



CAA Student Affairs Visiting Professionals Program Checklist for Host Institutions

Thank you for agreeing to host a student affairs professional from another CAA institution. We hope this experience is mutually beneficial for host and visiting participant and that the host institution can learn from the visitor and his/her institution as well as share their own perspectives.

Before the visit:

___ Speak with the participant to set the date of the visit and discuss his/her (and your) goals and expectations. Once the date is set, please inform the CAA office.

___ Identify one person from your campus to serve as the primary point of contact with regard to logistics (housing, meals, and meeting scheduling). Provide this person's contact information to the CAA office and to the shadowing participant.

___ Organize accommodations and meals. Meals often take place during meetings with staff members.

___ Create a detailed itinerary for the visit (the CAA office can provide sample itineraries) and send it to the participant and the CAA office. The participant should meet with staff members in their specific area of interest and those with broader responsibilities, in order to gain a full picture of student affairs operations on your campus. Include him or her in any relevant events or meetings happening during the visit.

___ Ask the participant to bring examples of their campus's best practices and information about their campus's programs (for a two-way exchange of information).

During the visit:

___ Check in with the participant every day to make sure things are going well and to answer any questions that may come up.

___ Take several photos of the participant and the hosting staff member(s), for use in your department's or institution's news releases, newsletters, etc. Please send them to the CAA office for use in our electronic newsletter.

___ Schedule a debriefing meeting with the participant at the end of the visit to discuss and process the overall experience.

After the visit:

_____ Complete a short online survey about your experience as a shadowing host. This will be emailed to you from the CAA office.

_____ Maintain an ongoing relationship with your new CAA colleague. We suggest you touch base at least twice a year.

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