

# COAMFTE Spring 2018 Site Visit Logistics

Response ID:34 Data

This response is \*TEST\* data.

## 1. Site Visitor Lodging and Dining

### Instructions

To facilitate your program's upcoming COAMFTE Site Visit, please complete the following form. You will receive a copy of your submission via email after submission. If you wish to begin this form and come back to it at a later time please utilize the "save and continue" feature on the top of the second page.

Please complete and submit this form by Friday, February 9, 2018.

### 1. Program Director Contact Information

**First Name**

Program

**Last Name**

Director

**Institution Name**

University of COAMFTE

**Street Address**

112 S Alfred St

**City**

Alexandria

**State**

VA

**Zip Code**

22314

**Email Address**

coa@aamft.org

**Office Phone Number**

123-456-7890

**Cell Phone Number**

123-456-7890

The office/cell phone numbers will be used in case the Site Visit Team and/or staff needs to get in touch with the Program

**Director during the Site Visit.**

Please recommend three hotels that are reasonably priced and in close proximity to the program.

2. Hampton Inns are the preferred hotels for COAMFTE Site Visits. Please complete the contact information below for the closest Hampton Inn hotel to your academic institution.

**Name of Hampton Inn**

Hampton Inn #1

**Street Address**

123 Main St.

**City**

Alexandria

**State**

VA

**Zip Code**

22314

**Phone Number**

123-456-7890

**Fax Number**

123-456-7890

**Website**

www.coamfte.org

**Notes**

3. Please complete the contact information below for a secondary hotel of your choice. Please note that the on-site meetings start as early as 8:30 am and this hotel option should be in relative proximity to the institution.

**Name of Hotel**

Hampton Inn #2

**Street Address**

112 S Alfred St

**City**

Alexandria

**State**

VA

**Zip Code**

22314

**Phone Number**

123-456-7890

**Fax Number**

123-456-7890

**Website**

www.coamfte.org

**Notes**

4. Please complete the contact information below for a tertiary hotel of your choice. Please note that the on-site meetings start as early as 8:30 am and this hotel option should be in relative proximity to the institution.

**Name of Hotel**

Hampton Inn #3

**Street Address**

112 S Alfred St

**City**

Alexandria

**State**

VA

**Zip Code**

22314

**Phone Number**

132-456-7890

**Fax Number**

123-456-7890

**Website**

www.coamfte.org

**Notes**

5. Please provide a list of restaurants around the campus, listed hotels, and area. The Site Visit Team will have meals on their own; beverages and light snacks in the Resource Room are always welcomed during the review process. For this section, you may upload up to 3 documents with a maximum size of 2 MB each.

## 2. Site Visit Agenda

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6. Please upload a copy of your program's completed Site Visit Agenda Template.

### 3. On-Site Logistics

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7. Please provide the address for parking lot where the Site Visit Team should park.

**Name of Parking Lot**

Marriage and Family Therapy Building Parking Lot

**Street Address**

112 S Alfred St

**City**

Alexandria

**State**

Virginia

**Zip Code**

22314

8. Will the Site Visit Team need a parking pass while on-site?

Yes

Will the parking pass be issued on-site?

Yes

Please provide parking passes to park on campus. For this section, you may upload up to two documents with a maximum file size of 2 MB for each.

9. Please provide the address for the building in which the Site Visit Team will check-in to start their day on-site.

**Name of Building**

Marriage and Family Building

**Street Address**

112 S Alfred St

**City**

Alexandria

**State**

Virginia

**Zip Code**

22314

**Any additional notes/instructions that the Site Visit Team should be aware of while on-site/for their check-in at the start of the visit?**

10. Please provide a copy of the campus map. For this section, you can upload up to two documents with a maximum file size of 2 MB each.

## 4. Final Notes

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### **ALMOST DONE!**

In preparation for a COAMFTE Site Visit, please have the following available:

Resource Room for the Site Visit Team with:

- Internet access (wi-fi)
- 1 computer
- 1 printer
- Access information for Site Visitors to any online learning management system the program utilizes
- Additional electric plugs (please note that Site Visitors will bring laptops)
- Extension cords
- Current program Educational Outcomes and benchmarks
- Materials not included in the Self-Study or Program's Additional Information
- Key documents such as CVs, Syllabi, Manuals, etc.
- Samples of student and graduate records (academic and clinical) for the period of two years
- Documentation of complaint policy and records of student complaints

Who provides meal for the Site Visit Team:

The Site Visit Team will have meals on their own; beverages and light snacks in the Resource Room are always welcomed during the review process.

Please note the following:

- The Program Director does not participate in meetings with faculty, supervisors, students, and administrators (even if a Program Director is on the faculty and provides supervision)
- The program needs to provide the Site Visit Team with a USB flash drive of all documents (electronic and paper) given to the Site Visit Team on-site that were not previously submitted to COAMFTE
- Exit Remarks – intended to provide the program with an overview of the Site Visit Team's observations. Only the Team Chair speaks; no comments or questions from the program shall be addressed during the Exit Remarks. The Program Director may choose to invite faculty, administrators, etc.
- Site Visit Report – Please provide the Team Chair with the contact information for the Chief Officer of the institution prior to the team's departure
- Program's Response to Site Visit Report – must be sent to the COAMFTE office at [coa@aamft.org](mailto:coa@aamft.org) within thirty (30) days of the receipt of Site Visit Report

The information listed above will be emailed to you after submission on this form.

## 5. Thank You!

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Thank you for completing the requested logistical information for your upcoming Site Visit. A copy of your response has been emailed to you for your records.

If you have any questions, please email us at [coa@aamft.org](mailto:coa@aamft.org).

Email to Program Director

Mar 08, 2018 11:45:53 Success: Email Sent to: [coa@aamft.org](mailto:coa@aamft.org)