

# Policy on Study Abroad Site Visits by Goucher Employees

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## I. PURPOSE

Study abroad program sponsors frequently sponsor, arrange, and host visits to program locations in order to familiarize study abroad professionals in U.S. higher education institutions with their study abroad programs. The Forum on Education Abroad in its [Standards of Good Practice relating to Program Site Visits](#) states that formal site visits for the review of and familiarization with education abroad programs are among those tools that help to maintain and improve program quality, provide accurate and needed information to students and allow the exercise of due diligence toward bolstering participant safety. Such visits also enable Goucher to consider how new programs can be integrated into the Goucher curriculum and existing programs improved.

The purpose of this policy is to establish guidelines for Goucher employees who participate in such visits.

## II. SCOPE OF POLICY

This policy applies to all visits for review of and familiarization with any study abroad program that are conducted by Goucher employees, including staff members of the Office of Global Education, faculty members, and other Goucher employees requested to conduct such visits. Visits covered under the policy include (1) all visits to program sites in foreign countries of established and potential Goucher programs, and (2) participation in conferences and seminars conducted by program providers, whether conducted in the United States or abroad, that provide substantive information about the study abroad programs sponsored by such program providers.

## III. PROCEDURES

### A. Communications regarding site visits

Communications regarding site visits must take place in advance and in writing, including email, between the program provider or sponsor and the Office of Global Education. Such communications must address:

1. The specific purpose and goals of the visit;
2. The names and positions of the Goucher visitor(s) and resident program staff (e.g., Office of Global Education director, faculty member, resident director, etc.);
3. The duration and schedule of the visit;
4. The opportunity for unmediated contact between the visitor and students/faculty/administrators at the site;
5. The cost-sharing between the program and the visitor, if any;

6. Any expenses or honoraria paid for or provided to the visitor;
7. Acknowledgement that the visit, hospitality, or payment of expenses or honoraria do not imply, require, or guarantee endorsement or approval of the program by Goucher College.

## B. Site visit requirements

The parties must agree, in advance of the visit and in writing, that:

1. A written evaluation will be completed for each site visit and conference attendance according to the criteria provided by the Office of Global Education.
2. All written evaluations will remain confidential and will be used exclusively by Goucher employees involved in the development and approval of Goucher study abroad programs; exceptions to this requirement shall be made only if agreed upon in advance in writing between the Office of Global Education and the program sponsor;
3. Any negative comments about specific personnel should be made to the program operator or provider confidentially and separately from the written evaluation;
4. The program sponsor should be offered an opportunity to respond to specific information any site visit report in Goucher's discretion, if such information would be helpful in development and/or improvement of the program;
5. The visitor should not abuse the hospitality of the local program and culturally appropriate behavior is expected at the program site. Failure to comply with this requirement may result in appropriate disciplinary action by the college.

## C. Program materials

Program sponsors must agree to provide Goucher with or permit Goucher to review the following materials:

1. Student program and course evaluations;
2. Orientation materials;
3. Syllabi and course materials;
4. Faculty and staff backgrounds information;
5. Information on co-curricular and student life programs and resources;
6. Health and safety information;
7. Emergency plans;
8. Director's program evaluations (unless confidential in nature).

## D. Site visit activities

Appropriate activities on site visits include visits to classes, facilities, homestay locations, internship placements, co-curricular activities, and field study events.

## E. Expenses and honoraria

Although Goucher provides significant funding for conducting site reviews and developing study abroad opportunities, from time to time program sponsors may provide funding to interested institutions for

purposes of introducing study abroad programs to a wider audience of higher educational institutions. Goucher may accept the payment of certain travel expenses by program sponsors as provided below:

1. Goucher employees may not solicit payment of travel expenses by the sponsor or study abroad institution;
2. Such funding is available to institutions solicited by the program sponsor or institution on an equal basis (e.g., the sponsor institution agrees to fund one employee of each institution for a travel tour of site locations);
3. The expenses to be reimbursed shall be agreed upon in writing in advance, and the agreement shall detail all costs to be covered, which may include only lodging, meals, local transportation, and gratuities;
4. Goucher shall pay the airfare and visa expenses of its staff members on all site visits and will not accept funding for such expenses from program sponsors, unless otherwise approved by the Director of the Office of Global Education and the Provost;
5. The Office of Global Education Director and Provost shall approve in advance all expenses and honoraria provided by the program sponsor, provided that if the Provost is the recipient of funding, the president shall also approve the expenses and honoraria;
6. Goucher employees who wish to travel before or after the formal site visit shall do so at their own expense, or at the college's expense if participating in other site visits, and shall not seek or accept payment or reimbursement of such expenses from the program sponsor.

#### **IV. RESPONSIBLE OFFICIAL**

The responsible official for this policy is the Director of the Office of Global Education.