



ASEM Certification Visit

Facility requirements - Secure room with three computers with printers for draft report.

1. Material to made available to evaluators
 - Evidence of admission policies and standards – student transcripts
 - Evidence of program emphases - course projects and exams
 - Evidence of program standards and communication skills developed – capstone project reports and video tapes of project presentations
 - Evidence of standards and emphases – course syllabi and textbooks of EM and courses required in the EM program and frequently selected electives

2. Typical visit schedule

Day 1 - Team arrives in the afternoon and meets to go over plans for the visit.

Day 2 - Morning

8:30 Team meets with the Department Chair.

9:15 Team meets with key EM faculty.

10:00 Tour of facilities

10:30 Review student papers and records

11:30 Lunch with faculty members

Day 2 - Afternoon

1:00 Meet with the Dean

1:30 Meet with support faculty

2:15 Complete review of documents

3:00 Meet with students, individually and small groups

5:30 Dinner with Department Chair

8:00 Team meeting

Day 3 - Morning

8:30 Visit Admissions Office

9:00 Visit Library

9:30 Follow-up visit with EM faculty

10:00 Draft report

11:30 Meet with Department Chair and EM faculty

Day 3 - Afternoon

12:00 Working Lunch

1:30 Meet with Dean and Department Chair, discuss nature of findings.

Certification recommendations will be made to the ASEM Certification College after the visit.

2:00 Leave Campus

The certification decision will normally be made and communicated within three months of the visit.