

# Host Institution Responsibilities

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Institutions that agree to host SEM-EP Candidate visits should prepare to make each visit a meaningful experience. Candidates have approval to take time from their offices, often travel a great distance and with some expense. Equally, host institutions are reserving time, postponing work and investing personnel to accommodate visits.

Peer Review: Candidates are required to submit a Peer Review summary report to comply with the endorsement program. Remind each visitor to furnish you with a copy of the written report. This will give you a glimpse of what fresh eyes have noted about your operation and lend some critique for improvement or reinforcement to your shop.

Host institutions may conduct the visits according to the following instructions, models or as amendable to the dynamics that may exist in the office during the time of visit.

1. The host offices should plan to cover the topics listed on the field visit form. It is the responsibility of the host to comply with delivering the content established by the SEM-EP as specified on the form.
2. The host office may choose to conduct the visit(s) as follows:
  - a. Designate a sole host for the visit who conducts the entire 6 hour experience regarding the field visit topics. This host would be exclusively responsible for reception, covering all material, conduct office tours and arrange for endorsing the field visit form.
  - b. Schedule a series of designated "hand off" staff to permit the candidates to be hosted by two or more in order to not encumber a single staff member for the entire six hour session. This method will distribute the experience and increase the exposure for both candidates and hosts to enrich the visit.
  - c. For high volume requests (uncommon)...host a set of collective visitation date(s) for a number of candidates from various institutions to better manage visits and reduce appointments.
3. The host institution is encouraged to provide lunch suggestions or even join the candidates for further discussion. It is up to the parties if lunch can be courtesy or dutch.