

QUALITY MANAGEMENT AGENDA

General Agenda

A week before study commences, the following matters are done:

1. Name and review the faculty's committees
 2. Name committees' members
 3. Name modules' coordinators
- **The Examination Committee** sets the dates for the first and second examination, receives the dates of the final exams from the university. Afterwards, the committee schedules the entire exams' dates in a table. And sent a copy of it to modules' coordinators.
- **Module Coordinators** carry out the following tasks:
1. Hold a meetings with the teachers of the same modules (if there is more than one class for the same module in the semester) for the following purposes:
 - A- Review module description, its aims and educational outputs for the purpose of development and modernization.
 - B- Specify the topics that should be taught and define their methods of assessment
 - C- Assign a book to the subject
 - D- Specify research topics that are expected to be assigned to students
 - E- Specify student exercises and assignments
 - F- Prepare the syllabus, for the purpose of distributing it to students during the first week of study
 2. Prepare a special file to keep related module material. The Quality Committee during the weeks of study is obliged to ensure the readiness of these files.
- Library and Learning Resources Committee performs the following:**
1. Conduct a review to ensure that books set for different modules are available to all students.
 2. Conduct a general review of guidelines and publications that are related to educational sources.

First week

- The Quality Assurance Committee holds a meeting for the following purposes:**
1. Read the report that is related to quality management for the previous term.
 2. Conduct a general review of the procedures of quality management and reinforcement and recommend amendments to ensure the continuity of improvement and development of these procedures.
- The Examination Committee performs the following tasks:**
1. Name the internal examiners, and deliver a copy of it to modules' coordinators and the Quality assurance Committee of the faculty

2. Name the external examiners, this task should be finished before the end of the second week, and a copy is delivered to modules' coordinators and another one to the Quality Assurance Committee of the faculty.
3. Ensure that special samples for previous term final examination, which were received from modules' coordinators are ready, to be delivered to external examiners.
4. Ensure that the Quality Committee received a copy of the External Examiner Evaluation report.

- Every Lecturer shall perform the following tasks:

1. Distribute the syllabus to students
2. Fill- in the guidance & office hours form, and hangs it on the office door.
3. Send a copy of the form mentioned in the previous point to the academic advisory committee.
4. Prepare a program for field visits that are expected to take place during the term, and deliver a copy to the training and seminar committee as well as to the Quality Committee.
5. Fill-in the multi purpose room form, which contains information regarding the day and time the room is needed, and the tasks that lecturer intends to perform, and deliver a copy of which, to the training and seminar committee as well as to the Quality Committees.
6. Fill-in the form for the use of the moot courtroom, and the tasks that will be performed in it, and deliver copies to the training and seminar committee and to the Quality Committee.
7. Carry out free elections inside the lecture hall to choose a student representative for that particular module.
8. Fill-in the module representative form, and keep a copy in the module file and deliver another one to the staff and students committee.
9. Prepare a list of other colleagues, who will visit the class and assess the lecturer's performance, in addition to setting the date of the visit and deliver a copy to the Quality Committee.

Second Week

- **The Student Training Committee** prepares an approximate timetable for field visits and external lectures according to the forms they received from teachers, and delivers a copy to the Quality Committee.

- **The Academic Guidance Committee** asks Personal Tutors to categorize students who are included in the program, in order to give special attention to students with poor academic performance.

- **The Quality Committee** conducts a general review of the following:

1. Guidebooks and introductory pamphlets from the Faculty.
2. The Faculty's electronic website.
3. Learning, teaching and assessment procedures.
4. Academic guidance procedures.
5. Faculty's Programme Study plan.
6. Educational resources
7. Facilities, administrative and academic support
8. The committee undertakes this review with period of time not to exceed the end of the fifth week of study

- **The Examination Committee** completes setting the dates of the exams, naming external examiners for each module and delivers copies to modules' coordinators and to the Quality Committee.

