



## Site Visit Guide to Evaluating Study Abroad Sites and Providers

The purpose of this form is to provide guidance as you examine sites for a short-term study away course. It is suggested that you conduct a site visit of the proposed location(s) to gather information about the various components of the course. You will use this information to complete the Proposal for Study Away Courses. Please contact the Office of Global Engagement if you have any questions.

### CONTACT INFORMATION

Name: \_\_\_\_\_  
Department: \_\_\_\_\_ Email: \_\_\_\_\_  
Office phone: \_\_\_\_\_ Office fax: \_\_\_\_\_

### BACKGROUND

Date of site visit: \_\_\_\_\_  
What is the purpose/focus of this site visit?  
\_\_\_\_\_

Location of proposed course  
City(s): \_\_\_\_\_  
Country(s): \_\_\_\_\_  
Host university(s) or service organization (if any):  
\_\_\_\_\_

Academic discipline involved in proposed course: \_\_\_\_\_  
Types of activities (tours, lectures, museum visits, service projects, etc.) that will occur during the course:  
\_\_\_\_\_

Proposed term: Interim 20\_\_ May Away 20\_\_  
Is this a new course, existing course, reworked course, etc.?  
\_\_\_\_\_

### IN-COUNTRY AND ON-SITE SERVICES

**Support staff:**  
Who would provide services on-site (host university, service organization, program provider, local guides, etc.)?  
\_\_\_\_\_

What is the responsibility of these individuals?  
\_\_\_\_\_

**Housing:**  
What housing arrangements are available? \_\_\_\_\_  
\_\_\_\_\_

What steps could be taken to help ensure the security of housing options?

How is the housing secured? (List type and number of locks, security guards, fire extinguishers, etc.)

If host families are an option, how are the families chosen and vetted?

Who can students contact if there is an emergency? Is there an after-hours contact?

How will accommodations be arranged, confirmed and secured?

What amenities are provided? (E.g., running water, temperature control, Internet, etc.)

How can accommodation services be paid? \_\_\_\_\_

Are deposits required?      Yes      No

When are deposits due? \_\_\_\_\_

When is final payment due? \_\_\_\_\_

Will meals be included in the accommodations?      Yes      No

If so, what types of meals?

Self-catered                      Yes      No

Cafeteria/meal plan              Yes      No

Provided by host family              Yes      No

Restaurants                      Yes      No

Hotel                              Yes      No

Which meals are included?      Breakfast      Lunch      Dinner

**Transportation:**

Who will provide airport transfers? \_\_\_\_\_

If not provided, what is the best way for students to reach the host university/site from the airport?

How will students be transported in country? \_\_\_\_\_

How is the safety of the transportation vetted? Is the transportation provider considered safe and reliable by locals?

What insurance coverage do the transportation providers and drivers have?

What is the average cost of transportation? \_\_\_\_\_

Will students pay for these costs on their own or will it be built into the program fee and paid by LC?

Can these services be arranged and paid prior to the beginning of the program?      Yes      No

**Health and safety:**

Are there any health or safety concerns such as travel/health warnings in the host country that could affect students?

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Are you aware of any immunizations that students will be required to obtain or update before traveling to the host country(s)?      Yes      No

If yes, what immunizations: \_\_\_\_\_

What health care and medical services are available for the students? \_\_\_\_\_

Are there reputable clinics or hospitals in the host city(s)?      Yes      No

If not, how far away are the nearest vetted facilities? \_\_\_\_\_

Who and how will this information about these services be distributed to students?

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What will the costs be for routine medical care? \_\_\_\_\_

How will students pay these costs? \_\_\_\_\_

When is payment due for services? \_\_\_\_\_

Is there a national health care system students can access?      Yes      No

How will health and safety issues be addressed with students?

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How will students be instructed about wise and unwise behavior in the host culture?

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How will students be informed about potentially dangerous places/situations to avoid?

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In case of an emergency, who will students contact? \_\_\_\_\_

What types of communication methods are available to you and students on site (cell phones, email, etc.)?

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Where is the closest U.S. embassy or consulate? \_\_\_\_\_

**Excursions/field trips:**

Are excursions/field trips provided as part of the program?      Yes      No

If excursions/field trips will be provided:

How many will be offered? \_\_\_\_\_

What steps will be taken to help ensure the safety of LC students participating on these excursions?

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Who will be conducting the excursions? How will this person be vetted? (Answer for each excursion.)

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Would the excursion include an overnight stay?      Yes      No

If so, what type of accommodations would be provided and how will it be vetted?

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Will students be accompanied by a local guide while traveling in the host country?      Yes      No

If yes, how are the guides vetted? \_\_\_\_\_

**Local facilities/services**

Where is the closest place to buy groceries (if meals are not included with accommodations)?

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Nearest drug store/pharmacy? \_\_\_\_\_

Closest place to purchase a phone card or cell phone? \_\_\_\_\_

Other noteworthy amenities/services available? \_\_\_\_\_

**Logistics**

How can payments be made to local vendors (cash advance to faculty, wire transfer, credit cards, etc.)?

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Can payments be made in advance?      Yes      No

How can money be exchanged in the host country? \_\_\_\_\_

Are ATMs easily accessed?      Yes      No

Are credit cards easily used?      Yes      No

Any particular cards not used? \_\_\_\_\_

Are travelers checks accepted?      Yes      No

**ADDITIONAL COMMENTS/CONCERNS**

## PROGRAM/TRAVEL PROVIDER REVIEW

1. History of the organization
  - a. When it was founded, where, mission
  - b. When affiliated
2. Headquarters and staffing structure
3. Program model (s)
4. Program locations
5. Range of program fees
6. Evaluation of programs
  - a. Methods for conducting evaluations and frequency
  - b. How this information is shared
7. Process for adding new programs
8. Major new initiatives, special benefits of affiliation, or other services we might leverage
9. Risk management procedures; monitoring health and safety issues
10. Affiliate US partners
11. Admission standards and practice

Key components to look for in a Program Provider:

- Pre-departure services and materials
- Arrival support and orientation
- Registered to run their programs locally
- 24 hour local on the ground support
- Emergency response plan/health and safety guide
- Quality and safe accommodation
- Regular events for students (social, cultural, business, networking)
- Local language training
- Good references and reputation (students and colleges/universities)