

## Faculty Tool-Kit – Creating International Travel Study Course

This faculty tool-kit has been developed to assist educators in developing International Travel Study courses for the students within their respective academic programs. This tool-kit attempts to identify many of the important points in implementing a safe and academically strong educational program. Faculty members must understand that every travel study experience is different and that this document contains suggestions and hints from experienced travel course leaders. Faculty members must work in collaboration with their University/College (International Studies Office or similar) to ensure all policies and procedures for their institution are followed. To assist in designing and implementing a successful program, we are providing this packet, which includes frequently-asked questions, guidelines, suggestions, and other information to guide the development of an International Travel Study Course.

Planning for a travel study course should start a minimum of one 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/College personnel, faculty, students and local contacts is vital to the success of the program.

### Contact the institutions International Studies Office

- Inquire about currently existing study abroad programs that you may participate in or expand upon
- Inquire about University/College policies/regulations relating to travel study
- Identify resources to increase program success
- Talk with faculty who have successful international programs

### Choose a country, area or region

- Select a location based upon the following:
  - Safety
    - Check current travel warnings as issued by the State Department
    - <https://travel.state.gov/content/travel/en/international-travel.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
  - 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.

- Check with your University/College about any funding opportunities which may cover the expenses of an exploratory trip
- Identify important contacts within country or region and discuss potential opportunities with mutual benefit
  - Reference the [NATA International Committee](#) or the [World Federation of Athletic Training and Therapy](#) for potential contacts to begin your site selection process
  - Educational contacts:
    - Professional Organizations
    - Local universities
      - 1. Identify institutions with “like” programs
    - Sport institutions/health care facilities
  - Logistic contacts
    - Transportation
    - Accommodations
    - Meals/Catering
- Develop course objectives and learning outcomes
  - Create a syllabus as for any other course and adhere to it throughout the travel study course
  - Based upon discussions with contacts develop course objectives and educational goals
  - What is realistic and has an educational benefit – stepping “outside the box” is often a reality when developing a course like this
- Logistics
  - Set a tentative daily itinerary
    - Include educational objectives for each day, cultural activities that may be planned
    - As cultural immersion is an important part of any study abroad opportunity, plan for unstructured time off for students to explore.
  - Flights
    - Work with a travel agent or a specific airline to arrange group reservations, if needed.

- If accepting students from across the United States, they may need to fly to a connecting airport prior to departing for the destination country.
  - A study-friendly travel group is the [Student Travel Association](#) which offers discounted airfare and overall travel (e.g. train) rates for faculty and students.
- In-country transportation (bus, train, flights, taxi, etc.)
  - Consider using local transportation (tram, subway, buses) when possible
  - For large groups, coach travel is very convenient and efficient
- Accommodations
  - Budget, location and safety play a big role in the selection
  - Hostels and budget hotels may be a good option for groups
  - It is important to understand the typical hotel accommodations for where you are traveling to. For example, in Europe many hotels or “apartments” may only accommodate 2 guests in a room and may not include a private bathroom.
- Meals
  - Researching options at all locations is important as this can greatly impact the budget
  - Ordering ahead provides for efficient mealtimes without surprises
- Supplemental/Cultural Activities in Area
  - Identify potential visits to cultural sites of importance
- Communication – phones, internet
  - 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.
  - Find internet options to allow for communication back to US . WiFi is not a standard option in hotel rooms or local shops abroad.
- Emergency Plans
  - Group leaders need to have a plan for multiple potential situations:
    1. Student illness/injury
    2. Missing student
    3. Location becomes unsafe
    4. Check with home University/College and venues within the country for an emergency exit strategy

#### Budget

- Based upon logistics, a budget should be determined
- Important considerations:
  - Must understand the fluctuation of foreign currency

- Travel insurance is HIGHLY recommended for all participants and may be required by the institution
- Working with the business/travel department at home institution is imperative. Many institutions have specific policies on documentation and contracts that must be followed.

□ Student/Faculty Recruitment

- Students
  - Promotional materials
    1. Posters
    2. Flyers
    3. Website
    4. Social media (e.g. Facebook, Twitter, Instagram)
  - Informational meetings
    1. Trip/Course information
    2. Application information
    3. Budget
- Faculty
  - A maximum of a 10:1 student/faculty ratio is recommended
  - Assign duties and responsibilities for faculty
  - Contract

Further Resource: Jutte LS. Developing a short-term, faculty-led sports medicine study abroad experience. Athl Train Educ J. 2011; 6(3): 163-168.