Third Week

- **The Library and Learning Resources Committee carries out a general review of the following**

1. Provide legal educational resources like books, magazines and Arabic and English periodicals.
2. Provide electronic educational legal sources including electronic websites as well as legal and judicial programs
3. Provide other educational material, and determine their suitability for the program
4. Present the committee's recommendations for the purpose of modernization and development, purchasing books, references, and periodicals and subscribe to electronic websites.
5. Prepare a full report and provide the Quality Committee with a copy; the report should include the following:
 - a. The strategy followed in providing educational resources
 - b. The mechanism which is followed in modernizing and developing educational resources
 - c. The mechanism that is followed in encouraging students to use these resources

- **The Study Plan Committee** surveys students who are expected to graduate at the end of the term about the study plan and their performance, and it then presents its recommendations to the quality committee as well as to the scientific committee.

- **The Guidance Committee** holds an open meeting with the new students for the purpose of guidance and getting acquainted.

- **All Committee** conducts a general review of the academic guidance applications and presents its recommendations to the Quality Committee.

Fourth Week

- **Each Personal Tutor** arrange a meeting with the students who were assigned to him/her, to take notes of their concerns, get to know their problems, write reports to the academic guidance committee, and deliver a copy to the Quality Committee. This meeting should take place before the end of the fifth week of study.

- **Each Personal Tutor** delivers a report to lecturers about students' condition; these reports contain problems student encounter, and their marks for the purposes of monitoring their academic performance.

- **Each Lecturer** holds a meeting with the students' representative, to take his notes and concerns and present copies of the minutes of the meeting to the student/Staff and Quality Committees

Fifth Week

- **The Quality Committee** conducts a special survey regarding the guidance process, in order to obtain students' concerns, write a report of the matter and deliver it to the guidance committee, and distribute it to Personal Tutors.

- **The Staff - Students Committee** holds a meeting with students' representatives and members of the administrative and teaching staff.

- **Each Lecturer** delivers the questions of the first exam to the module coordinator, who then provides a copy of the questions to the examination committee. This copy is then transferred to internal examiners who write their reports about how far the questions are suited to the students' levels, and whether the allotment of marks is sufficient or not. The examination committee writes a summary about these reports and delivers a copy to the coordinators who note the stated remarks.

Sixth Week

Conduct the first examination.

Seventh Week

- **The Study plan Committee** performs the following tasks:
 1. Talk to Personal Tutors about students who are expected to graduate by the next term to determine the required modules for their graduation.
 2. Put forward a vision about the modules that will be studied over the coming term, allocate teachers for these modules and put forward an experimental schedule for the courses to be offered.
- **The Quality Committee** shall review the activities of the modules' coordinators that are contained in the files.

Eighth Week

- **Each lecturer** prepares reports about students who achieved poor marks in the first exam, and send these reports to their Personal Tutors and keep a copy in the module file.
- **The Study Plan Committee** announces the experimental timetable of the proposed modules for the next term, and defines these modules.

Ninth Week

- **Personal Tutors** arrange a meeting with students with poor academic performance, to record their views, notes and concerns, as well as knowing the reasons behind their law poor progression and achievement in the exams. Personal Tutors then write a report about each student and return it to the module tutor, and keep a copy of these reports in the students' Records Files.
- **Lectures** keep copies of the personal tutors reports regarding students' performance, and take them into consideration.
- **Modules' Coordinators** provide the examinations committee with the following:
 1. A copy of the first exam questions.
 2. Sample answer, and score distribution.
 3. Sample of corrected students' answers, which should not exceed 10% of the total exam papers.These papers are delivered to the examinations committee to be sent to external examiners
- **The Study plan Committee** considers the experimental timetable of new modules for the coming term, and prepares and announces the final study program for that term.

Tenth Week

- **The Examinations Committee** delivers the coordinator's samples to the external examiners; writes a report about them and provides the Quality Committee with a copy of the report.
- The scientific committee performs the following tasks:
 1. Conduct a general review to determine whether the Faculty needs new teaching staff for the coming term, and presents its recommendations to the Faculty's council; then delivers a copy of the recommendations to the Quality Committee.
 2. Conduct a study to see whether the Faculty cadre (academic or administrative) is in need of training courses.

Eleventh Week

- **Each Lecturer** delivers the second exam's questions to the module coordinator, who transfers these questions to the examination committee.
- **The Examinations Committee** delivers the questions of each module to its internal examiner; then it receives the reports of the internal examiner about these questions and returns them to the coordinator to take notes.

Twelfth Week

- Conduct the final examination

Thirteenth Week

- **The Study Plan Committee** reviews module description and presents its reports pertaining to amendments- if any- to the scientific committee, and provides the Quality Committee with a copy of the report.

