

Items to consider when developing an international travel study course for your program:

- **What are some areas I need to first carefully consider?**
 - While changes will occur, gathering as much information as soon as possible will increase the program's chances for success. Topics that will need special attention are course content and learning outcomes, budget, course assessment, and administrative details (i.e. transportation, accommodations, meals, and supplemental activities).
- **Who should I begin to contact?**
 - One of your first contacts should be your university's International Studies Office to inquire about University policies/regulations relating to travel study. You may also ask to identify resources to increase program success. It will also be helpful to reach out to other faculties who have successful international programs to gain perspective.
- **How do I choose a country, area or region?**
 - Select a location based upon the following:
 - Safety – You can check current travels warnings as issued by the State Department at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
 - Number of contacts that can assist in educational content and/or logistics
 - Budget
 - Language/Communication limitations
 - Area of interest of faculty member(s)
 - Extra-curricular/supplemental activities or opportunities
- **How can I be sure I choose the right international destination for our program?**
 - It is highly recommended that an exploratory trip occur prior to finalizing logistics and bringing students to a new area. The exploratory trip allows faculty to work through trip details, identify appropriate accommodations and transportation needs, and talk with important contacts that can make the trip a success.
- **How do I establish the home site for course learning opportunity?**
 - Identify important contacts within country or region and discuss potential opportunities with mutual benefit. To find such educational contacts you may want to start with professional organizations in the respective country that may be found under "International Resources" section of the International Committee webpage. Next, you may try contacting universities local to your destination that have "like" programs, since athletic training specifically may not

be recognized in that country. Sport institutions and health care facilities may also provide equitable learning opportunities. These initial contacts may also provide resources for logistical details, such as transportation, accommodations and meals.

- **How do I develop course objective and learning outcomes?**

- Develop course objectives and educational goals based upon discussions with your important sports medicine contacts that are local to your destination. Consider what is realistic and has an educational benefit, which may be stepping “outside the box.” It may also be helpful to seek advice from an educator at another university who has a successful program.

- **What logistics do I need to account for in developing a travel study course?**

- *Set a tentative daily* itinerary that includes educational objectives for each day, cultural activities that may be planned and any potential time off
- To secure *international flights* it may be best to work with a travel agent or directly with an airline group reservations department. However, you should first check with your business/travel department at your institution. You might also consider travel insurance.
- Once in your destination country you may still have significant *transportation* to arrange such as bus, train, taxi or more flights. For large groups, coach travel is very convenient and efficient. Or, you may benefit from using local transportation (tram, subway, buses) when possible.
- *Accommodations* may be different than what we are used to. It is important to understand the typical hotel accommodation where you are traveling to. For example, in Europe many hotels only host 2 guests in a room and may not include a private bathroom. Hostels and budget hotels may be a good option for groups, although budget, location and safety play a big role in your selection.
- *Meals* may greatly impact your budget, so it is important to research options at your location. Ordering ahead will also provide for more efficient mealtimes without surprises or additional expense.
- To enhance the international experience you will want to identify and maybe plan for *supplemental/cultural activities* in the area, especially visits to cultural sites of importance.
- *Communication* is a vital detail that cannot be overlooked for your international stay. A local phone is recommended during the duration of the trip. “Pay as you go” phones are suggested as many USA wireless companies have significant charges for use internationally. Also, find internet options to allow for communication back to the U.S. WiFi is not a standard option in hotel rooms abroad.

- The most important aspect is the group's safety, which will require *emergency planning*. Group leaders need to have a plan for multiple potential situations, such as student illness/injury, student goes missing, or the location becomes dangerous. Emergency plans should be documented and distributed to all parties. Review of these plans should occur prior to departure.
- **What should be considered when determining a budget?**
 - The budget and subsequent costs for students will be mostly based upon your logistic expenses mentioned above. It is really important to consider the fluctuation of foreign currency. Also, travel insurance is HIGHLY recommended for all participants and may be required by your institution. It will benefit you to work with your business/travel department at your institution. Many institutions have specific policies on documentation and contracts that must be followed.
- **How many students and faculty should I have in my Travel Study course?**
 - It is recommended that your trip should include a maximum of 10 students to one faculty. You may have to determine whether other non-faculty certified athletic trainers can join and assist in supervisory roles. It is suggested that you document and review the duties and responsibilities for faculty and supervisors, and may be best to create a contract for each to sign.
- **How should I recruit students and faculty for my program?**
 - It is useful to use promotional materials such as posters and flyers, or creating a website. Holding informational meetings at your institution to discuss trip/course information, budget and application details may also encourage participation.
- **How long may it take to create a travel study course?**
 - Planning for a travel study course should start a minimum of a year in advance. A great deal of time and effort will be placed into the organization and logistical components of any trip by the lead faculty members. Continuous communication with University personnel, faculty, students and local contacts is vital to the success of the program
- **Other considerations?**
 - If the international program for athletic training students becomes formally related to a CAATE-accredited academic program, then it is very important to ensure every aspect of the international learning program still complies with all appropriate CAATE standards.