

Guide to Campus Visits by International Visitors

Who should be considered to be included in any Schedule:

1. CISP: This should be at the beginning of any individual or groups visit. In most cases this will include all areas of CISP. Advising, Study Abroad and international Admissions. We will discuss both the CSU and expect them to present their institution to us. We will discuss the range of possibilities but no final decisions will be made at this meeting.
2. CISP will usually plan on hosting one of the meals at an off campus location to give the individual an opportunity to see Cleveland
3. Campus Tour: This could be formal or informal
4. President / Provost: Briefing information will need to be provided. The decision to include will be based on the position of the individuals visiting and seriousness of the activity with the individuals.
5. College Dean and Appropriate staff within the College & Department
6. Include faculty from the visitor's home country (if time allows)
7. Meetings with other Colleges (this needs to be coordinated through CISP)
8. We have found the Wyndham Hotel (216- 615-7500) very accommodating and convenient

Guidelines for a successful visit

1. An email confirming the proposed schedule and reaffirming the primary goals of the visit are very important
2. CISP should be included in all external and internal communication
3. Send CISP bio data or CV on all members of visiting delegation
4. Please provide CISP with background information on the institution, if catalogues and other information about institution can arrive ahead of time that would be helpful
5. Please confirm tentative dates with CISP before the institution's travel plans are finalized
6. Discussion Points to be considered and remembered:
 - a. While it is hoped that MOU's are the result of any relationship, this should not be the goal unless quite a bit of conversation has occurred in advance
 - b. There should be a clear long term strategy which supports collaborative agreement conversation. One should take into account both our strengths and weaknesses as well as that institutions strengths and weaknesses
 - c. What do you see and what do they see as the reciprocity of the agreement
 - d. Individual faculty members are the key to the long term success of the relationship. Have you identified who will be the key faculty and who will be the one in charge of being the project leader for the relationship.