

UNT - International

Study Abroad Office

Site Evaluation Form

Institution/Organization: _____

Country: _____ **City/Town:** _____

Date of In Country Site Visit (if applicable): _____

Completed by: UNT Faculty/Staff **Partner Institution/Organization**

Name of Person Completing this Form: _____

Email and Phone of Person Completing this Form: _____

INSTITUTION/ORGANIZATION INFORMATION

General

1. Is the institution/organization accredited? Yes No
Accrediting body/bodies: _____
2. How many students attend the university? _____
3. How many international students? _____
4. What is the language of instruction? _____
5. Do you have photographs of this institution that you are willing to share for publicity purposes?
 Yes No

Courses and Credits

1. Average class size Lower level _____ Upper level _____
2. Academic calendar Not available Online In catalogues Other _____
Relevant website _____
How long before the start of the term is this information available? _____
Approximate first semester dates _____
Approximate second semester dates _____
When is study abroad possible? Fall Spring Summer Other
3. Course schedules Not available Online In catalogues Other _____
Relevant website _____
How long before the start of the term is this information available? _____

4. Course syllabi Not available Online Paper form Other _____
Relevant website _____
How long before the start of the term is this information available? _____

5. Information about faculty credentials
 Not available Online Paper form Other _____
Relevant website _____
Are credentials/standards comparable to UNT? Yes No

6. Credits and contact hours
A. How many courses does a full-time student take? _____
B. Typical number of credits per course (e.g. UNT is 3 SCH) _____
C. Contact hours per course (e.g. UNT is 15 per SCH/45 per 3 SCH course) _____

7. What is the grading scale used by the university/institution?

8. Are any courses/majors restricted for UNT students studying at the university/institution? Which?

9. A. From the perspective of the partner institution, at what point in a student's academic career is considered the best time to take part in this program? (Please consider language proficiency, level of available courses, etc.)

B. Based on the information provided from the partner institution, when would UNT students be advised to pursue this experience so that it would prove to be most beneficial according to their academic plan?

10. What are the relevant academic departments from which UNT students can be recruited for participation (e.g. if taught in Russian then the Russian language program, students from the academic specialty of the partner, etc.)?

Program Coordination

1. Exchange coordinator contact information

Name _____

Title _____

Email _____

Telephone _____

Fax _____

Street address _____

City _____

Postal code _____

Country _____

2. What is the anticipated number of exchange placements that will be available in one year? Note that 1=one academic year and .5=one semester. This applies only to student exchange agreements _____

3. What is the process for submitting applications/nominations?

Student Services

1. Is there a program coordinator/advisor for exchange/international students? Yes No

2. Does someone meet incoming international students at the airport? Yes No

3. The university/institution will provide students with access to:

A. Library facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	Superior	1	2	3	4	5	Poor
B. Computer/email facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	Superior	1	2	3	4	5	Poor
C. Wi-Fi internet connection	<input type="checkbox"/> Yes <input type="checkbox"/> No	Superior	1	2	3	4	5	Poor
D. Athletic facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	Superior	1	2	3	4	5	Poor

E. Social programming Yes No Superior 1 2 3 4 5 Poor

F. Other _____

HEALTH AND SAFETY

Health

1. Does the university/institution have on-site medical facilities for students? Yes No

2. Does the university/institution have an on-site pharmacy or is there one nearby? Yes No

3. Are there English-speaking personnel at local medical facilities who can act as translators? Yes No

4. What hospital will students be sent to in event of emergency?

Name _____

Telephone _____

Address _____

5. Is there any special insurance required? Yes No

a. If yes, is this something that is provided/arranged by the institution/organization? Yes No

Campus Safety

1. Please indicate the university/institution's setting in relation to its surroundings:

Town Center Suburban area Rural area Other: _____

2. Is there campus security/police? Yes No

3. Is the campus well lit? Yes No

4. Are night courses offered? Yes No

6. Is the campus equipped for fire safety? (Extinguishers/sprinklers?) Yes No

7. Does the campus have emergency procedures in place? Yes No

5. Please attach any relevant emergency procedures. Attached

6. Please attach campus crime statistics. Attached

7. Please describe any particular campus hazards.

8. Does the campus feel safe? Very Safe 1 2 3 4 5 Not Safe at All

Community Safety

1. Are there security risks in the area, including risk of natural disaster or threat of political/social conflict?
Please describe.

2. Does the community have a procedure for emergencies? Yes No

3. Please provide available crime information for the community and list the common crimes.

4. Please provide information on other potential safety concerns, e.g. the presence of a prison in the community, the presence of military installations, "known" crime areas, and whether the community is in a border area.

5. Please provide information about any current U.S. Department of State Travel Warnings for the area.

6. Does the community feel safe? Very Safe 1 2 3 4 5 Not Safe at All

Nearest U.S. Embassy/Consulate

Telephone _____

U.S. citizens emergency telephone _____

Website _____

Street address _____

 City _____
 Postal code _____
 Country _____

HOUSING

- Where will the student live? On Campus Off campus
- What will be the approximate cost/month of the student's housing? _____
- Who will arrange housing for the student? Student Host university/institution
- What kind of housing will the student live in?

