

**Office of international Education**

37 Lower College Rd, Kingston, RI 02881 USA p: 401.874.2395 f: 401.874.2402 www.uri.edu/international

**Site Visit Questionnaire**

Name of Program:

Date(s) of visit:

*Complete this program assessment report based on your site visit to the institution/program listed below. Please return this report to the Office of International Education, International Center, 37 Lower College Road, RI 02881.*

_____	_____
Name of Evaluator	Title
_____	_____
Telephone	Email
_____	_____
University/Program Visited	Date(s) of Site Visit
_____	_____
Host University/Program Contact Name #1	Title
_____	_____
Telephone (include international code)	Email
_____	_____
Host University/Program Contact Name #2 (if applicable)	Title
_____	_____
Telephone (include international code)	Email

Please answer the following questions based on your observations and discussions with students, program staff and professors. If you do not have a response to a particular question and/or could not obtain the information requested, indicate N/A (not applicable to this program) or NO (no observation or knowledge). Evaluators are encouraged to attach additional comments and/or documents/supplemental materials obtained during the program site visit.

## Academic Environment and Program

Name of Program: \_\_\_\_\_

Date(s) of visit: \_\_\_\_\_

### Academic Environment

- What are the program admission requirements and selection criteria?
- When and how do students register for courses? Are students provided with instruction about appropriate course selection? If yes, when?
- Approximately how many courses are available to program participants each semester?
- Are there any restrictions on courses students can take (i.e. not science courses open to international students)? If so, please describe.
- Are students provided with instruction about appropriate course selection? If yes, when?
- How many days a week do classes meet and what is the length of each class?
- How does the school evaluate student performance (tests, papers, classroom participation, presentations, etc.)? Is class attendance mandatory?
- What is the grading system and how is it comparable to that in the U.S.?
- Do all students receive a transcript from the university with an official seal? Who issues the transcript?
- Are academic support services available for students with learning disabilities?
- If yes, please specify the services provided/what **learning** disabilities can be accommodated.

### If a Language Program

- If English is not the language of instruction, what is the minimum language requirement?
- If this is a language program, are beginning language courses available? If yes, do students take a placement exam upon arrival to determine language ability?

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### Classroom Visitations

Please report if you attended any classes while visiting the institution/program. Give the course name(s), number of students in the class, professor's name and any other appropriate comments. If the course was conducted in a foreign language, please indicate the level and how much language preparation you have had.

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### Students

- How many students are enrolled at any given period of time?
- What is the percentage of male and female students?
- What are the ages of students?
- Do students have access to computers? E-mail?
- What is the student population?
- What is the percentage of international students?

## Faculty

- What are the qualifications of the faculty?
  - What percentage of the faculty has an advanced degree?
  - What is the faculty to student ratio?
  - Are instructors required to have office-hours?
  - Are instructors expected to provide academic advising?
  - Are instructors available to meet with students outside of class?
  - How much contact time do instructors have with students outside of the classroom?
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## Housing

- Does the university/program provide housing? Is housing guaranteed?
- What type of housing is available (residence halls, apartments, homestay)?
- Depending on the type of housing, how much does it cost?
- Is housing single or double occupancy?
- When students arrive do they go into temporary or permanent housing?
- What is provided with housing (sheets, pillows, blankets, towels, desks, lamps, bed, etc.)? Is there an additional fee for linens?
- How is housing handled for married (with and without children), older, or disabled students?
- Where is the housing located in relation to the university/program? How far from campus is housing?
- If housing is not on campus, what is the average length of time for the commute?
- Is housing near public transportation of the program? Is transportation available at all hours?
- If the housing is a home-stay, how are families selected?
- If housing is a homestay, how are host families selected? What is the expected relationship for those provided with a homestay (i.e. strictly business, active family participant, etc.)?
- If housing is not provided, does the program assist with off-campus housing arrangements?
- If no assistance is provided, how far in advance should students anticipate arriving to look for accommodations?
- Does the program provide accommodation for students with **physical** disabilities? If so, specify those disabilities (in general) that can be accommodated.
- What is the proximity of housing to food and nightlife?
- Are telephones, internet, and computer labs available near the housing environment?
- How are discipline, security, and safety assured?

## Dining

- Are meal plans available to program participants? What sort of cooking facilities exist? Are their cafeterias on campus?
- If meals are not provided in the program fee, how much should students budget for meals (estimate for a semester)?
- Are housing and meals provided to students during vacation periods? Is there an additional charge?

## Student Life

- Does the university/program provide a 24-hour contact for program participants in the event a student requires emergency assistance? Are students' parents provided with the same contact?
- What medical facilities are provided or available to students? What is the cost?
- Are academic support services available for students with learning disabilities? If yes, please specify the services provided/what disabilities can be accommodated.
- Are personal counselors available to help with problems of adjustment or other psychological issues?
- Describe the library facilities. Are the resources adequate for the program? Do students have access to other libraries, either at other universities or in the city?
- What social activities are provided or available to students? Clubs, outings, sports teams, etc.
- Does the institution have a religious affiliation?
- Is the program/campus/city accessible for students in wheelchairs?
- Are support services in place to assist students with problems of adjustment or other psychological issues?

## Health and Safety

- Are any special health measures required for students participating on this program (i.e. special immunizations)?
- Are students provided with a list of medical facilities available to them? Are students provided with a list of English-speaking healthcare providers?
- Are students required to purchase any special insurance policy (i.e. local insurance program)? What is the cost?
- If there is there a health services office or clinic on campus? Is there a cost to students to access the services?
- Are students informed of the local equivalent of '911' and how to acquire assistance in the event of an emergency?
- Does the university/program participate in the U.S. government's "Warden System" (register the students with the local U.S. consulate/embassy)?
- Does the university/program have a relationship with officials at the nearest U.S. consulate/embassy? Please describe.
- Does the program conduct periodic assessments of health and safety conditions for the program and maintain emergency preparedness processes and a crisis response plan? Please describe.
- Are students provided with health and safety information during the on-site orientation? Is a member of campus security or a local law enforcement official part of the orientation program?
- Does the program communicate applicable codes of conduct and the consequences of noncompliance to students? Is appropriate taken when aware that students are in violation?
- Are students informed of what areas of the city/country that are considered particularly 'unsafe' to avoid during the orientation program?

## Logistical Information

- Are students met by program personnel upon arrival to the host country?
- Is there an on-site orientation provided? If yes, provide a brief description of the what topics are discussed.
- Who is the students' primary on-site contact (name, title, contact information)?
- What is the role of this individual on campus (teacher, administrator, advisor only)?

## **Social and Cultural Activities**

- What kind of contact do U.S. students have with students from the host country?
- Are any field trips/excursions provided for the students as part of the program (included in the program fee? What are they?)
- What kind of cultural events are available in the city where the program is located?
- If observed, did you find the cultural activities of the city affordable and easily accessible? Do you think students would have a difficult time getting access to these activities and events (i.e. too expensive, too far to travel, etc.)?
- Did you participate in any of the cultural activities that the program provides for the students? If so, please describe.
- What opportunities are provided for visiting students to become involved with the students of the host campus in student activities (i.e. clubs, outings, sports teams, etc.)?

## **General Comments**

- Please add any comments or information that you think would be helpful to the Office of International Education and the Office of the Provost, and to future students considering this institution/program. Consider the following question: “what do I know now about this study abroad program that I wish I had known before I went?”
- Do you recommend this program?
- If the program was adopted, would you be willing to serve as a campus resource person to students interested in studying at this institution?
- Would you have any hesitation in recommending this site/program (academic quality, safety, logistical organization, etc.)?
- How would you summarize your general response to the program?