The Site Visit: How to Prepare & What to Expect

STARTALK Conference
Orlando, Florida
May 4, 2013
Session Overview

- Why site visits?
- Preparation tasks
- Who will visit?
- The site visit day
- The Site Visit Report
- Site visit perspectives
  - Team leader
  - Program director
The overall success of STARTALK depends on the success of each STARTALK program.

- Our job is to provide the support to ensure program success. We do this by
  - highlighting program strengths,
  - identifying areas for improvement, and
  - providing constructive recommendations and strategies for continued improvement and alignment to the STARTALK principles.
Site Visits: Importance for the Program

* Every program participates in a site visit because site visits provide
  * just-in-time support to each program,
  * an opportunity for the program to implement short-term recommendations for improvement and consider longer-term recommendations, and
  * an opportunity for the program to reflect on successes and challenges.
Site Visits: Importance for STARTALK

Site visits provide an opportunity for STARTALK to

- observe, evaluate, and support individual programs as they meet their stated goals;
- provide a realistic snapshot of the STARTALK program;
- offer feedback on short-term improvements and considerations for long-term improvements; and
- gather data for continuous improvement.
The STARTALK Site Visit

2011 Program Director Survey

✦ 98 percent found the site visit easy to organize
✦ 95 percent felt that the team demonstrated knowledge of the program
✦ 77 percent reported that the team had sufficient opportunity to get a full picture of the program
✦ 95 percent reported that the site visit team was constructive in their recommendations
✦ 87 percent agreed with the site visit report
The STARTALK Site Visit Outcomes

- Formative feedback from the site visit team
- Report of findings
  - Debriefing at the end of the site visit
  - Written site visit report
Impact on Future Funding

- Application for summer 2014
- Question on implementing recommendations
STARTALK-Endorsed Principles

• Implementing a standards-based and thematically organized curriculum
• Facilitating a student-centered classroom
• Using the target language for instruction
• Integrating culture into language instruction
• Adopting and using authentic materials
• Conducting performance-based assessment
Overview:
Preparing for Your Site Visit

- Setting a date
- Providing logistical information
- Setting the schedule for the site visit day
- Receiving information from STARTALK
- Understanding site visitors’ prep for the visit
- The site visit day
Providing Logistical Information for Site Visitors

Logistical Information Form: startalk.umd.edu/login

STARTALK 2011 Site Visit Summary 2011-05-13

Schedule

| Start date: | May 13, 2011 |
| End date:   | May 20, 2011 |
| Start Time: | 090000      |
| End Time:   | 164500      |

Agenda details:

* Welcome/opening
* Apologies for absence
* Approval of minutes of the previous meeting
* Matters arising from the previous meeting
* A list of specific points to be discussed – this section is where the bulk of the discussion as well as decisions in the meeting usually take place
* Any other business (AOB) – allowing a participant to raise another point for discussion.
* Adjourn/arrange details of next meeting
* Close meeting

Visitors

List of All Site Visitors

Logistics

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mr. Bing</th>
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<tbody>
<tr>
<td>Telephone:</td>
<td>4335</td>
</tr>
<tr>
<td>Cell phone:</td>
<td>301-458-9354</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:lingming@umd.edu">lingming@umd.edu</a></td>
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Site Visit Contact

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Travel Recommendations

| Arrival airport: | Oakland International (OAK) |
| Arrival train station: | Emeryville (BART) |
| Transportation: | rental car |
| Lodging: |
| Lodging address: |
| Lodging telephone: |

Directions and Notes
Things to Remember on Logistical Form

- Most convenient airport/train station
- Hotel accommodations
- Directions to your site location
- Emergency contact information
Setting the Site Visit Day Agenda

✿ You must set an agenda with your team leader
  ✿ Travel arrangements cannot be made without the agenda
  ✿ Must add agenda start/end times
  ✿ Provide agenda details through the Online Program Information System
What will STARTALK make available to you?

