After you have made your site visit with funds provided by CICE, please provide a report to the CICE Director. This report is due within one month of your site visit. Answer the following questions applicable to your specific course or program:

1. On-Site Staff and Resources
   a. Staff qualifications
      i. faculty
      ii. administrators (if applicable)
      iii. other professional staff (if applicable)
      iv. other on-site experts (e.g., speakers, tour guides, etc.)
   b. Available resources (library, technology, classrooms).
   c. Opportunities for Gustavus students to interact with student peers in the host community.
   d. Opportunities for site visits, tours, or other cultural components of the course or program.
      i. Please provide some indication of the kind of opportunities available.
      ii. Who would lead these activities?
      iii. Are there any health or safety considerations that should be noted?

2. Room and Board
   a. Options and cost for housing and meal plans (restaurants? self-catering? other?)
      i. Types of accommodations (hostels? hotels? other?) and nature of student experience (e.g., shared rooms, shared bathrooms, etc.)
      ii. Distance of accommodations from classroom or other academic meeting space.
      iii. Availability of academic meeting space on-site.
      iv. Cost of accommodations and meal plans.
   b. Home-stay options, if available
      i. Names and credentials for individual or organization setting up the home-stay experience
      ii. Actual accommodations (e.g. private bedroom, private or shared bath, etc.)
      iii. Meal arrangements.
      iv. Access to kitchen/laundry facilities.
      v. Number, gender, age of home-stay family members.
      vi. Distance of home-stay from classroom or other academic meeting space. Transportation issues (if relevant).
      vii. Orientation for home-stay family regarding nature of program or course.
      viii. Stipend for family
      ix. Any home-stay rules or situations, including tobacco use, pets, curfew, etc.

3. Transportation
a. Means of transportation on-site that would most likely be used in this course or program (e.g., local bus, train, rented van/bus, etc.).
b. Approximate cost for mean(s) of transportation.
c. Any special guidelines (e.g., can only rent vans that hold 10 individuals, can only rent full-size bus, cannot rent vehicles, etc.).
d. Any health or safety issues that should be noted in regard to on-site transportation.

4. Health and Safety
   Note: CICE, in consultation with IDPC, will make the appropriate decisions regarding health and safety for each area depending on the level of risk deemed acceptable for each program and/or country and in consultation with appropriate members of the Gustavus Adolphus College Administration. All students and accompanying faculty members are covered under EIIA, Educational and Institutional Insurance Administrators, Inc.
   a. Special needs for health and safety related to sites (include site-specific CDC and State Department Consular information).
   b. 24-hour contact information at site.

5. Institutional Affiliation. If an in-country institution will be a partner in this course or program, please provide the following:
   a. Information about host institution(s)/sponsoring organization(s)
   b. Expectations and responsibilities of host institution(s)/organization(s).

6. Any other pertinent information related to the specific site for the course or program.