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**Board of Accreditation (BOA)**

**Department of Social Work Accreditation (DOSWA)**

**2015 EPAS**

**Sample In-Person Site Visit Schedule**

*for Baccalaureate and Master’s Social Work Programs*

**version 10.2023**

**Disclaimer:** *This site visit schedule serves as a sample for training purposes. Actual site visit schedules, including stakeholder groups involved, and specific standards being discussed, vary according to the information requested by the BOA in the Letter of Instruction (LOI).* *The program’s primary contact and site visitor jointly finalize the site visit schedule.*

**Directions:** No less than one (1) week prior to the visit, the program’s primary contact and site visitor jointly finalize the site visit schedule. Policies regarding site visit planning are found in policy 6*.6 Site Visit* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies).

With the Letter of Instruction (LOI) as a guide, the schedule is to include:

* Specific days and times, including time zones**[[1]](#footnote-2)**
* Locations and/or meeting links for virtual attendees (e.g. branch campus representatives)**[[2]](#footnote-3)**
* Breaks
* Mealtimes
* Independent workspace and time for the visitor
* With whom the visitors will meet:
  + President/chancellor (or designee)
  + Primary Contact
  + Program Director (if different than primary contact)
  + Field Education Director
  + Faculty
  + Students
* Optional stakeholder meetings:
  + Field Instructors
  + Community Advisory Board (if applicable)
  + Deans or other program administrators
  + Other stakeholders specific to the program’s context

**Program Name (Program Level)**

*Day, Month, Year – Day, Month, Year*

**Site Visitor Name, Credentials**

**CSWE Site Visit | Schedule**

|  |  |
| --- | --- |
| *Day, Month, Year* | |
| *Time:* | *Activity:* |
| 4:00pm (EST)  4:30pm (EST)  5:00pm (EST) | Travel Details   * Flight *[Insert details]* * Transportation *[Insert details]* * Hotel Arrival *[Insert details]* * Meal *[Insert details]* |
| 6:00pm (EST) | Program Welcome to Site Visitor [[3]](#footnote-4) |
| *Day, Month, Year* | |
| *Time:*  8:00am (EST) | *Activity:*  Meal  Transportation to campus *[Insert details]* |
| 8:15am (EST) | Primary contact/program director meets site visitor on campus and escorts to meeting with institution’s president/chancellor (or designee) *[Insert details]* |
| 8:30-9:00am (EST) | Meeting with the institution’s president/chancellor (or designee) [[4]](#footnote-5)  *Participants: [Insert details]*   * Name, President/Chancellor/Designee[[5]](#footnote-6)   *Location: [Insert details]*  *Content:*   * Site visitor introduces role, function, scope, and procedures for the visit, and explains the accreditation process * Site visitor answers any questions the institution’s president/chancellor (or designee)may have about the visit * Site visitor asks general questions regarding the role and place of the program within the institution’s system[[6]](#footnote-7) * Site visitor asks any applicable specific questions from the *Letter of Instruction (LOI)*:   + *AS 3.4.5* |
| 9:00-9:15am (EST) | Break  Primary contact/program director escorts site visitor to School of Social Work |
| 9:15-10:15am (EST)  10:15-10:30am (EST) | Meeting with Program Administrators:  *Participants: [Insert details]*   * Name, Program Director * Name, Field Director   *Location: [Insert details]*  *Content:*   * Site visitor introduces role, function, scope, and procedures for the visit, and explains the accreditation process * Site visitor answers any questions the program administratorsmay have about the visit * Site visitor asks general questions to understand program administrators’ experience within the program * Site visitor asks applicable specific questions from the *Letter of Instruction (LOI)*:   + *AS 1.0.3*   + *AS M2.2.2*   + *AS M2.2.9*   + *AS 3.2.3*   + *AS 3.2.5*   + *AS 3.3.6*   + *AS 3.4.5*   + *AS 4.0.5*   Break |
| 10:30-11:30am (EST)  11:30 am-12:30pm (EST) | Meeting with Program Faculty:  *Participants: [Insert details]*   * Program Faculty[[7]](#footnote-8)   *Location: [Insert details] Content:*   * Site visitor introduces role, function, scope, and procedures for the visit, and explains the accreditation process * Site visitor answers any questions stakeholders may have about the visit * Site visitor asks general questions to understand the faculty’s experience within the program * Site visitor asks applicable specific questions from the *Letter of Instruction (LOI)*:   + *AS 3.2.5*   + *AS 3.4.5*   Meal/Break[[8]](#footnote-9) |
| 1:45-2:45pm (EST)  2:45-3:00pm (EST)  3:00-3:30pm (EST)    3:30-4:15 (EST) | Meeting with Students:  *Participants: [Insert details]*   * Students[[9]](#footnote-10)   *Location: [Insert details]*  *Content:*   * Site visitor introduces role, function, scope, and procedures for the visit, and explains the accreditation process * Site visitor answers any questions stakeholders may have about the visit * Site visitor asks general questions to understand the students’ experience within the program * Site visitor asks applicable specific questions from the *Letter of Instruction (LOI)*:   + *AS M2.2.2*   Break  Meeting with Field Education:  *Participants: [Insert details]*   * Name, Program Director * Name, Field Director * Field Instructors * Field Liaisons   *Location: [Insert details]*  *Content*   * Site visitor introduces role, function, scope, and procedures for the visit, and explains the accreditation process * Site visitor answers any questions stakeholders may have about the visit * Site visitor asks general questions to understand the field educators’ experience within the program * Site visitor asks applicable specific questions from the *Letter of Instruction (LOI)*:   + *AS M2.2.9*   + *AS 3.3.6*   Break   * Site visitor finish outline for exit meeting * Use exit meeting outline to begin drafting the site visit report |
| 4:00-5:00pm (EST) | Exit meeting[[10]](#footnote-11)  *Participants:* *[Insert details]*   * Name, Program Director[[11]](#footnote-12)   *Location:* *[Insert details]*  *Content:*   * Site visitor verbally summarizes areas discussed that will be included in the site visit report regarding:   + General questions:     - Stakeholder experiences     - Factual observations   + Specific questions raised by the CSWE-BOA * Site visitor answers any questions stakeholders may have about the visit and allows the program to correct any inaccuracies. * Site visitor explains the next steps in the accreditation process |
| *Day, Month, Year* | |
| *Time:*  10:00am (EST)  10:30pm (EST)  1:00pm (EST) | *Activity:*  Travel Details   * Hotel Checkout *[Insert details]* * Transportation *[Insert details]* * Flight *[Insert details]* * Meal *[Insert details]* |
|  |  |

