1. **Get informed** by talking with other faculty leaders and/or Dr. Sonja Lind, the Coordinator of Changing Global Society (CCAC, 2nd floor).

2. **Location:** Do you need to travel to the location where you want to take students *before* you take a group of students there or is that unnecessary?

3. Review Schreiner’s [travel policy](#) and [guidelines for travel waivers](#). Ensure that all participants complete an [international travel waiver](#) or [domestic overnight travel waiver](#). Submit the relevant waivers to the Coordinator of Changing Global Society at least **30 days prior to departure**.

4. When designing your program, consider both travel and academics; for instance, how to include [Schreiner institutional outcomes](#).

5. Your trip is encouraged to engage students with local regions, people, and cultures; focus on [immersive experiences](#).

6. Coordinate your [marketing efforts](#) with the Coordinator of Changing Global Society; talk to students individually, visit classrooms, speak to learning communities, network with other faculty, and so on. Remember that *you* matter more than any other factor in a student's decision to travel with Schreiner.

7. **Review and register** student applicants.

8. Create [deposit deadlines](#).

9. In collaboration with the Coordinator of Changing Global Society, provide a [pre-departure orientation](#) for students that covers logistics and academic expectations. You are encouraged to include an opportunity for pre-reflective engagement.

10. If you will be traveling to a non-English-speaking region, you are encouraged to provide students/staff with some [language resources](#) so that trip participants may prepare themselves for basic interactions with locals (e.g., say “hello,” “thank you,” and so on) or other simple communicative competencies. The Coordinator of Changing Global Society is available to assist in the preparations of these resources.

11. Outline an [emergency protocol](#) that lists some of the steps you, staff, and/or students should take should take in a critical situation (e.g., “If a participant gets separated from the group, the first step would be […]”). Review your protocol with the Coordinator of Changing Global Society and ensure all travelers are familiar with this outline.

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Updated January 2015

Dr. Sonja Lind and Student Travel Committee
12. Create a plan for communication or communication devices for participants (e.g., rental cell phones) as well as a list of important phone numbers, both at Schreiner and in the local area.

13. You are encouraged to ask students to reflect on their experiences while traveling (e.g., holding a conversation at the end of the day).

14. You are encouraged to ask students to share their photos and videos on social media: tagging the Changing Global Society Facebook page or Instagram page @schreinerstudiesabroad

15. When you return, you are encouraged to hold an information session or photo slideshow for your colleagues and/or providing a post-departure orientation in which students debrief, reflect on their experiences, and talk about next steps (e.g., how to talk about their experience in a job interview). Consider meeting once more with returnees a few weeks later, too.

Additional Resources:
Schreiner University’s Student Travel Page (2015)
The Forum on Education Abroad’s “Standards of Good Practice for Education Abroad” (2011)