GLOBAL SERVICE-LEARNING SITE VISIT CHECKLIST

Use this checklist during your site visit to gather information for your program proposal and pre-departure orientation, document your work and identify preventative measures that are in place or that the program can take to promote the health and safety of participants.

NOTE: Take photos of the local area, accommodation, community partners, etc. for use during orientation sessions.

Housing

✓	***Look for:***	***Comments:***
	Accommodation consistent with local standards	
	Number of students per room	
	Safe location	
	Host families: --how are families recruited, screened, selected? --who addresses problems related to placements? --how are placements evaluated? --how many students stay in each home?	
	Distance from --service projects --academic facilities --grocery stores/meals --transportation	
	Clean, functional toilets and showers	
	Linens provided?	

	Cost of accommodation per person --deposit? --housekeeping fees?	
	Access to laundry facilities/service	
	Accommodation for faculty/staff (if different) --including cost information	

Meals

✓	***Look for:***	***Comments:***
	Where meals are eaten	
	Who prepares meals	
	Typical menus	
	# of meals provided per day/week	
	Options for special diets (vegetarian, food allergies, etc.)	
	Cost of meals provided by program	
	Estimated cost of additional meals	

Health

✓	***Look for:***	***Comments:***
	Contact information for English-speaking doctor --willing to treat participants?	

	Location/phone number of nearby hospital	
	Quality of local medical services	
	Potential health risks in the region --infectious diseases --air-, water-, insect-borne illnesses --other	
	Health risks related to service projects	
	Access to potable water	
	Preventative health measures participants should take before departure and on site	
	Contact information for local dentist	
	Contact information for mental health provider	
	Location of pharmacy --availability of medications --medications participants should bring with them	

Safety

✓	***Look for:***	***Comments:***

	Emergency numbers --police --ambulance --fire	
	Potential for natural disasters in the region	
	Presence of dangerous plants and animals in the region	
	Safety risks in community	
	Safety risks related to service projects or other program activities	
	Areas participants should avoid --why?	
	Concerns re: women's safety	
	Activities/behaviors participants should avoid	
	Safety equipment in accommodation (i.e. locks on doors, fire extinguishers, etc.)	
	Ideas for program rules related to safety	
	Availability and quality of public transportation	

	Private transportation options --quality of rental vehicles --licensed professional drivers --quality of roads	

Legal Issues

✓	***Look for:***	***Comments:***
	Laws that are different from U.S.	
	U.S. citizens required to carry passports on their person?	
	Ability/willingness of local police force to provide assistance	
	Attitude of law enforcement toward foreigners	
	Relationship between local community and police force	

Location

✓	***Look for:***	***Comments:***
	Population of community --total population --ethnic diversity --socioeconomic diversity	
	Local climate --Typical temperatures/weather conditions for time of program	
	Local geography	
	Distance from major cities and other sites of interest	

	Possible destinations for field trips	
	Important aspects of historical and current relationship with U.S. to share with participants	

Community Partner

✓	***Look for:***	***Comments:***
	Agency/community leader with broad knowledge of community and diverse contacts	
	Key community contacts and their roles	
	Build trust with community partner	
	Articulate nature of collaboration with partner/make commitment and plan for sustainability -- Negotiate roles each partner will take on	
	Discuss both service and academics (including goals, budget, limitations)	
	Network with other community contacts	

	Specify evaluation process and criteria and preferred means of communication for informal check-ins	
	Meet with community members to discuss problems/needs that service could address	
	Ways to promote sustainability of partnership	
	Mutually beneficial relationship --benefits to community --benefits to students --benefits to faculty --benefits to institution	

Service Projects

✓	***Look for:***	***Comments:***
	Projects that can be completed during program time-frame	
	Short-term goals that student service projects can address	
	Long-term goals that student service projects can address	
	Required skills participants will need to successfully complete service projects	
	Supplies/materials participants will need for service projects	

	Role of faculty members in service projects	
	Role of community in service projects	
	Amount of time per day/week participants will spend on service projects	
	Individual or group service projects, or a combination	
	Supervisors of service projects	

Academic Resources

✓	***Look for:***	***Comments:***
	Location and description of classroom space	
	Access to computers/internet --cost	
	Availability of other equipment/supplies needed for research	
	Supplies that group or instructors must bring	
	Possible site visits	
	Potential guest speakers	

Socializing

✓	***Look for:***	***Comments:***
	Possible opportunities for social interaction with community	
	Social activities to promote teambuilding	
	Social events in the community	
	Community attitude toward alcohol consumption --possible program limitations/rules re: drinking	
	Local norms related to socializing --typical activities --location of social gatherings	