

Site Visit Template for International Partner(s)

Disclaimer: This template is a resource for institutions of higher education to use in developing their own site visit template for international partners. It is **not** designed to be a comprehensive checklist that addresses all criteria of the Forum on Education Abroad's [Standards of Good Practice for Education Abroad](#), nor does its design attempt to address all aspects of state laws and regulation that govern institutions of higher education, duty of care, or institutional risk management. Rather, the purpose of this document is to provide a holistic view of the major criteria institutions should consider in their reporting following site visits. The design of this template is such that it can be adapted for use with study abroad providers and their centers, faculty-led locations, and institutions of higher education.

International Site Visit Report

Basic Information

Institution: _____
Location(s): _____
Visit Date(s): _____

Official(s) Completing Report: _____
Title(s): _____
Email(s): _____ Phone(s): _____

Host Contact(s): _____
Title(s): _____
Email(s): _____ Phone(s): _____

Institutional/Site Overview

Please provide an overview of institution and site with special attention to its organizational structure and legal status in the host country.

Basic Visit Itinerary

Please list all activities completed as a part of this visit (regardless of whether they were part of an official itinerary).

Key Personnel

Please list all key personnel (and titles) at the host institution with whom you engaged throughout the site visit.



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Academics

Please include information about the academic offerings, program structure, facilities, and faculty. Include specific information about library, research, and technological capacities as well as academic student support.

Administration

Please include information about the administration of the institution (or program if a subset of the organization's activities), including information about personnel.

Extracurricular Activities

Please include information about any extracurricular opportunities that are available to students studying at the institution.

Cultural Opportunities

Please include information about the opportunities that exists for students to engage with the local culture and/or break out of their "bubble." Note: If there is overlap between cultural opportunities and extracurriculars, reference above section.

Physical Campus/Facilities

Please include information about the physical space, facilities, and location. Include photos if available.

Housing

Please describe the housing options available to students. Include photos if available.

Accessibility & Disability Services

Please provide an overview of accessibility and disability services available to students. Make specific note of any limitations that may exist for students with disabilities at this location or with this partner.

Meals/Food

Please describe the meals and/or food options available to students. Note any dietary restrictions that can(not) be accommodated.



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Transportation

Please provide an overview of transportation options available in this community/environment.

Health & Safety

Please provide an overview of health and safety concerns, challenges, and programs in place for the institution as well as the surrounding community/environment.

Physical & Mental Health Services

Please provide an overview of the physical and mental health services provided by the host institution as well as any local options for treatment.

Emergency Protocols & Crisis Management Plan

Please provide an overview of the organization's plans for addressing anticipated emergencies and managing crises with specific attention to communication with the home institution.

Recent Issues and/or Incidents

Please provide a description of any recent issues or incidents associated with this partner. Information should come from an inquiry of the partner as well as basic database/online searches.

Home Institution Communication

Please provide an overview as to how the partner will communicate with home institution (e.g., reporting timelines for grades/transcripts, points of contact, emergency contacts).

Student Profile

Please provide information about the students who would be a good fit to participate in this institution's programs (e.g., business majors, athletes, language proficiency).

Future Plans

Please provide an overview of any future plans or major changes the institution is considering.



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Other Important Items

Please note any other items of significance that should be considered as part of this review.

Items Raised by Host Institution

Please note any items of concerns raised by the host institution regarding the home campus or its students.

Summary/Conclusion

Please provide an overview of the visit that includes an assessment of the fit and value of this partner/location for the institution (i.e., should the institution collaborate (or continue to collaborate) with the international partner?). This summary/conclusion should be clear as to potential benefits and drawbacks with a partnership.

