**Site Visit Agenda CAA# XXX**

**University of XXX, Dates of Site Visit**

**Site Visit Team**

**Chair:** Name **Academic:** Name **Practitioner:** Name **Trainee:** Name

|  | Chair’s Name | Academic Member’s Name | **Practitioner’s Name** | **Trainee’s Name** |
| --- | --- | --- | --- | --- |
| Day One (Monday) |  |  |  |  |
| 8:00-8:15 | *Travel to campus* | *Travel to campus* | *Travel to campus* | *Travel to campus* |
| 8:15-8:45 | Brief intro to all faculty *Location* | Brief intro to all faculty *Location* | Brief intro to all faculty*Location* | Brief intro to all faculty*Location* |
| 8:45-9:30 | Meeting with Program Director *Location* | Meeting with Program Director *Location* | Meeting with Program Director *Location* | Meeting with Program Director *Location* |
| 9:30-10:00 |  File Review*Location* | Meeting with *Faculty Member’s Name, Location* | Meeting with Clinic Coordinator*Faculty Member’s Name, Location* | Meeting with *Faculty Member’s Name, Location* |
| 10:00-10:45 | Tour Clinic, Classrooms, & Labs | Tour Clinic, Classrooms, & Labs | Tour Clinic, Classrooms, & Labs | Tour Clinic, Classrooms, & Labs |
| 10:45 – 11:00 | Break | Break | Break | Break |
| 11:00-11:30 | Meeting with *Faculty Member’s Name, Location* | Meeting with Department Support Staff; *Name (s) & Location* | Meeting with *Clinical Faculty Member’s Name, Location* | Meeting with Department Support Staff; *Name (s) & Location* |
| 11:30-12:00 | Calling (off campus supervisors & employers) *Location* | Calling (off campus supervisors & employers) *Location* | Calling (off campus supervisors & employers) *Location* | Calling (off campus supervisors & employers) *Location* |
| 12:00-1:00 | *Working Lunch*  | *Working Lunch*  | *Working Lunch*  | *Working Lunch*  |
| 1:00-1:30 | File review & Calling *Location* | File review & Calling *Location* | File review & Calling *Location* | File review & Calling *Location* |
| 1:30-2:00 | File review & Calling *Location* | File review & Calling *Location* | File review & Calling *Location* | File review & Calling *Location* |
| 2:00-2:30 | File review *Location* | File review *Location* | File review *Location* | File review *Location* |
| 2:30-3:00 | File review/*Break* | File review/*Break* | File review/*Break* | File review/*Break* |
| 3:00-3:45 | File review *Location* | File review *Location* | Meeting with *Clinical Faculty Member’s Name, Location* | Meeting with *Clinical Faculty Member’s Name, Location* |
| 3:45-4:30 | Graduate student meeting*Location* | Graduate student meeting or Meet with Part-time faculty*Location* | Meeting with *Part-time* *Clinical Faculty Names, Location* | Graduate student meeting*Location* |
| 4:30-5:30 | Public Meeting*Location* | Public Meeting*Location* | Public Meeting*Location* | Public Meeting*Location* |
| 5:30 | *Travel to hotel* | *Travel to hotel* | *Travel to hotel* | *Travel to hotel* |
| Evening | Team meeting | Team meeting | Team meeting | Team meeting |
|  |  |  |  |  |
| Day Two (Tuesday) |  |  |  |  |
| 8:00-8:15 | *Travel to campus* | *Travel to campus* | *Travel to campus* | *Travel to campus* |
| 8:15-8:45 | Meeting with Prog Director *Faculty Member’s Name, Location* | Meeting with Prog Director *Faculty Member’s Name, Location* | Meeting with Prog Director *Faculty Member’s Name, Location* | Meeting with Prog Director *Faculty Member’s Name, Location* |
| 8:45-9:15 | Meeting with *Faculty Member’s Name, Location* | Meeting with *Faculty Member’s Name, Location* | Calling and File Review  | Meeting with *Faculty Member’s Name, Location* |
| 9:30-10:10 | Meeting with School of Education Dean, *Name, Location* | Meeting with School of Education Dean, *Name, Location* | Meeting with School of Education Dean, *Name, Location* | Meeting with School of Education Dean, *Name, Location* |
| 10:25 – 11:05 | Meeting with Provost and Vice President for Academic Affairs*Name, Location* | Meeting with Provost and Vice President for Academic Affairs*Name, Location* | Meeting with Provost and Vice President for Academic Affairs*Name, Location* | Meeting with Provost and Vice President for Academic Affairs*Name, Location* |
| 11:15-12:00 | Meeting with President*Name, Location* | Meeting with President*Name, Location* | Meeting with President*Name, Location* | Meeting with President*Name, Location* |
| 12:00-1:00 | *Lunch* | *Lunch* | *Lunch* | *Lunch* |
| 1:30-2:00 | Exit Report preparation | Exit report preparation | Exit report preparation | Exit report preparation |
| 2:00-2:30 | Team meeting | Team meeting | Team meeting | Team meeting |
| 2:30-3:00 | Program Director | Program Director | Program Director | Program Director |
| 3:00- 4:00 | Exit Report *Location* | Exit report *Location* | Exit report *Location* | Exit report *Location* |
| 4:00 | Depart for airport/hotel | Depart for airport/hotel | Depart for airport/hotel | Depart for airport/hotel |
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