviews				
	4:45 p.m.	Interviews end				
	5:00 p.m.	Team leaves campus - dinner				
	7:00 p.m.	Team meeting at hotel				

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<b>Monday</b>	8:00 a.m.	Team meets in Exhibit Room				
	(Please pre-establish pick-up times and location of drivers. (Team members can leave as early as 7:30 a.m.)	On-Site Review of P-12 Schools begins – (team to return by noon)  Two sets of two team members each. Include a visit to an ECE, Elementary, Secondary, and others to ensure both initial and advanced program candidates and P-12 professional community members are interviewed				
	8:30 a.m.	Interviews begin on campus (30-45 minutes each with 15 minutes break between interviews. Please allow at least one hour break in a.m. and p.m. for all team members to allow for exhibit review.				
	12:00 noon	Team lunch on campus – brief team meeting				
	1:00 p.m.	Interviews continue – see above for format				
	4:45 p.m.	Interviews end for day				
	5:00 p.m.	Team assembles in team room to prepare for departure from campus				
	5:30 p.m.	Team leaves campus for hotel				
	6:00 p.m.	Team dinner break				
	7:30 p.m.	Team meeting at hotel				

Date	Time	Interview - Description	Name(s)/Titles of Individuals to be interviewed	Location	Team Member(s)	Standard
<b>Tuesday</b>	8:00 a.m.	Team arrives on campus				
	8:30 a.m.	Interviews begin on campus – see format for Sunday and Monday.  All interviews to end by noon on Tuesday, unless additional needs have been identified by the team or the institution during the review.				
	12:30 noon	Team lunch/meeting in campus team room. Review findings and determine any additional needs before leaving campus.				
	1:30 p.m.	<i>Additional Interviews/Exhibits if requested by team or institution.</i>				
	3:00 p.m.	(tentative departure time) Team leaves campus for hotel				
	4:00 p.m.	Team meeting at hotel				
	evening	Team prepares report				
<b>Wednesday</b>	8:00 a.m.	Team meets at hotel to confirm team report content/findings				
	11:30 p.m.	Team meeting concludes				
	1:30 p.m. approximate time – to be arranged	Exit conference on campus – Verbal report to institutional representatives determined by unit				