1. Most site visits are conducted in one day. This includes programs that have both baccalaureate and master’s programs occurring simultaneously, as many meetings can be shared by both visitors. However, an extra half day may be necessary for any visit type, depending on the complexity of the program. The CSWE-BOA reserves the right to extend visits, as needed, based on content of the LOI. Site visit schedules should account for and include site visitor travel days the day before and the day after the visit (unless earlier departure is requested by the visitor after the visit concludes). [↑](#footnote-ref-2)
2. It is at the discretion of the program to include representatives or stakeholders from each program option in the reaffirmation site visit. These representatives/stakeholders may be included in a face-to-face capacity (for in-person visits) or virtually (for either visit format type), but site visitors are not expected to visit all physical program options. The CSWE-BOA reserves the right to request visits to specific program options, as needed, based on content of the LOI. [↑](#footnote-ref-3)
3. During the evening prior to the visit, site visitors generally work alone to prepare. The primary contact/program director may meet with site visitors to extend a brief welcome, explain the itinerary, answer any questions, and outline the arrangements to escort them to the campus. Required social events or mandatory meals with the program representatives are not acceptable. If the program decides to offer such events, it is within the visitor’s purview to accept or decline the invitation. [↑](#footnote-ref-4)
4. The meeting with the president/chancellor (or designee) is typically 30 minutes. [↑](#footnote-ref-5)
5. The primary contact/program director/program representatives do not attend this meeting. [↑](#footnote-ref-6)
6. The site visitor is required to ask general questions regarding three (3) accreditation standards (1.0 Program Mission and Goals, 3.0 Diversity, 4.0 Assessment) across different stakeholder groups throughout the visit to understand the stakeholders’ experience with the program. [↑](#footnote-ref-7)
7. The primary contact/program director do not attend this meeting. However, program representatives may propose being present based on the program’s context/culture. [↑](#footnote-ref-8)
8. Required social events or mandatory meals with program representatives are not acceptable. If the program decides to offer such events, it is within the visitor’s purview to accept or decline the invitation. Additionally, these events should not be offered during typical work or preparation time for the visitor. [↑](#footnote-ref-9)
9. The primary contact/program director do not attend this meeting. However, program representatives may propose being present based on the program’s context/culture. [↑](#footnote-ref-10)
10. Site visitors hold an exit meeting to convey the findings for inclusion in the site visit report. The site visitor debriefs all general and specific standard findings to be included in the site visit report. [↑](#footnote-ref-11)
11. The primary contact and program director (if different) attend this meeting. The program may propose other program representatives or stakeholders based on the program’s context/culture. [↑](#footnote-ref-12)