

GEOtips for *Repeating* Short-Term Abroad Trips

A 4-step guide to staying on track... (v. 1/10/18, GEO)

Step 1: Reflect upon Strengths and Weakness of the Previous Trip(s) and Consider Changes

- Consider written and oral student evaluations of the previous trip, together with your own notes about what you saw as going well and what could be improved.
 - Consider any new goals/experiences you wish to integrate into the program.
- Update yourself about developments since your last trip in the region/country you will visit.
 - Double-check with U.S. State Department Travel Warnings and with news web sites.
- Feel free to consult with the Associate Dean for International Education (Prof. Andrew Oros: aoros2@washcoll.edu) or Global Education Office (at geo@washcoll.edu) about changes in the region and/or suggestions for altering/improving your itinerary.
- Consult with College's Risk Manager (Harriet Olsen; holsen2) in cases where there are substantial changes in situations in the region or your itinerary in order to address any possible College concerns before the itinerary is released to students.

Step 2: Email the Provost, the Budget Director (Ms. Laura Johnson; ljohnson3), and GEO (geo@washcoll.edu) that You Plan to Repeat the Trip

- Include the estimated departure dates and summary of major changes to your past itinerary, the cost of the trip to students, and the date that the deposit is due.
 - GEO will add this information to its Short-Term Abroad Programs web-page.
 - The budgets should be submitted to the Budget Director for approval prior to soliciting participants. If there is a third party vendor / contract, please submit a copy of the proposal and contract to the Budget Director and VP of Finance for review and approval.
- Once this email is received by GEO, a GEO staff member will invite the Faculty Leader(s) to the Study Abroad Short-Term Programs Canvas Page, where you will find the following forms, which must be returned **no later than one month prior to departure**:
 - Risk and Liability Waiver Form
 - Short-Term Program Student Form
 - Participant List and Contact Information Form
 - Detailed Travel Itinerary

Step 3: Promote the Approved Program and Solicit Applications from Participants

- This step includes sending your applicant list to the following offices for comment – meaning that if any of these offices have concerns about a student who has applied for the trip, they will contact you directly to explain their concerns:
 - Student Affairs
 - Health and Counseling Services
 - Residential Life
 - Public Safety
- **Students should complete and return the Risk Liability Waiver when they submit a deposit for the trip**, and be reminded of the cancellation policies at that time.

Step 4: Email GEO and the College's Risk Manager of the final, approved participant list and the final itinerary prior to departure.