

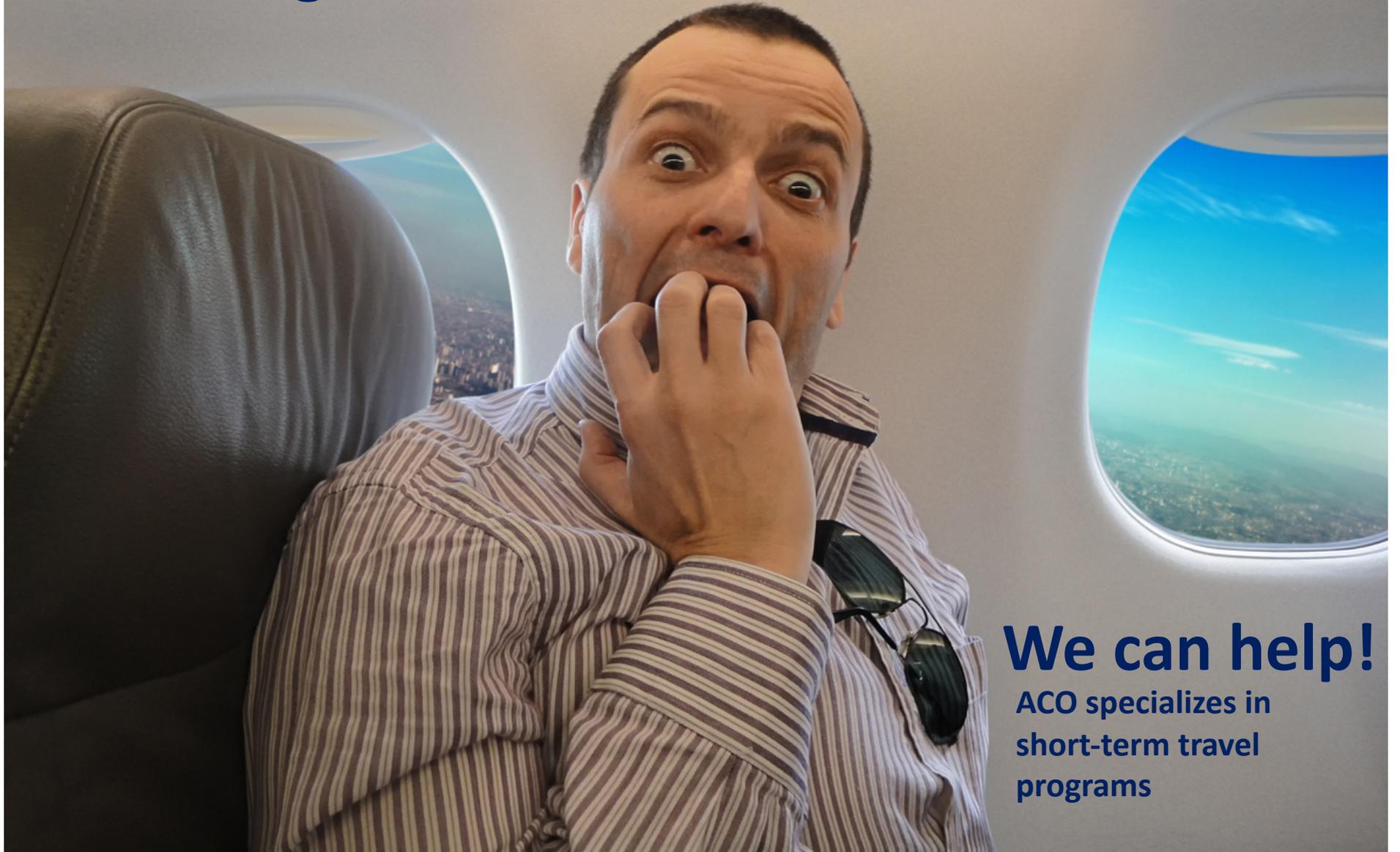


Academic Credit Options

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



Planning 101

Who is your audience?
When and where will you go?
What will you be doing?
Is there an political and safety
concerns?



Who is your audience?

- Students of all types
- Research assistants
- Community members
- Fellow faculty



Decide when and where to go

- Choose an enticing location
- Determine if the cost will be prohibitive
- Assess what you will be doing
- Are there any political or safety concerns?



Is your location enticing?

Will the students find it interesting and want to go?



Will the cost will be prohibitive?

- Can the students afford the trip?
- Consider the location and the cost associated with traveling and staying there



What you will be doing?

- Will you visit museums, tour local businesses, participate in a geological dig, etc.?
- Are there any special events such as a Parliament Session or a cultural event?



Are there any political or safety concerns?

Monitor this site:

<https://travel.state.gov/content/passports/en/alertswarnings.html>

Sign up for updates and alerts about safety and security issues regarding travel around the world through several free governmental websites.

The Risk Management Office is already on the notification list for many alerts and can point you in the direction to sign up or tell you what sites are best for your program.



Getting started

- Talk with your chair and dean and get them on board
- Know what course numbers you want to use
- Satisfy Silver Core Requirements, if possible
- Have a preliminary syllabus and a plan/itinerary mapped out



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?



