Site Visit Logistics Overview

STARTALK requires all grantee programs to host a site visit. Be sure to stay in communication with your team leader to coordinate your visit and to ensure that everyone at your program and on the site visit team are aware of any important details or changes in plans. Below is a list of several pieces of information that programs must provide in advance of the visit along with some information on how SOPHIE will help in the management of your site visit.

Site Visit Date

As program director, you provide options for site visit dates to STARTALK Central. Those dates will be used by STARTALK Central to assign a team leader to your program and coordinate your site visit. Because of the complexity of the logistics involved, requests for a different site visit date will not be honored unless there are extenuating circumstances. If there is a need to change a site visit date, contact STARTALK Central immediately.

Site Visit Logistics

You enter logistical information into SOPHIE so that it can be used by the site visit team to make their travel arrangements. This information includes the most convenient airport or train station for your site location, the names of two hotels near your program site, directions from the two hotels to the program site, and the cell phone number for a program point of contact.

You enter the agenda for the day. You and your team leader should agree upon the site visit agenda that you enter into SOPHIE. Interviews will be conducted with the program director, program instructors, and program participants (students and teachers). The site visit team will need a private place to meet throughout the site visit day and before sharing findings with the program director.

Learning Plans (Student Programs)

Student programs will make learning plans for your program up to the day following the site visit available for review; you will also provide each team member a copy of or access to the learning plans for the day before, the day of, and the day after the site visit, in print or electronic format. The learning plans for the day before, the day of and the day after will be shared with STARTALK Central.

SOPHIE information

Site Visit team members will have read your proposal, curriculum, and the previous year’s site visit report (for continuing programs) prior to arriving at your site. All of these documents are available on your Site Visit Summary page in SOPHIE.

You can also review biographical and itinerary information for each of your site visit team members in advance of the visits.

Site Visit Report

After the site visit, the team leader will submit a report that documents the team findings that were discussed with the program director on the site visit day. You will be able to comment on the report findings within SOPHIE.