

Ramapo College of New Jersey
Roukema Center for International Education

STUDY ABROAD PROGRAM SITE VISIT EVALUATION/REPORT FORM

Please complete this international program evaluation and submit your report to the Roukema Center for International Education within one month of your visit. You can drop the completed form in the campus mail (ASB-123) or email it to blevy1@ramapo.edu.

We recognize that depending on the length of your visit, you may not be able to assess all the aspects listed below. This evaluation will be part of a regular cycle of assessments of international programs in which Ramapo College of New Jersey students participate, so we would like to get as holistic a view of the program as possible. Thank you very much for your contribution to this process!

Program:
Location:
Name of person reporting:
Dates of visit:
Date of report:

Overview

What is the overall mission of the program?

What are the specific learning objectives identified for the program?

What are the minimum requirements for entry into the program?

Is there an ideal student profile that matches this program in terms of students' success?

Are scholarships available?

Curricular support and fit

How well does the program complement or enhance our curriculum?

List several Ramapo College of New Jersey courses students may take in preparation for this study abroad program.

What Ramapo College of New Jersey courses are available for returning students to build upon their studies abroad?

Quality of the academic program

Course structure and content:

How is the academic program organized?

How large are classes/ what is the faculty to student ratio?

Who teaches the courses?

How is academic time divided among classroom participation, lab and fieldwork, research and/or homework? (If possible, include copies of the course syllabi).

Are there independent study and/or internship components to the program? How are these supervised?

Faculty:

What percentage of faculty have terminal degrees in their field?

How many are local?

How many are full time?

Assessment

How are students assessed?

How is the program assessed? How often?

Academic support system:

Describe the library and computing facilities.

What kinds of tutoring services are available?

Describe the academic and non-academic contacts faculty advisors have with students.

Are knowledgeable academic advisors readily available to students?

What opportunities are available to students to encourage their development (i.e. leadership, maturity, tolerance of ambiguity)?

Student support services and resources

Pre-departure preparation and re-entry support:

Describe the pre-departure and onsite orientations given to students.

How does the program prepare students for re-entry while still in the host country?

Does the program assist students with building upon their experiences after they return home and/or after graduation?

Will students have the opportunity to give presentations?

Housing:

Where do students live?

How are homestays selected/What is the review process for ensuring safe and reliable housing?

How do housing arrangements encourage interaction with the host culture?

Can students change their housing arrangement, if warranted?

Resident/Faculty Director:

What is the personnel and infrastructure available to students?

How are the students' physical, emotional, and social needs, emergencies, and concerns supported and responded to by the Resident/Faculty Director?

Are current facilities and programs accessible to students with disabilities, including physical and learning disabilities?

Are program staff prepared/willing to make reasonable accommodations if necessary?

Health and Safety

Risk management:

What are the program policies and procedures for contacting home institutions and/or emergency contacts in crisis situations and with respect to student health and safety issues?

Are staff trained to assess when students need professional help?

Are guides qualified to lead field trips?

What is the contingency plan in the event of a major crisis?

Code of Conduct:

What are the program's drug and alcohol abuse policies?

What are the program's harassment and sexual assault policies?

What is the disciplinary process for this program?

Locale:

What is the proximity of the location to medical care?

Is safety an issue in this location? If so, what measures has the program taken to ensure safety of students?

Is the location open and friendly to diverse individuals?

Facilitation of cultural exchange

What are the inter-cultural activities provided by the program?

How much contact do students have with residents of the host country?

What are the opportunities for students to conduct independent research, or participate in an internship or community service activity?

Are students encouraged to reflect on or critique their own value system in a structured manner?

Are there opportunities for students to gain language skills at any level?

For language-based programs: Facilitation of language acquisition

What intensive language preparatory courses are available on campus or on site prior to the start of the program?

Are on-site programs taught by trained language teachers? What kind of training/education do the instructors have?

How does the program accommodate students with varying levels of language proficiency?

What are the formal and informal opportunities for students to converse with native speakers?

How do housing arrangements encourage use of the foreign language?

How are students assessed before and after the program in order to measure language acquisition?

Please list the name, title, and contact information of the people you met with at the program:

Additional information that is helpful to collect during a site visit, when possible:

- Course syllabi
- Reading lists
- Copies of assignments
- Faculty CVs
- Samples of coursework

Do you think RCNJ should continue to approve this program for credit?

Please attach additional information supporting this recommendation, including any comments or concerns you think the Roukema Center of International Education should be aware of.