Site Visit Check Sheet

**Name of Institution:**

Address: ____________________________________________________________

______________________________________________________________

Telephone: ______________________________________________________________________ Fax: _________________________________

email: ______________________________________________________________________

Date of visit: __________________________________________________________________

**Contact Information:**

**INTERNATIONAL OFFICE CONTACT**

Address: ____________________________________________________________

______________________________________________________________

Telephone: ______________________________________________________________________ Fax: _________________________________

email: ______________________________________________________________________

**HOUSING OFFICE CONTACT**

Address: ____________________________________________________________

Telephone: ______________________________________________________________________ Fax: _________________________________

eemail: ______________________________________________________________________

**EMERGENCY CONTACT**

Telephone: ______________________________________________________________________ Fax: _________________________________

eemail: ______________________________________________________________________

**ACADEMIC CONTACT**

Address: ____________________________________________________________

Telephone: ______________________________________________________________________ Fax: _________________________________

eemail: ______________________________________________________________________

**OTHER CONTACTS:**

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
ACADEMICS

Quality of the Institution:

What are the strong academic departments at the institution?

What are the rankings of the departments/institution?

Is the institution accredited?

By what accrediting body?

Registration

When are students registered for their specific courses?

What freedom is there for students to take courses across departments?

Are some departments closed to education abroad students?

Are there other restrictions placed on education abroad students?

Do some departments only accept education abroad students for the whole year?

Are requirements for some departments more rigorous than for other departments?

What is the frequency of regular class meetings

And for how long?
Are there regularly scheduled tutorials?  □  □

Is there continuous assessment or one final assessment?

What are the testing/assessment procedures, especially for term 1 students?

The Calendar:
Do they have the academic calendar for the next academic year?  □  □

What is the structure of the academic calendar? (i.e. terms, semesters)

Grades:
Do they have a grade equivalency chart?  □  □

Do they have a chart showing the % distribution of grades awarded?  □  □

Faculty accessibility:
Do faculty generally keep office hours?  □  □

What is the typical class size or the range of class size?

What teaching method is most common:
Lecture □  Seminar □  □

and what is the usual practice regarding class participation?
TECHNOLOGY AND THE LIBRARY

What is the computer access for an education abroad student?


Where are the labs located?


Is there a fee?

Yes No


What are the hours of availability?


Would an international student get an email account?

Yes No


Is it desirable for a student to bring a laptop?

Yes No


What are the hours of operation of the library?


Would an international student have the same access as a matriculated student?

Yes No
<table>
<thead>
<tr>
<th><strong>HOUSING</strong></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the institution have Residence Halls?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Proximity to campus?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are students accommodated in apartments</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Are home stays possible</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>If the student residences are a distance from campus, is public transportation available?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>What is the approximate cost to get to and from school on a daily (or weekly or monthly) basis?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the set-up?</td>
<td>Singles</td>
<td>□</td>
</tr>
<tr>
<td>Where are the bathrooms?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are kitchen facilities available?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Where are they?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the residence halls self-catering or is there a meal plan?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How close is a grocery store?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is there a school cafeteria?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>How close is public transportation?</td>
<td></td>
<td></td>
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<tr>
<td>What other students are likely to live in the residence halls:</td>
<td>International</td>
<td>□</td>
</tr>
<tr>
<td>What is the characteristic of the residence halls? (For example, suites, traditional dorm with a hallway)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is housing guaranteed for our students?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Is there a housing deposit?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
If so, can it be waived for our students? □ Yes □ No

If not, how can the students pay it? ________________________________________________

What is it for? (i.e. damages) ________________________________________________

Will it be returned to the student at the end, or to our office?

What is provided in the residence halls or other accommodations? Bedding? Kitchen utensils?

Where can they buy the above if necessary?_______________________________________

Approximate distance from the accommodation?

Is there a cleaning service? □ Yes □ No

If so, what is cleaned? □ Yes □ No

Is there telephone service in their rooms? □ Yes □ No

Down the hall?

Are there internet connections in the rooms? □ Yes □ No

Can the students stay in the residence halls during breaks? □ Yes □ No

Is there an extra charge to stay in the halls over a break? □ Yes □ No
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the application deadlines for each semester or each term? Published and preferred?</td>
<td></td>
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<tr>
<td>Could they give us a copy of the application form?</td>
<td></td>
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<tr>
<td>What are the academic requirements for admission?</td>
<td></td>
<td></td>
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<tr>
<td>Cumulative GPA</td>
<td></td>
<td></td>
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<tr>
<td>Grades in courses</td>
<td></td>
<td></td>
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<tr>
<td>Who and where is the admissions decision made?</td>
<td></td>
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<tr>
<td>Do students apply for housing with a different housing application form?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Could they give us a copy of the housing application form?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At what point do students submit the housing application?</td>
<td></td>
<td></td>
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</tbody>
</table>
PRE-ARRIVAL AND ARRIVAL

Is a student visa required?  

Yes  No

Procedures to get a student visa, if required:

Directions to campus:

Arrival procedures:

1. Where should an arriving student go first?

2. On what date should they arrive relative to the first day of orientation?

3. Does the published calendar include the dates of orientation?  

Yes  No
### MEDICAL

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is it possible for a student to get prescriptions filled?</td>
<td></td>
<td></td>
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<tr>
<td>Are there medications that are not available?</td>
<td></td>
<td></td>
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<tr>
<td>Are there specific medications that students should or should not bring?</td>
<td></td>
<td></td>
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<tr>
<td>Will the International Office make a referral to a physician?</td>
<td></td>
<td></td>
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<tr>
<td>To a hospital?</td>
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<tr>
<td>To a dentist?</td>
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<tr>
<td>To a counselor in the event that a student has severe adjustment or psychological problems?</td>
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<td></td>
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<tr>
<td>Is there an on campus health center?</td>
<td></td>
<td></td>
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<tr>
<td>Could our students use it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At what cost?</td>
<td></td>
<td></td>
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</tbody>
</table>
Physical

What accommodations are available in the residence halls and academic buildings for the physically impaired?

For the deaf?

Blind?

Learning?

Are the following types of accommodations available to students with learning disabilities?

Specifically,

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional time?</td>
<td></td>
<td></td>
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<tr>
<td>Written cues?</td>
<td></td>
<td></td>
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</tbody>
</table>
What is the opportunity for extra curricular activities?

For sports?

Is there an extra fee to use the athletic facilities?

Are there study trips available?

What are the travel opportunities?
PROGRAM COSTS/HOUSING FEES/BILLING PROCEDURES

Tuition cost?

Housing cost?

Are there other fees, such as an orientation fee, computer usage fee?

Will they bill VCU directly?  Yes  No

How often are the bills cut?

Will there be one comprehensive fee or will the tuition and housing bills be sent separately?
SUMMARY

Discuss procedures to follow in the case of a student emergency or nature or political disaster.

How do VCU students compare with other students at the institution?

Strengths and weaknesses:

How could we better prepare our students for their study abroad experience?

Administratively, how have things been going, regarding VCU students, from the host institution point of view?

Suggestions for improvement: