Form C: Faculty/Staff First-Time Site Visit Report

This form is designed to assist faculty directors in fully investigating availability of on-site facilities; potential challenges; and to permit greater familiarization of an area being travelled to for the first time. It is a general guide--the list below is not exhaustive. There could be other considerations depending upon location of travel. Feel free to amended to your circumstances.

Name of Program being reviewed:

Location (City, Country):

Host Institute’s/Provider’s Name (if used):

By:       Date:

Goal of the Site Visit Process: To develop a deeper understanding of study abroad program possibilities, structures, and what students may experience.

**ON-SITE CHECKLIST**

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| 1. ***Collect Contact Names:***
 | ***Attach Business cards OR fill in attached form. See item 4 on page 3*** |
| 1. ***Consider the student’s point of view and comments on each of the following:***
 | ***Comments (Describe condition, cost, anything that need to be changed, supplies necessary, strengths and challenges for each.)*** |
| Airport to Destination-to school and /or housing (common means of transportation, safety, distance, time, etc.) |  |
| International Staff (How they get to the office, who is there, working hours, 24/7 availability, etc.) |  |
| Housing (condition, cleanliness, sufficient lighting, working appliances, maintenance, access, etc.) |  |
| Housing Safety (Fire escapes, security, windows safe & secure with inside locking mechanism, etc.) |  |
| 'Meals on Plan (Quality, variety, etc.) |  |
| Dining facilities (Condition, cleanliness, maintenance, access, etc.) |  |
| Meals on own (local restaurants, convenience, quality, variety) |  |
| Where can students get hot/cold water to drink, buy snacks, incidentals, etc.? (convenience, quality of stores, variety) |  |
| School bathroom facilities (convenience, condition, cleanliness, access, etc.) |  |
| Classroom space (condition, cleanliness, etc.) |  |
| Transportation to classrooms (most commonly used, condition, safety, convenience, etc.)Excursion (availability, convenience, affordability, safety, quality, leadership competence, etc.) |  |
| Medical Facilities (most commonly used, condition, safety, convenience, etc.) |  |
| Intra-country Travel (trains, subways, busses, etc.) |  |
| Handicap accessibility: what facilities are available? What are the best routes; Modes of transportation? |  |
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