Two weeks prior to the site visit, via the Online Program Information System, STARTALK will provide:

- Site visit team members names
- Site visitor bios
- Site visitor travel itineraries
- Site visitor contact information
How Site Visitors Prepare for the Site Visit

✱ Program review
  ✲ Proposal
  ✲ Previous site visit reports
  ✲ Curricula

✱ Materials
  ✲ Classroom observation guidelines for student and teacher programs
  ✲ Interview questions
Site Visit Team Roles

**Team leader:** An individual who works most closely with the program and leads the site visit team

**Site visitors:** Individuals who offer their linguistic and/or pedagogical expertise to site visit teams

**Observers:** STARTALK stakeholders who want to learn more about the program but do not contribute to the site visit report
The Site Visit Day

- Meeting with the program director
- Observation of classes
- Interviews with students and instructors
- Debriefing among the STARTALK site visit team members
- Debriefing with the program director
Site Visit Agenda: Points to Remember

- Select a private place for site visit team to debrief
- Remember that the site visit team will select interviewees
- Keep in mind there are no participant interviews for K–5 programs
- Alert the team leader to uncommon times for observations
  - Evenings only
  - Short time frames for observation (e.g. 10 a.m.–noon)
The Site Visit Day: Other Issues

Allowed

- Providing lunch/dinner for site visitors
- Giving program promotional materials to visitors

Not Allowed

- Giving other gifts to visitors
After the Site Visit

- The Site Visit Report
- The Site Visit Report Response
The Site Visit

- Different Perspectives
  - The team leader
  - A veteran program director
Site Visit Perspectives: Team Leader

🌟 The opportunity to celebrate successes
Site Visit Perspectives:
Team Leader

🌟 The opportunity to celebrate successes
🌟 A balance of perspectives
Site Visit Perspectives:
Team Leader

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- A balance of perspectives
- Emphasis on the relationship with program director
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✦ A focus on growth, not perfection
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Site Visit Perspectives: Team Leader

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- The goal of being unobtrusive, efficient, and flexible
- The visit as a snapshot
Site Visit Perspectives: Team Leader

🌟 Feedback: Big and little pictures
Site Visit Perspectives: 
Team Leader

🌟 Feedback: Big and little pictures
🌟 The role of STARTALK protocol
Site Visit Perspectives: Program Director

Asian American Center of Frederick

Program Director: Elizabeth Chung

Chinese student program with STEM integration

Grades 3–7
Site Visit Perspectives: Program Director

Use the opportunity to reflect on the program

- Goals and objectives
- Overall design and implementation of the program (the use of authentic materials, leadership training, microteaching model)
- The team dynamics and schedule setup

Identify the program’s success and challenges

Make informed decisions about program adjustment and improvement for short- and long-term purposes
Three Phases of the Site Visit

Before the site visit

- Communicate with the team leader on logistics
- Plan for the site visit
  - Set the agenda (dates, activities, meeting time, and place)
  - Prepare site visit materials and organize materials into a binder (curriculum, textbooks, daily schedule, cultural activities, evening activities, etc.)
  - Inform the instructors and participants about the site visit and mark the event clearly on the program calendar/schedule
  - Prepare a participants list on site
  - Arrange activities carefully so that activities are noninterruptive
Three phases of the Site Visit

During the site visit

• Print out a hard copy of the site visit agenda for the team
• Inform the instructors and participants of the site visit at least five days before the event
• Review the program proposal, the previous site visit reports, and the curricular template for the year
• Review the interview questions from the site visitors
• Prepare a campus map or arrange a person to guide the site visitors around campus
• Be ready for some of recommendations for the program

After the site visit

• Read the site visit report carefully and share the report with relevant staff and instructors
• Engage in a constructive discussion and make immediate improvement if possible; otherwise, note improvement for next year
• Write the response to the site visit report and submit the response online

For detailed information, please see the check list
Questions?