Fourteenth Week

- **Module Coordinators** provide the examinations committee with the following:
 1. A copy of the questions sheet of the second exam
 2. Sample answers, and score distribution
 3. Sample of students' corrected answers, which should not exceed 10% of the total exam papers; these are then delivered to the examinations committee, which sends them to internal examiners.
- **Lecturers** hold a second meeting with the students' representative to record his remarks, present a report to the student/Staff committee, and deliver a copy of the report to the Quality Committee.
- **Lecturers** write reports about students with poor academic performance in the second exam, send these reports to the assigned personal tutor and keep a copy in the module file.

- The Examination Committee** puts forward and announces the invigilators of the final examination.
- **The Quality Committee** reviews and follows up the work of coordinators in the module files.

Fifteenth Week

- **The Examinations Committee** delivers the coordinators' samples to the external examiner, writes a report about the matter and provides the Quality Committee with a copy of the report.

- **The Module Coordinator** in cooperation with lecturers prepares the questions of the final exam and delivers them to the examinations committee, which forwards them to the module's internal examiner. The internal examiner writes his report about the questions and returns them to the examinations committee, which in its turn sends them to the coordinator to study the internal examiner's remarks.
- **Personal Tutors** meet students with poor academic performance, and record their comments and identify the reason behind students the poor scores in the exam. Afterwards, personal tutors write reports about each student and return them to the subject lecturer.
- **Lecturers** keep a copy of the personal tutors reports and take note of their remarks about the students.

Sixteenth Week

Conduct the final examination

In the two weeks after the final exam the following commitments have to be observed:

A. Module Coordinators should be bound to deliver to the examinations committee the following:

1. A copy of the final exam questions.
2. Sample answers, and scores distribution.
3. They corrected student answers, which should not exceed 10% of the total corrected papers.

B. Each Module Coordinator undertakes the following:

1. Ensure his module file is ready, and contains all relevant documents.
 3. Deliver the whole file to the Quality Committee.
- **The Examinations Committee** delivers the files of the coordinators to the external examiner.

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Sub-Agenda for the Committees

Staff and Student Committee Agenda

Fifth Week:

-**The Staff & Students Committee** holds a meeting with the representatives of the students and teaching staff.

Examinations Committee Agenda

-**The Exams Committee** sets the 1st and 2nd exams and receives the final dates of the exams from the University, and then enters them into a table, a copy of which is given to modules coordinator.

First Week:

The Exams Committee undertakes the following:

1. Naming the internal examiners for the subjects and giving a copy of the names to the coordinators and to the Quality Assurance Committee.
2. Naming the external examiners for each module and informing it to the Coordinators and the quality assurance committee. This must be done with a maximum period of time that not exceeds the end of the second week.
3. Ensuring that the samples of the previous term final examination, which were given by the modules coordinator, are sent to the external examiners and drawing up a report in this regard. Similarly, the samples and the report (minutes) are to be sent to the Quality Assurance Committee.
4. After the Exam Committee receives the report of the external examiners, it also draws up a report and sends it to the Quality Committee.

Second Week:

The Exams Committee names the external examiners of every module and notifies the Quality Assurance Committee to that effect.

Tenth Week:

The Exams Committee sends the samples it received from the coordinators to the external examiners, and sends its overall to the Quality Assurance Committee.

Eleventh Week:

The Exams Committee sends the questions of every module to the internal examiners, and a report is sent back to the coordinators.

Fourteenth Week:

The Exams Committee draws up and announces a table for the supervision of the final exams.

Fifteenth Week:

The Exams Committee sends the samples received by the coordinators to the external examiners, writes a report that it has done so and sends a copy to the Quality Committee.

- **The Exams Committee** sends these papers received by the coordinators to the external examiners.

Quality Assurance Committee Agenda

First Week

- **The Quality Committee shall hold a meeting for the following purposes:**

2. General review of the procedures of quality management and their reinforcement, and recommend amendments, which guarantee the continuation of improvement and development of these procedures.

Second Week:

The Quality Committee of the Faculty undertakes a general review of the following:

1. Guidelines and newsletters issued by the Faculty
2. Faculty's website.
3. Procedures of teaching, learning and evaluation.
4. Academic guidance procedures.
5. Faculty's Programme Study Plan.
6. Learning resources.
7. Facilitate and support of academic process and administration.
8. Forms used at the Faculty.

