**External Reviewer Resources for Campus Visit**

* **Self-Study:** The self-study of the program will be attached; if requested, a hard copy can be mailed out as well. The schedule of meetings for you and administrators will be sent to you as the review date approaches.

### Template for Your Report: This template is designed to help you decide on common items to look for during the site visit and address in your written report.

[External Reviewer Report Template (.doc)](https://www.csun.edu/sites/default/files/External%20Reviewer%20Report%20Template_1.docx)

**Other Resources**:

* A campus map and directions can be found on the link below. The UN (University Hall) building is located at the B4 coordinates on this map (Western edge of main campus). UN is where your first meeting is located (see schedule of meetings for times and room numbers).

<http://www.csun.edu/maps/Campus_Map.pdf>

* Additional helpful information and resources, including FAQ’s, can be found on: <http://www.csun.edu/assessment/pr_resources.html>
* We also have a webpage that may offer you insights into the campus and how we view assessment and program review. <http://www.csun.edu/assessment/>
* The university catalog is online (<http://www.csun.edu/catalog>) and may be of assistance to you if you have any program questions.

**Accommodations During Your Stay**:

We ask that you reserve and handle your travel arrangements and pay your expenses up front (hotel, travel, mileage) then submit your receipts to us when you submit your final report (on exit from CSUN we will provide an expense form).  We ask that you make the arrangements as soon as possible once notified about the confirmed review date and at least 3 weeks before your scheduled campus visit to avoid paying exorbitant prices for a ticket. ITEMIZED bills are necessary for reimbursement, not a credit card slip or hotel summary, please. The CSU reimburses at a standard rate of 57.5 cents per mile. The mileage is calculated through the shortest route reported through MapQuest. Reimbursement of daily meals for travel within the continental United States will be based on actual amounts incurred, subject to the daily maximum reimbursement cap of $55/day allowance. Please be aware that our campus does not reimburse for any alcoholic beverages.

The most conveniently located airport is listed below, with contact information:

Burbank Bob Hope Airport

2627 N Hollywood Way

Burbank, CA 91505

Tel: (818) 840-8840

There will be a parking pass for you at the Prairie Street Parking Kiosk for both days of your visit here with us. On the map, it is called Info Booth 2 and is west of the UN building, B4 coordinates on the map (see map link above).

If you need a suggestion on overnight stays, two local hotels are close by and easy when campus visitors stay there.

                       Radisson Hotel Chatsworth                   Hilton Woodland Hills

Hotel Phone:  818-709-7054                                           818-595-1000

Res Phone:    800-333-3333                                            800-446-6677

Address        9777 Topanga Canyon Blvd.                      6360 Canoga Ave.

                     Chatsworth, CA 91311                              Woodland Hills, CA 91367

A car rental is also recommended if the department hosting you is not arranging for someone to pick you up and drop you off. The department or our office will communicate that to you. Again, the University will reimburse you for the rental cost and calculate what the gas mileage would be. If you do decide to rent a car, please see the link for Bob Hope airport rental cars.

<https://www.budget.com/budgetWeb/home/home.ex?action=create>.

In addition, the department should have someone meet you when you arrive on campus so you know where to go.

We thank you in advance for your work on behalf of our program, faculty, staff and students.

