

Delta College Trip Leader Handbook

DEDICATION

The Delta College Trip Leaders Handbook is dedicated to Teresa Stitt, in honor of her many years of leadership of Delta College travel study and the Kenya partnership.



International Travel Program

http://www.delta.edu/ace_sl/internationalinterculturaleducation.aspx

PHILOSOPHY OF GLOBAL EDUCATION AT DELTA COLLEGE

Developing a global perspective contributes to leading a productive, fulfilling, and ethical life. To support this development, Delta students, faculty, and staff work together to study and practice global citizenship through activities on our campus, in our community, and around the world. Delta College affirms its commitment to provide varied, accessible opportunities for its community of learners to gain a global perspective and to practice global citizenship.

INTRODUCTION

This handbook is intended to assist and guide Delta College employees who wish to develop and lead a Delta College sponsored travel study program. The guidelines and policies herein are designed to encourage the development of travel study activities, while providing clear and consistent procedures for all Delta College employee-led international travel experiences.

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I. FACULTY/STAFF-LED TRAVEL STUDY

Definition

Delta College offers international travel experiences (credit or non-credit-bearing) with an educational purpose and focus that are developed and conducted by College faculty and staff. Faculty/Staff-led programs typically last from one to three weeks. Depending on the nature of the trip and destination, travel study may be designed for various combinations of students, College employees, and members of the community.

Primary Travel Study Goals

Our travel study model seeks to fulfill the Global Education Philosophy and related College goals by providing high value, accessible, and safe international travel experiences.

II. ROLES AND RESPONSIBILITIES OF A TRIP LEADER

Who can be a Trip Leader?

A Trip Leader can be any currently employed Delta College employee who is approved to lead a trip. Each trip requires two Trip Leaders, one of whom must be a full-time college employee. In this handbook these leaders may be referred to as a Trip Leader or Faculty/Staff.

Who Should Consider Developing and Leading Trips?

Prospective Trip Leaders should fit the following description:

- Experienced travelers who are adventurous, flexible, adaptable, and willing to devote considerable time and effort to developing and leading an overseas trip
- Learning focused professionals who seek opportunities to help students and other trip participants gain rich and rewarding educational international travel experiences
- Personable individuals who enjoy spending time with and helping students and other trip participants learn outside of traditional classroom settings
- Careful planners who are also comfortable with uncertainty and change
- Selfless leaders whose main purpose is to enable trip participants to have a meaningful travel experience, rather than taking a personal vacation

Responsibilities

Trip Leader responsibilities include, but are not limited to:

- Planning a safe, educational, and accessible international travel experience.
- Collaborating with other Trip Leaders and designated College employees to prepare for and conduct travel study activities that strictly follow established guidelines.
- Preparing, maintaining, and documenting a carefully prepared budget.
- Promoting the travel study to potential trip participants.
- Developing pre-trip orientations and/or class meetings, as appropriate.
- Remaining accessible to trip participants and providing leadership during the travel experience.
- Responding to problems and concerns that arise before and during the trip.
- Completing all required trip follow-up documentation.

III. FUNDAMENTAL ELEMENTS OF A SUCCESSFUL FACULTY/ STAFF-LED PROGRAM

High Educational Quality

Delta College travel study programs must adhere to the same high standards of content, delivery, and assessment as courses taught on campus.

Opportunity for Significant Cultural Interaction

Every travel study program should offer opportunities for participants to interact and engage with the cultures of the destinations visited.

Pre-Trip Learning and Preparation

All Delta College travel study activities will include multiple pre-trip orientations and/or class meetings that prepare participants to travel safely and meaningfully.

- Pre-trip activities must emphasize careful preparation by trip participants, particularly in regard to legal, political, and cultural considerations necessary for a safe and successful trip experience.
- Travel study participants should arrive in travel destinations prepared with a depth of educational and practical knowledge that will enable them to maximize their learning while on the trip.
- All pre-trip orientations and/or classes should be required. Trip Leaders may choose to not allow individuals to travel upon non-attendance. If exceptions are granted, necessary information will be provided to trip participants.

Constant and Reliable Leadership and Guidance

Trip leaders are on-call for emergencies 24 hours per day throughout the program, and are there to provide support and assistance for both academic and non-academic needs of the trip participants.

- Typical non-academic problems that may occur include illness and injuries, homesickness, loss of passport, and difficulty interacting with host nationals.
- Trip leaders must also act as Delta College representative to ensure proper trip behavior and adherence to local laws and College policies.