This review must be completed at the end of the fifth week at the most.

Fifth Week:

-**The Quality Committee** formulates a special questionnaire in order to obtain the views of the students on the guidance process, and then write a report in this regard to be sent to the guidance (advisory) committee and circulated among personal tutors.

Seventh Week:

- **The Quality Committee** reviews the works of the coordinators regarding Modules' files.

Library and Learning Resources Committee Agenda

In the week before the start of teaching:

-**The Library and Learning Resources Committee** undertakes the following:

- 1- Conduct a review to ensure that the assigned books for each subject are available to all students.
- 2 - Review all guides and publications related to educational resources.

Third Week

The Library and Learning Resources Committee conducts a general review of the following:

1. The availability of legal educational resources at the office, such as books, magazines and Arabic and English periodicals.
2. The availability of legal electronic educational resources such as, electronic, legal and judicial software programs.
3. The availability of other educational resources and the extent of their suitability to achieve the outputs of the program.
4. Present the committee's recommendation for the purposes of modernization and development, and the purchase of reference books and periodical and subscription to electronic websites.
5. Prepare a whole report on the foregoing, and provide the Quality Committee with a copy of it. The report should include the following:
 - a- the strategy followed in providing educational resources.
 - b- the mechanism that is used in modernizing and developing education resources.
 - c- the mechanism that is used to encourage students to use these resources.

Scientific Committee Agenda

Tenth Week

The Scientific Research Committee performs the following tasks:

1. Conducts a general review to identify the Faculty's needs of teaching cadre for the next term and presents its recommendations to the Faculty, and then delivers a copy of these recommendations to the Quality Committee.
2. Conducts a study to find out the Faculty cadre's needs (administrative or academic) of training courses.

Students Training Committee Agenda

Second Week

- **The Students Training Committee** draws up an approximate timetable for field trips and external lectures, and delivers a copy of the timetable to the Quality Committee.

Academic Guidance Committee Agenda

Second Week

- **The Academic Guidance Committee** asks counselors to categorize students who are included in the guidance program, in order to give attention to students with poor academic performance.

Third Week

1. The Guidance Committee holds an open meeting with new students for introduction and guidance purposes
4. The committee conducts a general review of academic guidance forms and presents its recommendations and amendments to the Quality Committee.

Study Plan Committee Agenda

Third Week

- **The Study Plan Committee** carries out a comprehensive survey of students who are expected to graduate at the end of the term regarding the study plan and students' performance, and then it presents its recommendations to the scientific and Quality Committees

Seventh Week

- **The Study Plan Committee** performs the following tasks:

1. Consult with Personal Tutors of those students who are expected to graduate by the coming term to determine modules, which are required for their graduation.
2. Put forward a vision about modules that would be offered in the coming term, determine the teachers of these modules and suggest a tentative program for the modules to be offered.

Eighth Week

- **The Study Plan Committee** announces the subjects' experimental program for the coming term with the names of the teachers.

Ninth Week

- **The Study Plan Committee** takes note of the subjects' experimental program for the coming term, and prepares and announces the final study program for that term.

Thirteenth Week

- **The Study Plan Committee** reviews the subjects' description suggests amendments in a report– if any- to the Scientific Committee and provides the Quality Committee with a copy of the report.

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Teachers (Lecturers) Agenda

First Week

Teachers of any course conduct the following tasks:

1. Distribute the syllabus to their students.
2. Fill in the office and guidance hours form, and deliver a copy of the form to the Academic Guidance Committee
3. Prepare a schedule for student field trips that are expected to take place during the term and deliver a copy to the quality and training and seminar committees.
4. Prepare a schedule of external lectures, which are expected to take place during the term, and deliver a copy to the quality and training and seminar committees.
5. Fill in the form for the multi purpose room; explain the need for using it, the activities that will be conducted in it with an expected timetable, and deliver a copy to the Training and Quality Committees.
6. Fill the form particular to the moot court room to explain the course's need for its use, and the activities to be undertaken by the teacher and the expected timetable. The teachers shall then deliver a copy to the quality and training committees.
7. Conduct free elections inside the teaching halls to choose a student representative for the subject, fill in a special application of the subject representative, keep a copy in the subject file and deliver one to the student and teachers' committee
8. Present a list of teaching colleagues' names, which will visit the class to assess the lecturer's performance, in addition to determining the time of the visit. The committee then delivers a copy of the list to the Quality Committee.

