Visiting Scholar Program

What it means to host a visiting scholar

Hosting an exchange visitor/ scholar at Cal Maritime can be very rewarding, in the professional collaborations and through the personal relationships and cultural exchange that result from this very unique opportunities for both parties. Departments should be prepared to commit the time and resources required to support this program.

Cal Maritime departments wishing to host a visiting scholar must identify a department faculty or staff member to serve as the primary host. This person works with the Visiting and Exchange Programs Coordinator to ensure that the scholar and the Cal Maritime community receive as many positive benefits as possible.

The Coordinator of the Visiting Scholar Program will facilitate the paperwork requirements of the visiting scholar. The department's chair will initiate the formal invitation (Visiting Scholar Eligibility Form) and make arrangements to facilitate the needs of the scholar (i.e.: computer, office space, phone, arrival welcome and transportation). The primary host will supervise the scholar's program objective and provide a summary at the completion of the program, or as requested. They also must notify the Visiting and Exchange Programs Coordinator of certain events or activities affecting the scholar.

Hosting department obligations to the visiting scholar:

- Determine ways the visiting scholar might fit into research, classes, or other activities on campus.
- Be responsible for orienting the visiting scholar to Cal Maritime, including getting a parking permit, ID, information about transportation, etc. See the **Life at Cal Maritime** section of the Visiting and Exchange Programs web site.
- Be responsible for any costs associated with phone or computer hookups, if needed.
- Introduce the visiting scholar to other faculty and relevant contacts at Cal Maritime and in the Bay Area, help the person become integrated with ongoing Cal Maritime programs, and include the person in Academy or departmental events.
- Assist the visiting scholar throughout his/her time at Cal Maritime in performing the anticipated work plan, as needed.
- If the visiting scholar will be issued an office, ensure that the office is vacated and clean upon the arrival of the scholar; and provide a functional computer with Internet access, phone, and standard office supplies.

- Assist the visiting scholar with routine queries related to use of office equipment and resources.

- Include the visiting scholar in Cal Maritime activities as appropriate. Organize a seminar for the scholar soon after arrival on campus to help introduce her/him to the Academy.