



❖ Office of International & Off-Campus Programs ❖

**WESTMINSTER COLLEGE FACULTY LED STUDY EXCURSION
RECOMMENDED / SUGGESTED ACTIVITIES CHECKLIST
AND
PROGRAM DEVELOPMENT TIMELINE**

Timelines may vary, but the goal is to plan as far ahead as possible. It is suggested that planning for international trips begin 12 - 18 months in advance.

Program Development

- ❑ Create proposal:
 - ❑ Consider the purpose of your tour and determine program feasibility
 - ❑ Decide on academic content and credit issues, detailing the budget and logistics, and confirm program support on campus.
 - ❑ Choose your destination
 - ❑ Select a tour company, if applicable
 - ❑ Begin recruiting and publicity
- ❑ Submit proposal with syllabus and comment letter by the requested due date to the Office of International & Off-Campus Programs for review. All information submitted with proposal will be copied and forwarded to the members of the International & Off-Campus Programs Advisory Committee and to the chair of the Curriculum Committee regarding approval for general education tier requirements and other general education details which may apply.
- NOTE: Proposals should include information listed in the following document regarding “proposal requirements.”
- ❑ Seek approval for other curriculum issues regarding major requirements, etc. from Academic Deans Office.

Recruiting and Enrollment <10 – 12 months ahead>

- ❑ Finalize your itinerary. Clarify all points of travel, including trip inclusions and total package cost, additional costs to students, deposit and installment payment schedules, and cancellation and refund policies and dates.
- ❑ Confirm logistical arrangements.
- ❑ Work with the Office of International & Off-Campus Programs to promote your study tour with poster, flyers, student letters, informational meetings and press releases. Be sure to include information relating to the purpose for the tour, dates and itinerary, and the cost and tour inclusions. Recruit heavily.
- ❑ Advise and enroll students.
- ❑ Purchase tickets for particular destination activities, if applicable.

6 – 10 months ahead

- ❑ Continue to promote your study excursion to students.
- ❑ Develop a written packet of forms requiring signatures. Packet may include permission to travel and student commitment and tour rules, expectations for student behavior, and consequences for violations, student health history, insurance information, medical treatment permission, and faculty information, etc.

3 – 6 months ahead

- ❑ Collect student money and make final tour payments
- ❑ Create a “tour manual”. Tour manual may include emergency contacts, hotels’ addresses and phone numbers, daily itinerary, descriptions of destination and attractions on the itinerary, participant and rooming lists, guiding principles for the tour, general rules and instructions, information regarding safety precautions and tips for staying healthy while traveling, and tips for packing and handling money.
- ❑ Submit appropriate release forms (Proof of Insurance, Statement of Responsibility of Westminster College, Private Transportation Release Consent Form for each student, or other information as pertains to the Westminster College Plant Operations Safety Policy on Use of College Vehicles, if applicable, by requested due date.
- ❑ Submit payment forms by requested due date.

Pre departure <30 – 60 days>

- ❑ Confirm that visas have arrived, if required.
- ❑ File up to date itinerary with contact names and numbers with the Office of International & Off-Campus Programs
- ❑ Lead orientation / pre departure lecture
- ❑ Issue air tickets

Departure <3 hours prior to flight>

- ❑ If possible, have assistance available at airport for the group (especially if it is a large group).

Follow-up upon return from study excursion

- ❑ Submit financial paperwork and final reports
- ❑ Review evaluations
- ❑ Hold debriefing sessions with participants
- ❑ Make notes regarding what worked well and what to do differently in the future.



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RECOMMENDED ACTIVITIES CHECKLIST
AND
PROGRAM DEVELOPMENT TIMELINE (CONT'D.)**

Resources to consider:

Publications –

Spencer, Sarah E. & Tuma, Kathy, eds. The Guide to Successful Short-Term Programs Abroad, Washington, D.C.: NAFSA: Association of International Educators, 2000.

Agencies or other Providers –

American Institute for Foreign Studies – www.aifsabroad.com

Note: This organization is officially affiliated with Westminster College.

Passages, 222 Bush Street, San Francisco, CA 94115

Phone: 800-777-7766 ext. 529

www.studytheworld.com

partner@studytheworld.com

Cultural Exchanges Abroad – www.GoWithCEA.com

Note: This organization is officially affiliated with Westminster College.

IES Abroad, 33 N. LaSalle Street, 15th Floor, Chicago, IL 60602-2602

Phone: 800-995-2300 / 312-944-1750

Stephen J. Fenoglio, Customized Programs Representative

sfenoglio@IESabroad.org

Note: This organization is officially affiliated with Westminster College.

www.IESabroad.org

Study Abroad Travel, 763 West Terra Lane, O'Fallon, MO 63366

Phone: 636-379-4676 or 800-947-0167 Fax: 636-379-5811

Tia Gill, Manager, Business Development

tia@studyabroadtravel.com

<http://www.studyabroadtravel.com>

Faculty members at Westminster College –

Dr. Mike Amspoker Coulter Science Center 225 5274

Professor Terry Buckley Westminster Hall 208 5207

Dr. Heriberto Del Porto Newnham Hall 141 5267

Dr. Alan Goldin Coulter Science Center 209 5015

Professor Hank Ottinger Westminster Hall 34 5304

Web sites to consider –

Ideas from other universities & colleges to consider		http://www.wheatoncollege.edu/global/studyAway/Programs/Short.html http://www3.niu.edu/niuabroad/guidefac.htm http://wwwnew.towson.edu/studyabroad/staff.htm http://studyabroad.tamu.edu/faculty.asp
U.S. State Department	Bureau of Consular Affairs home page / index Travel warnings & consular information sheets	http://travel.state.gov http://travel.state.gov/travel_warnings.html
Embassies	U.S. embassies & national embassies in the U.S. & abroad	http://usembassy.state.gov/ http://embassyworld.com
Insurance		http://www.studyabroadinsurance.com
Websites regarding health related issues, immunizations, and safety	The Centers for Disease Control The World Health Organization NAFSA	http://www.cdc.gov/ http://www.who.int/en/ http://www.secussa.nafsa.org/safetyabroad/goodpractices2003.html
U.S. Postal Service	International shipping rules, regulations, and rates. Other good links, too.	http://www.uspsglobal.com
Currency conversions		http://www.xe.net/uss/
Global Information Network	Time zones, telephone codes, and more	http://www.ginfo.net
Map Quest	Maps of various cities around the world	http://www.mapquest.com/
Tourism	Tourism office worldwide Hostels by country International Youth Hostels Travelocity European & British rail passes	http://mbnet.mb.ca/lucas/travel/tourism-offices.html http://www.hostels.com/hostel.menu.html http://www.iyhf.org http://www.travelocity.com http://www.railpass.com http://www.raileurope.com
Travel Guides	Lonely Planet home page Rough Guides Let's Go Fodors	http://www.lonelyplanet.com http://www.roughguides.com http://www.letsgo.com http://www.fodors.com
Companies which specialize in short-term faculty-led excursions abroad	Passages Study Abroad Travel AIFS Cultural Experiences Abroad IES	http://www.studytheworld.com/ http://www.studyabroadtravel.com http://www.aifsabroad.com http://www.GoWithCEA.com http://www.IESabroad.org

Off-Campus & International Programs
#140 Westminster Hall
573-592-5182
veltrot@westminster-mo.edu