Fourth Week

Each lecturer holds the first meeting with the students' representative to take notes and presents a copy of the meeting's minutes to the Student and Teachers' Committee and to the Quality Committee.

Fifth Week

Each lecturer delivers the questions of the first exam to the modules' coordinator, who provides the examinations committee with a copy of the questions. The committee transfers the questions to internal examiners for comments about the suitability of the exams to the students' level and scores' distribution. The Exams Committee writes a summary of these reports and sends a copy to the coordinators who note the received remarks.

Sixth Week

Conduct the first examination.

Eighth Week

Each lecturer writes reports about students, who performed poorly in the first exam, and delivers a copy of these reports to the personal tutors and keeps a copy in the course file.

Ninth Week

Each lecturer keeps a copy of the personal tutor's reports in the course file, and takes the personal tutors' notes and concerns regarding the students into consideration.

Eleventh Week

Each lecturer delivers the second exam questions to the course coordinator who transfers them to the Exam Committee

Twelfth Week

Conduct the second examination

Fourteenth Week

Each lecturer holds a second meeting with the students' representative to receive his comments, and presents a report to the students and teachers committee and Quality Committee.

Each lecturer writes reports about students who scored badly in the second exam, sends a copy of these reports to their personal tutors, and keeps a copy in the course file.

Fifteenth Week

Each lecturer keeps a copy of the personal tutors' reports, and gives his/her notes to the personal tutor's about the students.

Sixteenth Week

Conduct the final exam

Personal Tutor Agenda

Fourth Week

- **Each Personal Tutor** arranges a meeting with students who were assigned to him/her to receive their notes, concerns and get acquainted with their problems. Personal tutor then writes a report about these meetings addressed to the Academic Guidance Committee and delivers a copy to the Quality Committee. The meeting should take place before the end of the fifth week.
- **Each Personal Tutor** delivers his/her reports about students he/she advises to teachers. These reports include the problems that face students, and the average scores of these students for the purpose of monitoring students' progression and achievement.

Ninth Week

Each Personal Tutor arranges a meeting with students who performed poorly in the exam, and receive their comments, and determines the causes of their low scores. Afterwards, each personal tutor writes a report about each student, and returns it to the course teacher, and keeps a copy of the report in the Student Guidance File Record.

Fifteenth Week

Each Personal Tutor meets with students with poor academic performance, to obtain their comments, and determine the cause of their low marks. The Personal Tutor then writes a report about each student, returns it to the course teacher, and keeps a copy in the student guidance file record.

Coordinators' Agenda

First Semester

Modules' coordinators performs the following tasks:

1. Holds a meeting with teachers of the same subject, for these purposes:
 - a- To review the module's description, its goals and educational outputs for the purpose of development and modernization.
 - b- Define the topics to be taught in the course and its general features.
 - c- Determine the assigned book for the course.
 - d- Determine research topics that will be required from students.
 - e- Determine assignments and exercises, which are required from students.
 - f- Prepare the syllabus, and distribute it to students during the first week of the term

2. Prepare the Modules' file, so as to keep documents particular to the course, provided that the files' readiness will be followed up by the Quality Committee during the weeks of the academic term.

Ninth Week

Modules' coordinators provides the Exams Committee with the following:

1. A copy of the first exam questions.
2. Sample answer, and scores' distribution.
3. Sample of student corrected answers sheet, which should not exceed 10% of the total papers. These are then delivered to the Exams Committee, which forwards them to the external examiners.

Fourteenth Week

Modules' coordinator provides the Exams Committee with the following:

1. A copy of the second exam questions.
2. Sample answer, and score distribution.
3. Sample of students' corrected answers, which should not exceed 10% of the total papers. These are then delivered to the examination committee, which forwards them to the internal examiners

Fifteenth Week

Modules' coordinator in cooperation with the teachers of the same subject prepares the final exam questions, delivers them to the examinations committee, which forwards them to the internal examiner. The examination committee returns these questions along with the internal examiners report to the coordinators, who take note of the examiner's remarks.

