

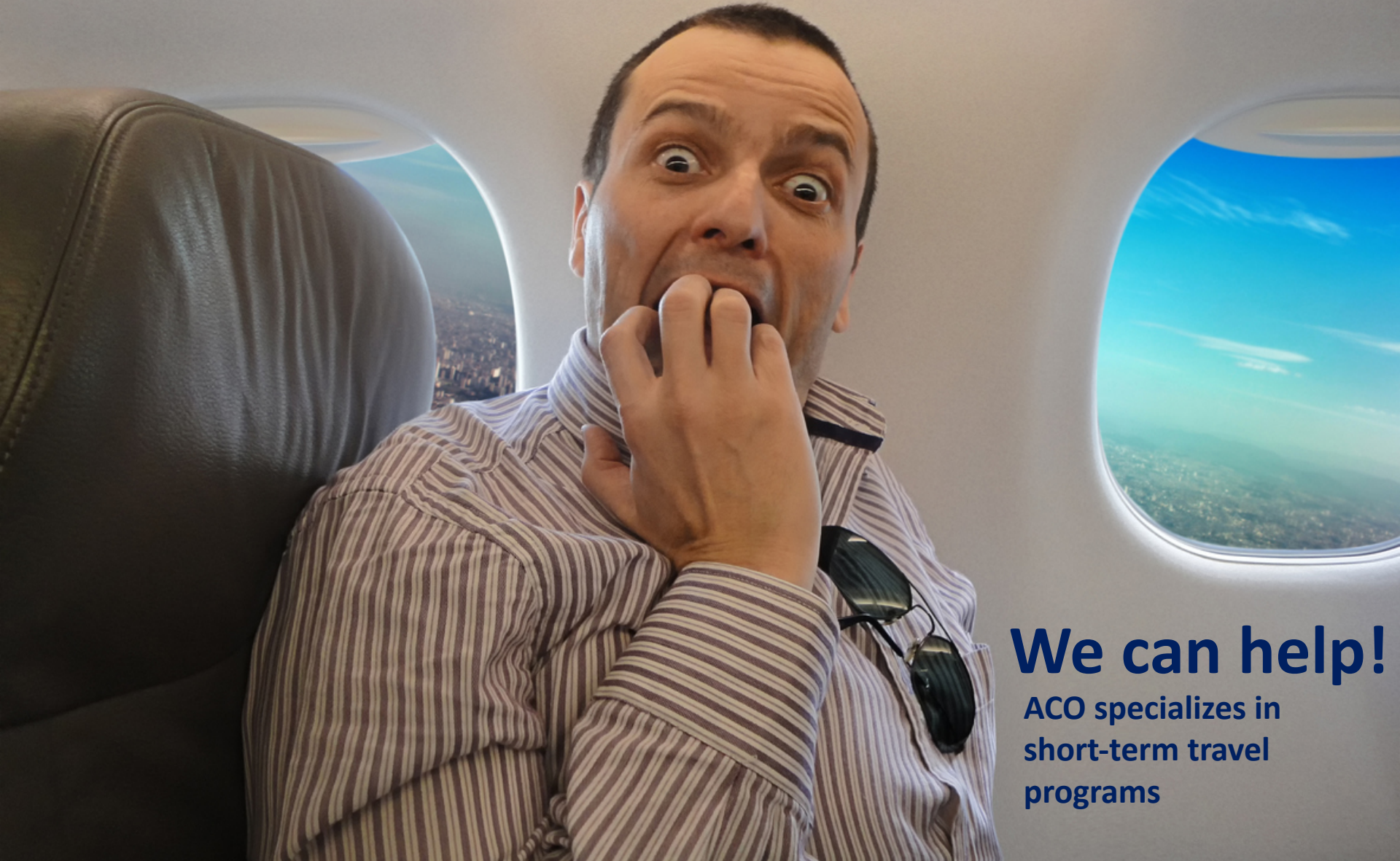


Academic Credit Options

Faculty-Led Travel Programming 101



Going abroad with students is stressful!



We can help!

ACO specializes in
short-term travel
programs

Faculty-Led Travel Programs

Overnight stay programs outside the state or country.

We currently have successful travel programs to places such as:

- Africa
- Canada
- London
- Australia
- New York
- Armenia



Why create a Faculty-Led Travel Program?

