

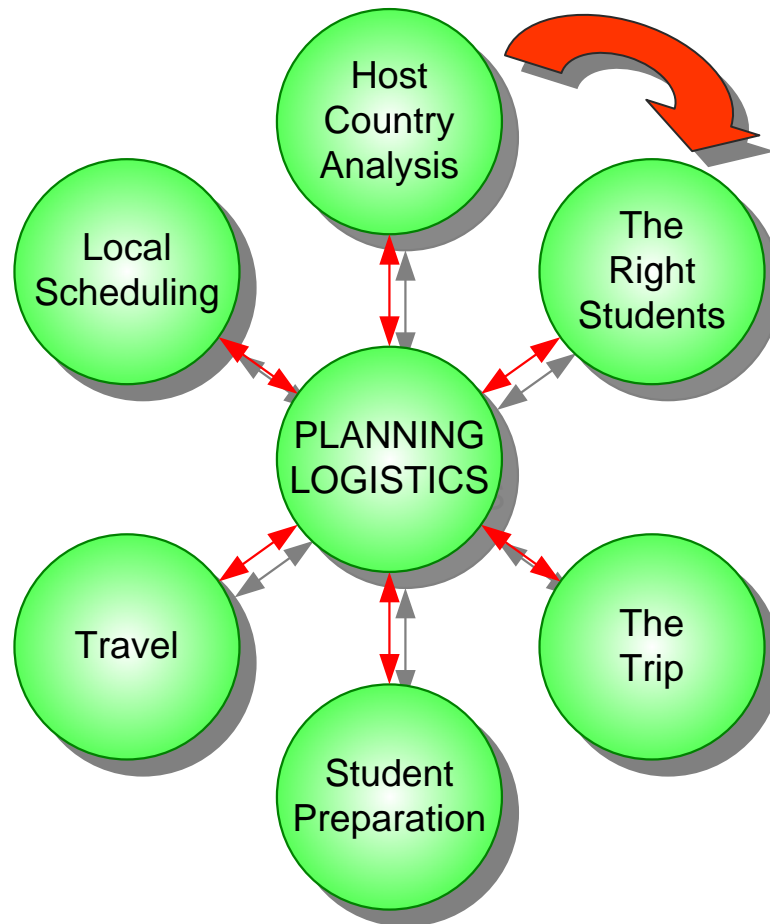
A Primer on Building the Student International Experience: Lessons Learned

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EDUCATION THAT WORKS
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“Plans are nothing. Planning is everything!” – General George S. Patton



Lessons Learned

Planning Logistics - Host Country Analysis

- Environmental Scan – The Political Situation
 - U.S. State Department
 - U.S. Consular Service
 - In U.S. and in Host Country
 - **CIA World Factbook**
 - Partner School

- Local Contact in Host Country
 - Preliminary Site Visit if Possible
 - U.S. Consulate
 - “Point Person” at Partner School
 - Exit Plans for Terrorism or Disaster

**Lessons
Learned**

Planning Logistics - Identifying the Right Student Participants

■ Screening Criteria:

- Set to your school's policies for participation in foreign study & travel abroad programs.
- Your judgment – Are they a “good fit” for foreign travel?
- Your judgment – Are they a “good fit” for the group?

*Lessons
Learned*

Planning Logistics – Planning the Trip

- Plan for a Long Planning Timeline – 8 to 12 Months
 - Participant Commitment Date
 - Deposit Sequence
 - “Refund” & “No Refund” Dates
 - Trip Confirmation
 - Airline Tickets
 - Passports & Visas

- Budgeting:
 - Currency Fluctuations
 - Student Direct Costs
 - Faculty Expenses
 - Tuition & Fees
 - Room & Board
 - Extras for Students
 - Trip “Slush Fund”

Planning Logistics – Student Preparation

■ Participation Policy

- Clearly Written Policy Statements:
 - Payment, Refund & Cancellation
 - Behavior Expectations
 - Academic Expectations
- Have Students Sign (if minor, parents sign also)
- Release for Medical Emergencies
- Emergency Contact Information
- Send Copy to Parents/Guardian/Spouse