During the coming two weeks the following matters should be observed:

A. Each module coordinator provides the examination committee with the following items:

1. Copy of questions of the final exams.
2. Sample answer and score distribution.
3. Corrected students' answers that should not exceed 10% of all corrected papers.

B. Each module coordinator will adhere to the following:

1. Ensure the readiness of the subject file which he coordinates, and make sure this file contains all the required documents

2. Deliver the whole file to the Quality Committee.

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Report of Internal Examiner

Term:	Academic year:	
Module No:	Module Title:	Instructor Name

Items of Assessment	Very Appropriate	Appropriate	Neutral	Inappropriate	Inappropriate at all
Consistency of questions with the Module objectives					
Consistency of question with module outcomes.					
Assessment of students applied & conceptual abilities					
Questions' Marks distribution					
Time allowed for answer					

Remark:	

(Overall Evaluation):	

Date	Signature	Name of Internal Examiner

**Statistical Report of Students
Results**

Semester:		Academic year:	
Module No:		Module Title:	
(No. Of Absent Students)()	No. Of Withdrawal Student s)()	(No. Of Registered Students)()	

Percentage	No Students	Mark
		-90-100
		89-90
		70-79
		60-69
		50-50
		50

Results Analysis	
	Highest Mark
	Lowest Mark
	Average of Marks

40						
38						
36						
34						
32						
30						
28						
26						
24						
22						
20						
18						
16						
14						
12						
10						
8						
6						
4						
2						
	50	50-59	60-69	70-79	80-89	90-100

Date	Signature	Module's Instructor
Date	Signature	Module's Coordinator

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External Examiner Report

PART I: Information

1. Evaluated Exam Information:
Academic Year:
Semester:
Module Title:
Type of Exam: <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Final
Attached Documents: Exam sheet/ standard Answers and scheme (syllabus 10% of Examination papers/ Copy of Mark)
Information in Box (1) to be filled by the module Instructor

2. External Examiner Information:
Name of External Examiner:
Specialization:
Academic Rank:
Institution:
Institution Address:
Address for Correspondence:
E-Mail:

Information in Box (2) to be filled by the External Examiner

PART II: Evaluation

Please comment on all the following areas:

1- Quality of Exam
The curriculum of the programme:
Aims/ Teaching Outcomes:
Questions' conformity to the Aims' of the programmes:
Questions conformity to Teaching outcomes:
Relevance of Question Weighting:
Questions' Presentation
Questions' Appropriateness to the students level:
Questions' Appropriateness to assess outcomes:
Quality of teaching and learning methods, which may be indicated by student performance
The standards of students performance in relation to their peers in comparable courses:
The standards elements of exams compared with the same module exams in other educational

institutions:
Recommendations

2- Marking Scheme:
Appropriateness of marking scheme:
Errors in marking:
Comments about marking scheme:

Students Achievement
Students' progress and level of achievement (Based on students' answers)
Student's Achievement (teaching outcomes) (Through students answers)

Final Evaluation (General)

PART III: GUIDELINES

1- Please return the report within one month from time of receiving it. After completing it, the report will be circulated among the Faculty's staff and students, and among relevant committees.
2- External Examiner who wishes to obtain an Electronic copy of the report, please contact us at the following address www.Philadelphia.edu.jo/asp.law
3- External Examiner who wishes to write an additional confidential report about an important point, please do so, and attach it with this report, after putting it in a separate sealed envelope, or send it to the dean of the faculty to the following email address: G-sabbarini@philadelphia.edu.jo

Name of External Examiner:
Signature: _____ Date: _____

Peer Visit Report

Term:	Academic year:
Module No:	Module Title:

Lecture Topic:
Lecture Time:

No. of Students:	Instructor Name:
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Criterion	1 Low	2	3	4	5 High
Degree of clarity of lecture objective					
Degree of consistency and sequence of lecture topics					
Lecturers ability to encourage students to participate					
Teaching methods used and how appropriate					
Lecturer utilization of lecture time					
Lecturers ability to relate lecture to real life situations through examples					
Depth and breadth of lecture concepts through discussion of modern ideas					
Lecturer use of learning resources available in the library including e-materials (internet, CDs, e-learning)					
Language clarity and appropriateness					
Supporting the lecture with technical terms and English Concepts					

Day of visit:	Date of visit: / /	Time of visit:
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Visitor Name:	Signature	
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