- It's rewarding
- Allows you to conduct research
- Retain your students and help them to be successful
- Attracts potential students to our University and your program
- Generates revenue to your department



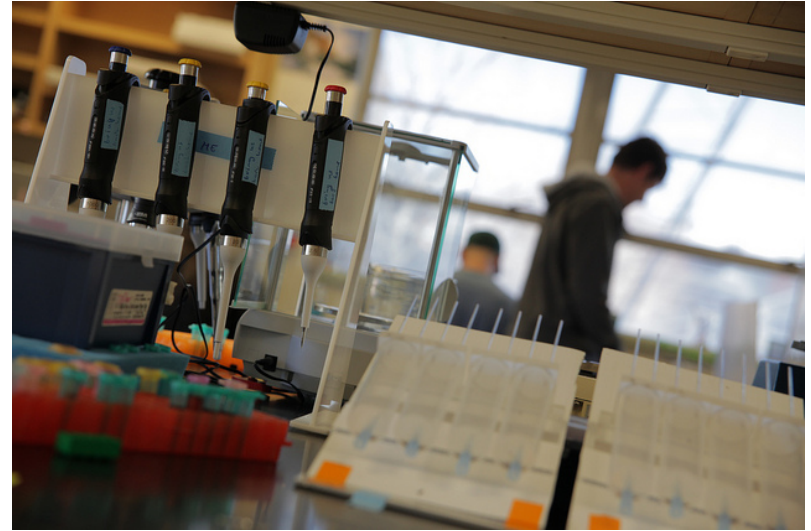
It's rewarding

- Previous faculty have indicated that leading a group of students abroad has been one of the most rewarding experiences of their academic career.
- A student's study abroad experience can be one of the most enriching and inspiring experiences of their lives and it will change the way they think forever.



Conduct research

- Traveling abroad gives you another opportunity to conduct research
- Allows for collaboration with other institutions
- Make international contacts



Student retention and success

- Helps students meet the Silver Core requirement
- Students get real world experience



Revenue generating

Using a self-funded model, short term travel programs can generate funds for various things.*

- Travel expenses
- Research supplies
- Course materials
- Teaching assistants
- Future program development

*depending on institution policy

Planning 101

- Who is your audience?
- When and where will you go?
- What will you be doing?
- Is there an political and safety concerns?
- Will you be using 3rd party support groups or all DIY?



Who is your audience?

- Students of all types
- Research assistants
- Community members
- Fellow faculty
- *Topic number not as important as you think



Decide when and where to go

- Choose an enticing location (*It's all about the experience*)
- Determine if the cost will be prohibitive
- Assess what you will be doing
- Are there any political or safety concerns?



Getting started

- **Talk with your chair and dean and get them on board**
- Have a preliminary syllabus and a plan/itinerary mapped out (*We have instructors in other programs that can help*)
- Having an idea on what course number you want to use helps; also, try to satisfy Silver Core Requirements, if possible



Contact Risk Management

- They are the front line in a crisis should it arise.
- Complete the Risk Assessment forms and submit to Risk Management (ACO can help with these)
- Provide everything they need
- Get their approval

Collect preliminary costs

- Know where you want to stay
- Get a price on the accommodations
- Is there a required deposit?
- Is there a guaranteed number of guests required?
- What are the refund/cancellation policies?

Visa and immunizations requirements

- Is a Visa required?
- Are there specific viruses to the region?
- Are there specific vaccinations you need?
- Check the CDC website often and while abroad. <https://www.cdc.gov/>

Determine Program Cost

- Develop Program Budget (use ACO excel budget sheet)
- Determine Program Cost: Figure out the maximum number of students you can **sanely** handle. If you're not sure what you can handle — start low, less than 10.
- Determine the price you will charge students.

Advertise

- **Market, market, market!**
- Market early, market often!
- You are the best direct line to students
- Have others in your dept. help
- We can provide some marketing help
- Include *“Some fees may be used to pay hosting costs.”* on all marketing materials



Develop orientation content

- UNR policy requires all travel programs hold a mandatory face-to-face pre-trip orientation session.
- You will need to discuss everything from student code of conduct, free time expectations, and cultural differences to health, safety and emergency plans.



Faculty travel documents

- Submit “Spend Authorization” to Controller through workday. This is separate from the “Travel Request Authorization” form you submitted to the Risk Management office.
- Collect receipts for all expenses as you go to be submitted to the Controller’s office upon return.

Process upon return

- Post-trip session (optional)

This is a good time to get course evaluation information from the students.

- Travel Expense Report (Submitted through Workday)
ACO can help you with completing and submitting expenses to Controller by deadline.

Process upon return

- Post Final Grades
- Assess your experience.
Decide if this is a program
you want to do again





Academic Credit Options

Have an Idea for a Travel Program?

Contact ACO. We will make the process easy.

Travel programs can take more than a year to plan and seem incredibly daunting. But once it's planned, you can offer it over and over. Let us help you plan your travel program.

ACO@unr.edu

(775) 682-7555

Contact us



Dawna Snyder
Assistant Director



Nik Leiner
Programmer



Jared Volk
Programmer

ACO@unr.edu

(775) 682-7555



**Academic
Credit Options**