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| **Name of Faculty Liaison:**  |
| **Name of High School:**  |
| **Name of CE Teacher:**  |
| **Course Name/Number:**  |
| **Academic Year:**  |
| **Date of Report:** |

Please describe ALL activities, professional development, or other events that were designed to enhance the CE instructor’s ability to teach, improve the class, extend content knowledge, or in any way aid the pedagogy of teaching. Examples may include the following:

* Events, workshops, conferences – *include certificates of completion*
* Sharing of and discussion about resources – *describe the resource and provide a copy or link*
* Sharing and discussing an article on a topic in your discipline – *describe the article and provide a copy or link*
* Email exchanges about a specific topic within the course, how to approach, assessment ideas – *include copies of emails*
* Phone conversations about a specific discipline topic – *describe the conversation and document the date/time*
* If professional development occurred during on site visit, document the specific professional development that occurred.