*Lessons
Learned*

Planning Logistics – Student Preparation

- **Build Excitement at Orientation Meetings!!:**
 - The Information Packet
 - Country Maps, Brochures & Guidebooks (Country Tourist Authority, Consulate, Airlines, Michelin Guides)
 - Country Profile from **CIA World Factbook**
 - Culture Protocols, **CultureGram** (BYU)
 - Language Phrase Book
 - Reading List of Books on History, Culture & Travel in Host Country
 - Show Travel Videos
 - Speakers who have traveled in host country
 - Students from previous trips

- Understand and Set Expectations:
 - The Student:
 - Their Expectations
 - Their Concerns
 - Their Fears
 - The Trip Coordinator:
 - Your Expectations
 - Your Concerns
 - Your Fears

**Lessons
Learned**

Planning Logistics – Student Preparation

■ Cultural Orientation to Host Country:

- Social Protocols
- Expected Behaviors
- Gestures
- Language – Key Phrases
- Local Laws of Note

*Lessons
Learned*

Travel Logistics – Pre-departure Preparation

- Bags & Packing

- Carry-on
- Suit case

- Critical:

- What TO Take
- What NOT to Take

*Lessons
Learned*

Travel Logistics – Pre-departure Preparation



■ What TO Take:

- Passport & Visa (with photocopies)
- Medicine in Drug Store Packages
- Medical Profile:
 - Conditions, allergies & prescriptions
- Electrical Converter Kit
- Digital Camera
- Travelers Cheques or Pre-paid check card (i.e.: American Express)
- Appropriate Clothes
- Cell Phone w/ International Calling Capability

■ What NOT to Take:

- Hair Dryer & Curling Iron & Iron
- CD Player & Entire CD Collection (take an iPod instead)
- Inappropriate Clothes
- Laptop – Questionable?
- Contraband & Control Substances

Travel Logistics – Pre-departure Preparation: The Carry-on Bag

■ What to Carry On Board:

- Passport & Visa
- Tickets & Boarding Passes
- All Medications in Appropriate Plastic Bags
- Change of clothes & underwear (1 or 2 Days)
- Emergency Toiletries in Appropriate Plastic Bags
- Money
- Digital Camera
- Cell Phone

*Lessons
Learned*

Travel Logistics – Pre-departure & Arrival Preparation

■ Departure:

- Meet at airport at least 4 hours prior to departure.
- Identify where to meet at Airport.
- Have their cell phone numbers.
- Give them your cell phone number.
- Dress for travel.
- Hold all travel documents until check-in.

■ Arrival:

- Dealing with Immigration & Customs in Host Country
- Dealing with Jet Lag
- Land Travel Confirmed
- Exchanging Money
- Call Home
- Identify Local Reference Points to Minimize Disorientation

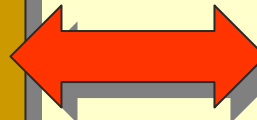
*Lessons
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Site Logistics - Local Scheduling

- Must Do – Build balance between structured activities and unstructured free time.

Structured Activities:

- Classes
- Tours & Field Trips
- Presentations



Unstructured Free Time:

- Individual Exploration
- Site Seeing & Shopping
- Fun Stuff

- Must Do -Encourage students to go out on their own and explore!!

*Lessons
Learned*

Site Logistics – Must Do's

■ Must Always Carry:

- Passport or copy of passport, depending on local law.
- Address & phone number of host school or host family.
- Hotel matchbook if staying at a hotel.
- One Traveler's Cheque
- Some Local Currency

■ Must Learn:

- Landmarks for orientation
- How to use public transportation
- How not to get in trouble locally
- To deal with Culture Shock
- To ask questions
- They are a guest in host country

*Lessons
Learned*

Key Resources

- U.S. Department of State
 - www.state.gov
- CIA World Factbook
 - www.cia.gov/cia/publications/factbook
- CultureGrams
 - www.culturegrams.com
- IIE Passport Student Guide
 - [//info.iiepassport.org.studyabroadguide/part4.html](http://info.iiepassport.org.studyabroadguide/part4.html)

Please Share Your Experiences, Tips,
Successes, Problems and Questions

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Thank You!

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