Type	Yes	No	Comments
Residence hall			
Apartment			
Room in house or apartment			
Homestay			
Other			

- Indicate whether the housing is in the town center, in a suburb area, or in a rural area.
 Town Center Suburban area Rural area Other: _____

- Please indicate the distance from housing to the following locations:

Place Name	Distance (kms)	Estimated time	Transportation type	Comments
University/ Institution				
Health services				

Place Name	Distance (kms)	Estimated time	Transportation type	Comments
Embassy/ Consulate				
Airport				
City center				

Capital				
Food stores				
Other				

7. Water. Please indicate the student's home water access.

- A. In-house running water Yes No Maybe
- B. Hot running water Yes No Maybe
- C. Shower Yes No
- D. Bathtub Yes No
- E. Private bathroom Yes No
- F. Communal bathroom Yes No

If outside, distance: _____

8. Electricity. Will the student have access to 24-hour electricity at home? Yes No Maybe

9. Heating. Please indicate the primary heat source. _____

10. Cooling. Please indicate the primary cooling source. _____

11. Internet. Will the student have internet connection at home? Yes No Maybe

12. Housing quality. Superior 1 2 3 4 5 Poor

TRANSPORTATION

Please indicate which local transportation options are available.

Type	Yes	No	Cost	Comments
Bicycle				

Type	Yes	No	Cost	Comments
Public bus				
Campus shuttle				
Subway				
Taxi				

Train				
Other				

FOOD

1. Where will the student get most of his/her meals?

Type	Yes	No	Comments
University dining hall			
Host family			
Self catering			
Local restaurants			
Other			

2. What will be the approximate cost of food per month? _____

COMMUNICATION

1. Will the student be able to use a U.S. cell phone? Yes No

2. Will the student be able to acquire a local cell phone? Yes No

3. If so, which phone company would be best for the student to use?

Company	Cost/minute local call	Cost/minute call to U.S.	Cost/text message	Data? Y/N	Comments

4. Will the student be able to receive letters and packages? Yes No

5. Where will the student's mail arrive? School Home Other _____

6. How long does it take mail from the United States to arrive? _____

BANKING

1. Are there ATMs in the community? Yes No

2. If so, can the student use the ATM to access his/her U.S. account? Yes No
3. Will it be necessary for the student to open a local bank account? Yes No
4. If so, which bank would be best for the student to use? _____
5. How widely are credit cards excepted? Everywhere 1 2 3 4 5 Nowhere

STUDENT LIFE

Student Social Life

1. What kinds of activities are available at the university/institution or in the community for students to take part in? Please check "P" for permanent and "S" for seasonal activities.

Activity	P	S	Activity	P	S
Cross-country skiing			Biking		
Dance clubs			Club sports teams		
Downhill skiing			Concerts/Musical performances		
Fishing			Professional sporting events		
Golf			Scuba Diving		
Hiking			Sightseeing		
Ice skating			Surfing		
Movie theaters			Swimming		
Museums			Theater		
Opera			Water sports		
Ballet performances			Winter sports		
Bars/Pubs			Other		
Beachs					

2. How would you describe the atmosphere of the community? (e.g. cosmopolitan, quiet, busy)
- _____
- _____
- _____
3. How active is this community's nightlife? Very Active 1 2 3 4 5 Very Quiet

Student Life Issues

1. Is this site appropriate for:
- A. Any UNT student Yes No
- B. Any age (non-traditional students) Yes No Notes _____
- C. Any dietary restrictions Yes No Notes _____
- D. Any gender Yes No Notes _____
- E. Any military status Yes No Notes _____

- F. Any nationality Yes No Notes _____
- G. Any religion Yes No Notes _____
- H. Any race or ethnicity Yes No Notes _____
- I. Any sexual orientation Yes No Notes _____

Comments _____

2. Do you anticipate any quality of life issues for UNT students at this location? Examples of quality of life issues: dietary restrictions, drinking age, gender/women's issues, language, laundry, dress, sexual orientation, age (minors), disability accommodations, attitudes towards skin color or ethnicity, attitudes towards Americans, known issues for non-U.S. citizen students.

STUDENTS WITH DISABILITIES

1. Is this university/institution able to accommodate students with disabilities?

- A. Any UNT student Yes No
- B. ADD/ADHD Yes No Notes _____
- C. Psychiatric Disability Yes No Notes _____
- D. Learning Disability Yes No Notes _____
- E. Other Health Yes No Notes _____
- F. Visual Yes No Notes _____
- G. Deaf/Hard of Hearing Yes No Notes _____
- H. Mobility Disability Yes No Notes _____
- I. Cognitive/Traumatic brain injury Yes No Notes _____
- J. Other Disability Yes No Notes _____

2. Is the university/institution able to provide the following accommodations for students with disabilities?

- A. More time on exams Yes No
- B. Testing in a distraction reduced environment (small group, semi-private, private room) Yes No
- C. Help acquiring class notes (e.g. voice recorder, copies of professor's notes, note partner, Smart Pen voice recorder, laptop for note-taking) Yes No

- D. Use of calculator on math tests Yes No
- E. No deduction for grammar/spelling when that is not an essential skill Yes No
- F. Use of computer/word processor for exams Yes No
- G. Reserved seat in preferred area of class Yes No
- H. Option to write answer on tests instead of scantron Yes No
- I. Scribe to write answers for tests, or double check scantron entries Yes No
- J. Reader during exams (computer text to speech) Yes No
- K. Short breaks Yes No
- L. Absence leniency Yes No
- M. Written and oral classroom instruction Yes No
- N. Conversion of textbooks to digital or auditory format Yes No
- O. One-on-one or video presentations instead of in front of class presentations Yes No
- P. Oral exam instead of written exam Yes No
- Q. Change the format of essay test to multiple choice or vice versa Yes No
- R. Reduced options on multiple choice tests Yes No
- S. Extended time for work done outside of the classroom (projects, papers, research etc.) Yes No

3. How much notice does the university/institution request to accommodate a student with disabilities?

4. Is there housing available for students with disabilities? (ground floor, elevators, etc.) Yes No
Please describe _____

5. Is local public transportation able to accommodate students with disabilities? Yes No

6. Is there alternate transportation available for students with disabilities? Yes No
Please describe _____



