

Study Tour Planning Checklist

The following checklist is not meant to be comprehensive, but does set out some of the most important aspects of a study tour that you should note as you plan and develop your program. IGSA will be happy to discuss the details of any program with you.

Management Structure and Procedures

- Who will be responsible for what aspects of the tour?
- How will differences, disputes or disagreements be settled?
- Who will accompany the group on tour?
- What procedures and policies are in place for emergencies and critical incidents?

Learning Objectives

- What do you want students to learn?
- Why is that important?
- What will they be expected to do with what they learn?
- How will learning be demonstrated?

Activities

- What learning experiences will you arrange to facilitate their objectives?
- How will these be scheduled?

Budget

- What are the total costs of the trip?
- How will these costs be met?
- How will contingencies be dealt with?

Logistics

- Travel: arrangements for air travel: fares, reservations, routes, cancellations, etc.
- Lodging: prices, sharing of rooms, amenities, etc.
- In-country transportation: buses, taxis, vans, trains, etc.
- Meals: which meals will be provided by the school?
- Social and cultural events: what extracurricular events are planned? Who is responsible?

Resources Available

- Administrative: what support will be available?
- Informational: what do we know, and how can this help us?
- People: what contacts or networks do we have which could assist us?

Pre-Departure

- Information packets: what do you want to tell students in advance?
- Information to hosts: what do you want to tell your hosts?
- Health and Insurance: specific requirements; compliance.
- Waivers: sign-off
- Orientation: one or more sessions to impart information, build consensus and answer questions.

On Tour

- Daily schedules: have a printed schedule for each day
- Daily briefings: brief students before each meeting or session
- Daily evaluations: have students evaluate each session
- Feedback and comment sessions: provide time daily for feedback, gripes and housekeeping matters

Follow-Up

- Student projects or essays: discussion and evaluation
- Feedback: from students and others about the tour
- Letters to hosts: thanks, etc.

Evaluation and Re-design

- Final program evaluation: lessons learned; things to do for next time. On-line at http://www.uc.edu/global/global_form.html