In-country transportation

- How will you and the students get around?
- Is public transportation available?
- Urban Area: Do you need metro cards?
- Secluded Area: Will you hire a private transportation company?



Airfare cost

(This is part of the program's direct costs.)

- Will you use a travel agency and have everyone fly on the same plane? If so, what is required for that and how much will that cost?
- Is there a guaranteed number of seats you must have?
- Will students purchase their own way there?



Food cost

- Will a continental breakfast or a dinner be included with the accommodations?
- Will you need to hire a cook because your location is secluded?
- Will food be part of the program at all? If not, how much money should students expect to bring with them?



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/>



Classroom rental fee

- Do you need to pay for classroom space?
Can you use a conference room or university room for free?
- Is there a contract that must be signed by UNR before you go?



Museum and guide fees

Museum and entrance fees

- How much are entrance/activity fees?
- Can you get a deal because it's an academic class?

Guides or translators fee

- Will you need a guide or a translator?
- How much will they charge for their service?



Other fees

You'll need to consider/include other expenses such as:

- Tips for drivers or for meals
- Faculty salary & fringe
- Housing
- Meals
- Cell phone minutes
- Marketing costs
- Wi-fi access fees
- Course materials/textbooks/copy charges
- Administrative overhead



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.



Academic Credit Options Program Budget

File Status: Not Closed

On I-Cost/ Monthly Report: [] []

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Course Information			
Title:		Course # Sem Code (Sect #)	
Location:		Instructor(s):	
Room:		Account Number:	
Date:	Reg. Max:	Time(s):	8:00 a.m. - 4:00 p.m.

Revenue Projected				Revenue: CAIS Actual			
Registrations	Number	Fee	Total	Registrations	Number	Fee	Total
			\$0.00	Undergrads			\$0.00
			\$0.00	Grads			\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
Total Participants	0			Total Participants	0		
Total Registration Revenue			\$0.00	Total Registration Revenue			\$0.00
Additional Income	Number	Fee	Total	Additional Income	Number	Fee	Total
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
			\$0.00				\$0.00
	0				0		
			\$0.00				\$0.00
Reconciliation	Total Gross Revenue		\$0.00		Total Gross Revenue		\$0.00
	Program Expenses		\$0.00		Program Expenses		\$0.00
	CXS Expenses		\$30.00	3040 Oper Exp for budgets	CXS Expenses		\$30.00
	CXS Overhead		\$0.00	VT out for budgets	CXS Overhead		\$0.00
	Total Expenses		\$30.00		Total Expenses		\$30.00
	Net Surplus or Loss		-\$30.00		Net Surplus or Loss		-\$30.00

EXS Expenses

Expenses: Projected				Expenses: CAIS Actual	
	30 40	Variable	Fixed	CXS Expenses	
Registration (per participant)		\$5.00	\$0.00		\$0.00
Telephone (set at \$30)			\$30.00		\$30.00
Visa/MC/Discover, set at 4% of Reg. revenue			\$0.00		\$0.00



Determine program cost

i.e., Costs = \$20,000. 10 students. \$2,000 per student.

Student Accommodations	\$500	(double occupancy, \$1k single)
Faculty Accommodations	\$100	
Faculty Airfare	\$200	
Faculty Salary & Fringe	\$300	
Faculty Per Diem	\$100	
Activity/Entrance Fees	\$100	
In Country Transportation	\$300	
Technology/Mandatory Fees	\$100	
Meals (final dinner)	\$100	
Administrative Costs	\$200	
	<hr/>	
	\$ 2,000	



Advertise

- You are the best direct line to students
- Include *“Some fees may be used to pay hosting costs.”* on all marketing materials

**University of Nevada, Reno — Summer Study
Tour to Prague, Czech Republic**

May 21-30, 2016
(with required pre-travel meeting in March 2016)



**CHS 461/661 The World's Health: Comparative Health
Care Systems — United States and the Czech Republic
(Capstone)***



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.



Develop orientation content

Create Course Guide (ACO has a sample)

- Include information from what to pack to acceptable dress code and expected behavior.
- Explain the cultural differences one needs to know and show respect for and tells what could happen if you don't.



Develop orientation content

Security and safety issues

- Ask students what they know about the region.
- Talk about what to expect in that region.
- Let them know what they can expect to see in various locations they will visit.
- Tell them where they can go safely and where not to go without local guides or at night.



Develop orientation content

Security and safety issues

- Discuss myths vs. truths in what they think they know.
- Point out issues the Risk Management office wants you to talk about.



Develop orientation content

Security and safety issues

- Give details of governmental travel warnings or alerts that have been issued.
- Discuss in depth the security and safety issues of the region.
- Discuss how to stay safe and be aware of surroundings at all times.
- Discuss how to carry identification papers and money.



Develop orientation content

Security and safety issues

- Establish “Emergency Leaders” (designate 1 or 2 students to act as “leaders” for others while abroad)
- Discuss meeting places and emergency plan procedures
- Complete travel paperwork, get copies of passports, exchange of fellow travelers contact info., etc.



Faculty travel documents

- Submit “Spend Authorization” 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 Claim

ACO can help you with completing and submitting expenses through Workday 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 develop your travel program.

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Contact us



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