IV. KEY CONSIDERATIONS FOR DEVELOPING A NEW FACULTY/STAFF-LED TRAVEL STUDY ACTIVITY

- **Destinations:** Trip Leaders should only propose and develop trips to locations where they have lived, traveled, and/or extensively researched, and would feel comfortable leading a group of trip participants. A quality program will make use of people and resources available in the host country.
- **Educational Integrity:** Trip Leaders should make sure the travel study provides a meaningful learning experience, whether through formal academic coursework or purposeful experiential learning opportunities.
- **Safety:** Trip Leaders should only select destinations free from excessive safety concerns. The U. S. State Department Travel “Alerts and Warnings” website should be carefully consulted when planning a trip and monitored until the travel study takes place. Delta College is very unlikely to approve a destination identified in a State Department Travel Warning.
- **Target Population:** Trip leaders need to balance two considerations in developing and promoting trips. First, they need to make sure that the primary target group of trip participants is appropriate for the specific destination and travel study plan. The practical consideration of recruiting enough trip participants to make a trip financially viable is another key factor. Travel study may be designed primarily for students, for College employees, for members of the community, or for any combination of these groups.
- **Financial Value:** Delta College will only approve and sponsor trips that clearly provide all basic trip costs in advance, are reasonably priced for the destinations and nature of trip, and offer value as an educational experience.

V. TIMELINE FOR DEVELOPMENT, APPROVAL, AND CONDUCT OF ALL FACULTY/STAFF-LED TRAVEL STUDY ACTIVITIES

Required Steps Before and After Trip

Trip Leaders must notify their appropriate College supervisor in writing when planning for a travel study activity begins.

- A complete Trip Proposal must be submitted to the International Travel Committee more than 12 months before the planned travel departure date.
- All trips must receive formal approval from the Chief Academic Officer of the College at least 12 months before the travel departure date. Trip leaders may do limited promotion and collect names of interested participants in advance, but may not collect or spend any funds related to the trip until receiving written notice that the trip has been approved.
- All College required group and individual travel documents must be submitted to the designated administrator of the Global Studies Office at least 30 days before the travel departure date.
- All follow-up documentation, including a detailed expense report, must be submitted to the designated administrator of the Global Studies Office within 30 days of the travel end date.

Recommended Planning and Preparation Schedule:

Step One: At least 18-24 months in advance of trip

- **Initial Itinerary and Budget:** At least two years in advance of planned departure, Trip Leaders should identify all main travel destinations involved in the planned travel study experience and gather general cost estimates to determine trip viability.
- **Supervisor Notification:** As soon as the Trip Leaders have settled on destinations and general educational objectives, they should notify their College supervisor about the travel study plans and discuss any potential issues and concerns.
- **Identify Target Audience and begin Early Promotion:** Trip leaders may do some informal promotion and collect an interest list of prospective trip participants in order to determine trip viability. No funds may be collected or spent until the trip proposal has been approved by the Chief Academic Officer.

Step Two: At least 12-18 months in advance of trip

• Complete International Travel Study Proposal:

This form, available at www.delta.edu/culture, includes the information required for approval of a Delta College Travel Study activity. Required information includes:

- Trip Leaders experience relevant to proposed trip
- Educational nature and focus of trip
- Detailed trip itinerary
- Budget for all trip expenses
- Target audience and marketing plan
- Trip Leaders are encouraged to consult with the Global Studies administrator and the International Travel Committee Chair while completing the packet of materials.

• Submit and Discuss Travel Study Proposal with the International Travel Committee:

At least 12 months before the trip departure date, the Trip Leaders will submit their completed proposal to the Global Studies administrator and discuss the trip at a meeting of the International Travel Committee. The committee will identify any possible areas of concern and may ask for a more complete proposal. When a majority of committee members vote their support for the trip plan, a recommendation of approval is forwarded to the Chief Academic Officer, who is responsible for final trip approval.

Step Three: Upon Formal Approval of the Trip

- **Establish a Cost Center or System of Payment:** Trip Leaders should work with designated representative of the Finance Office to establish a method of receiving funds and making payments for trip expenses.
- **Begin Formal Promotion and Deposit/Payment Collection:** Trip Leaders are encouraged to seek assistance in promoting their travel study activity and to begin collecting deposits as soon as their trip is approved. A specific payment and cancellation schedule/policy must be given to trip participants upon deposit payment.

