

STUDY ABROAD PROGRAM (Outbound Programs and Outbound/Incoming Exchanges) AFFILIATION EVALUATION & APPROVAL WORKSHEET

Program Provider _____
 Location(s) _____
 Type of Site: University _____; Academic Center _____; Other _____
 Type of program(s): Study _____; Internship _____; Service-Learning _____;
 Combination _____; Other _____

Cities/Countries/Programs for affiliation:

COSTS (see attached Excel sheet for affiliations with multiple programs):

Program	Program Cost (tuition & fees)	Housing Incd (indicate meals): Yes/No	Housing Cost to student	Additional fees payable by Rider (orientation, language course etc.)	Local advisor fee/student payable by Rider	TOTAL BILL TO RIDER	Rider Tuition	Rider Tuition after 30% discount	Rider Housing	FINAL BALANCE

AFFILIATION TERMS	
Type of Affiliation (3 rd party, exchange, direct enrollment)	
Program incentives: student fee reduction, scholarships	
Funding for RU staff & faculty site visits and site reviews	
Opportunity for RU staff & faculty to serve on affiliate boards	

Non-exclusivity	
No RU enrollment minima	
Right of termination at any time without penalty	
PROGRAM CHARACTERISTICS	
Program Type	
Composition of program student body (e. g. Only program students; program and other international students (American/non-American); program, other international and local students)	Courses taken with other program students? With other international students (American/non-American)? With local students?
Subjects offered	
Language(s) of courses (eg. English, foreign language(s) (specify number , percentage, and subject of courses in each language)	
Majors, minors and programs served by this program (list)	
Internships	
Volunteer opportunities	
Cultural integration	

programming—meeting foreign nationals	
Pre-departure advising & support	
Online pre-departure orientation	
Student visa support	
Full-time on-site staff (include number if possible)	
On-site office or facility	
Airport Reception	
On-site Cultural and academic orientation including health, safety & security info.	
Computer & Internet Access	
Mobile Phone	
Excursions & other cultural enrichment activities	
Housing: homestay, apartments, residence hall; other	
Meals	
Laundry Service	
Full Medical Insurance	
Tutoring	
Language support	
Official transcript from host university or accrediting university	
Airfare-paid, group discount etc.	
Scholarships	

PROGRAM COSTS & SCHOLARSHIPS OR OTHER FEE INCENTIVES	
Scholarships for students and/or work study opportunities	
Cost comparison with other comparable programs (attach information as necessary)	
Annual (or program specific) notification to Rider of scholarships awarded to students	
Fee reduction to participants	
Other incentives such as site visit, professional development and board visit fund (as % of each student fee or fixed)	
ENROLLMENT	
5-year history of RU student enrollment in this program	
Agreement to provide data for annual report in timely fashion	
PROGRAM QUALITY	
Advisory board of directors with/without faculty	
Peer universities accept credit from this affiliate (list examples)	
Program reputation in field	
Years in operation	
Provision to Rider University	

students of evaluations on annual basis	
Commitment to collaborations on academic integration	
Affect of affiliation on RU status as university or study abroad office (enhanced/diminished)	How would our affiliation affect our status as a university or as a study abroad office? For example, is it enhanced due to increased name recognition in the field of international higher education and/or the status of the affiliate in question (e. g. Oxford University), or is it potentially diminished due to low status of affiliate (quality, litigation etc.)?
Affiliate membership in appropriate professional association (eg. Forum on Education Abroad, NAFSA, IIE)	
Affiliate accreditation(s)	
CONDITIONS OF AFFILIATION	
What does the affiliate require of Rider?	
Favorable or unfavorable interactions of RU CIE and/or RU students with affiliate staff	
Financial costs of affiliation	
Financial incentives of affiliation: student fee reduction; student scholarships; faculty/staff covering of expenses for site visits, board participation, site reviews etc.	
Use of RU name by affiliate? (for publicity or as an indication of our strong preference or endorsement)	

Overlap or no of affiliate programs with those already offered through Rider's CIE? If overlap, what is justification of affiliation?	
Rider requirements of affiliate	
If affiliation is an EXCHANGE PROGRAM, is the exchange likely to be sustainable and is it support by the departments and programs of each institution from which students are targeted as likely participants?	
Does the affiliate have a written agreement we can sign or do we need to propose changes?	
POTENTIAL BENEFITS AND WHO BENEFITS (not all areas are required)	
Does the affiliate have a "school of record," making it easier for Admissions to deal with this program?	
Can we confirm that there is no financial benefit to the CIE or Rider staff or faculty other than aforementioned fee and scholarship reduction for students and funding to support site visits, reviews and affiliate board participation?	

Useful conferences and resources available as result of affiliation	
Provision of printed or electronic publications for CIE office, library or website links' use	
Provision of in-office training and updates for CIE staff	
Participation in Rider study abroad fairs & like venues	
Opportunities for Rider faculty and staff to be involved in seminars, conferences, site reviews, and/or site visits	
Potential academic collaborations for faculty (teaching, research etc.)	
Classes Rider faculty could teach abroad as a result of the affiliation	
Affiliate collaboration with Rider (including on-site support) on faculty-led programs abroad in either direction	
WORKLOAD IMPLICATIONS FOR CIE	
Does CIE have to make selection decisions for students?	
Does CIE need to process and/or send special materials	

for students (specify) (ie. Music student DVDs)?	
Is the affiliate a client of StudioAbroad?	
Does the CIE have to provide additional advising and application support for items like visas, housing, practice rooms (music), and course offerings and selection?	
Is additional ESL support needed?	
What is the impact on campus housing?	
Does the program require special involvement of academic or other Rider departments in the selection and acceptance processes? (specify dept. and role)	
Does the CIE need to create and/or keep special records for students going on the program?	
Does the CIE need to provide support for the students and/or faculty coming from the affiliate?	
Are there other procedures to put in place?	
Do we need to write evaluations of their programs?	

