



O'NEILL
SCHOOL OF PUBLIC AND
ENVIRONMENTAL AFFAIRS

Faculty Intake Form: Hosting an international visiting scholar at the O'Neill School

This is an intake form for faculty seeking to host a visiting scholar at the O'Neill School. This form will be reviewed by the O'Neill International Office and Dean's Office. No arrangements should be made with the proposed visiting scholar prior to approval of this form.

Faculty name

Faculty email

Scholar name

Scholar home institution

Scholar title

Scholar email

Dates of stay _____ to _____

As the faculty contact and host for the scholar, faculty must be present on campus to supervise and assist their scholar. Will you be on-campus and available during the above dates? Yes No

Do you have any planned absences from campus during this period? If yes, please list below.

Describe the nature and purpose of the scholar's visit. What planned research will be conducted during the visit?

How will the scholar get involved in and add to the O'Neill community as a visiting scholar?

Faculty responsibilities for hosting international visiting scholars

Please review the faculty host responsibilities and requirements and confirm that you agree to them.

Before the scholar arrives

- Conduct an English proficiency interview (~10-15min) via Zoom to confirm English ability as dictated by J-1 federal regulations
- Provide guidance to your visiting scholar leading up to their arrival on topics ranging from housing in Bloomington to resources to make use of while on campus
- Stay in correspondence with your scholar regarding their arrival date and research plan for their stay
- Plan to be available on-campus to meet with them within a week of their arrival date

While the scholar is here

- As the faculty contact and host for the scholar, faculty must be present on campus to supervise and assist their scholar.
- Meet with your scholar within one week of their arrival on-campus
- Provide timely guidance to your scholar throughout their research period (answer requests, questions, emails, etc.)
- Arrange regular meetings with your scholar throughout their stay to monitor and help advance their research agenda (plan to meet with scholar at minimum once per month)
- Connect your scholar to relevant research resources (faculty research groups, other faculty, etc.)
- Introduce your scholar at a faculty meeting during their visit
- Inform your scholar of any times you will be away from campus

I agree to take on all the above responsibilities and complete the stated requirements.

Please sign below and submit this form to oiio@indiana.edu. If approved, you will receive an email notification with an attached copy of the form signed by all parties.

Faculty member signature

O'Neill International Office signature

Dean's Office signature