Orientation/Class Meeting Schedule: Trip leaders need to begin scheduled meetings with participants at least 9 months before the trip departure date, in order to:

- Ensure that all trip participants have a valid passport at least 6 months before departure.
- Confirm the payment schedule and cancellation deadline/policy.
- Have all trip participants complete the required College forms: “Assumption of Risk and Release of Liability” and “Study Tour Traveler Information” (available at www.delta.edu/culture) at least 6 months before departure.
- Confirm that all trip participants have a valid health insurance policy, which is required for everyone participating in a Delta College travel study activity.
- Identify possible health or other issues related to potential trip participants.
- Begin sharing practical and educational information that will enable participants to begin trip their preparation.

Step Four: Collect Packet of Materials to Leave with College During Trip

Forms that must be collected and on file in the Global Studies Office at least 30 days before trip departure include:

- Final Detailed Itinerary, which lists all airline flight information and a complete daily schedule of activities and specific destinations.
- Flight and other Group Transportation Schedules.
- Contact Information List, which includes the names, address, e-mail and website address, and phone number(s) for:
 - Primary Tour Company or Travel Agency
 - All group transportation providers
 - All hotels and accommodations
- Complete participants and emergency contact list, passport photocopies, copies of all required forms. If the group is a College class, then a class list should also be included.

Step Five: Within 30 Days after Trip Completion

- **Evaluation Forms:** These should be completed by all trip participants near the end of the travel study experience and will be given to the Global Studies administrator immediately after the end of the trip.
- **Final Budget Report and Receipts:** This report should be submitted to the Global Studies administrator and Finance Office within 30 days after the end of the trip.

VI. ADDITIONAL TRAVEL STUDY INFORMATION AND POLICIES

Travel Study for Academic Credit

Faculty members are encouraged to develop travel study activities offered for academic credit. Options include connecting international travel to courses listed in the College Catalog, special themed Global Studies courses, and independent study. Short-term travel study rarely includes enough time to meet credit hour requirements and course outcomes and objectives, so pre and post course meetings are typically scheduled to enable students to meet all course requirements.

Non-Credit Travel Study

All Delta College travel study activities should be developed with educational goals as their primary focus. Trip participants should be offered an opportunity to earn academic credit through independent study.

Trip Leaders Subsidy Policy

The basic travel costs of Trip Leaders for any Delta College travel study activity can be subsidized at a ratio of at least 10 trip participants per Trip Leader. Basic costs are defined as only including the travel components received by paying trip participants. This typically includes group transportation, accommodations, guide services, group meals, and entrance fees. Trip leaders may not receive additional per diem compensation. When the trip participant to Trip Leader ratio is less than 10 to 1, then each Trip Leader will pay a pro-rated amount agreed upon by the Global Studies administrator and Finance Office.

Other Trip Leader Compensation

In addition to the trip subsidy specific above and payment for teaching an academic course, Trip Leaders may not receive any other kind of compensation, whether cash, goods, or services, for developing or leading a Delta College Travel Study activity.

Disability Accommodation

In any situation where a prospective trip participant may require accommodation for a physical disability, Trip Leaders must consult with the Global Studies administrator and College Office of Disability Resources.

Concerns Regarding Trip Participants

Trip Leaders are strongly advised to consult with the Global Studies administrator if they have any concerns about individual trip participants, particularly when concerns relate to the integrity of the travel study activity and/or safety of other trip participants. Delta College reserves the right to deny participation in a College travel study activity to anyone when legitimate concerns are apparent.

VII. FORMS AND RESOURCES

Required Forms for Trip Leaders

The forms below are available at www.delta.edu/culture:

- International Travel Experiences Procedures
- Travel Study Tour Proposal
- Assumption of Risk and Release of Liability
- Study Tour Traveler Information
- Tour Leader Checklist
- Behavior Guidelines and Student Conduct
- Travel Evaluation

Resources for Trip Leaders

- All prospective Trip Leaders are encouraged to seek the assistance of experienced Delta travel study Trip Leaders.
- The Global Studies administrator and members of the International Travel Committee should be consulted as early as possible regarding the trip development and approval process.
- The Delta College Global Studies and Travel Center maintains additional printed and electronic sources related to international travel destinations and models of travel study activities.

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Office of International/Intercultural Education

West Courtyard Level
989-686-9474
http://www.delta.edu/ace_sl



Delta College is an Equal Opportunity Employer, committed to excellence through inclusiveness and diversity.