



COLONIAL ACADEMIC
ALLIANCE

**CAA Student Affairs Visiting Professionals Program
Checklist for Participants**

Congratulations on your upcoming visit to another CAA institution. We hope this experience provides you with new perspectives and ideas and is mutually beneficial for you and your host.

Before the visit:

___ Speak with the contact person identified by the CAA office 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.

___ Arrange your travel plans. Your institution is responsible for travel costs; housing and meals are provided by the host institution. Your senior student affairs officer has agreed to support this program; please see him or her for details on funds available for travel.

Before the visit, the host institution should provide you with:

- ___ The name of the person handling logistics for your visit (scheduling your housing, meals and meetings)
- ___ A detailed itinerary for your visit

___ Spend some time thinking about specific questions you would like to ask/topics you would like to discuss with each student affairs staff member on your itinerary.

___ Compile examples of your campus's best practices and information about your campus's programs to share with your host (for a two-way exchange of information).

During the visit:

___ Check in with your host every day to touch base and ask any questions you may have.

___ Meet with your host 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 visiting professional. This will be emailed to you from the CAA office.

___ You are required to submit a report of the results of your visit to your institution's senior student affairs officer and the CAA office within one month of your visit.

___ Share the results of your visit with your supervisor and colleagues through a written report or oral presentation.

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

CAA Office Contact: Carlin Anderson, Program Assistant, Colonial Academic Alliance, 4400 University Drive, MS 5A6, Fairfax, VA 22030. Phone: 703.993.9396, email candersv@gmu.edu.