

## Center for Global Education Faculty-led Program Exploratory Funding Post-Trip Report

Completion of this report is necessary before allowable reimbursements can be authorized. This report is due within two weeks of return from your site visit. Please submit to Kathy Jicinsky, Assistant Director of Study Abroad for Faculty-led Programs, at [kathy.jicinsky@winona.edu](mailto:kathy.jicinsky@winona.edu).

**INSTRUCTIONS:** Answer the following questions to provide information about your exploratory trip and the resulting faculty-led program.

<b>Today's Date:</b>	
<b>Name:</b>	
<b>Department:</b>	
<b>Destination(s):</b>	
<b>Exploratory Trip Travel Dates:</b>	
<b>Title of Planned Faculty-led Program:</b>	

### On-Site Staff and Resources

1. Provide the names and details about the contacts and on-site experts who can contribute to a successful faculty-led program (e.g., speakers, tour guides, community partners, hotel managers, etc.).
2. Describe the available resources on-site (e.g., technology availability, classroom space, common meeting space, on-site resident director, etc.).
3. Describe opportunities for WSU students to interact with student peers and/or locals in the host community.
4. Describe the opportunities for site visits, tours, or other culture components of the course. Who would lead these activities?

### Room and Board

1. Describe options for housing (e.g., hotels, hostels, apartments, dorms, etc.). Will students share rooms? Share bathrooms?
2. Describe options for meals (e.g., restaurants, cafeterias, buying groceries and making meals as a group, etc.).
3. Describe the availability and type of academic meeting space on site.
4. Homestay options (if available and relevant for your course):
  - a. Provide the names and credentials for the individual(s) or organization(s) setting up the homestay(s) (NOTE: Study Abroad must approve the organization setting up the homestay experience).

- b. Describe the actual accommodations (e.g. private bedroom, private or shared bath, etc.).
- c. Describe the meal arrangements.
- d. Describe access to kitchen/laundry facilities.
- e. Please list the number, gender, age of homestay family members.
- f. What is the approximate distance of homestay from classroom or other academic meeting space? Describe transportation issues (if relevant).
- g. Describe the orientation for the homestay family regarding the nature of the faculty-led program.
- h. What is the stipend for the family?
- i. Describe any homestay rules or situations, including tobacco use, pets, curfew, etc.

## Transportation

1. Describe the means of transportation on-site that would most likely be used (e.g., local bus, train, rented van/bus, etc.).
2. Describe any special guidelines for the transportation available (e.g., can only rent full-size bus, cannot rent vehicles, etc.).
3. Describe any health or safety issues that should be noted regarding onsite transportation.

## Health and Safety

Study Abroad, in consultation with the Travel Study Advisory Committee, will make the appropriate decisions regarding health and safety for each area depending on the level of risk deemed acceptable for each program and/or country and in consultation with appropriate members of the Winona State University administration.

1. Describe any health or safety issues relevant for the program or course location(s). Examples might include: planned course activities, type of transportation, access to clean water and sanitation, information from the CDC, etc.
2. List the 24-hour contact information at the site.
3. List the name(s) and location(s) of the nearest hospitals.
4. List any relevant safety, security, and health information from the [State Department for the destination\(s\)](#).

## Institutional Affiliation

If an in-country institution will be a partner in this course, please provide the following:

1. Information about host institution(s)/sponsoring organization(s).
2. Expectations and responsibilities of host institution(s)/organization(s).

## Resulting Faculty-led Program

1. Provide an appraisal of the potential for a faculty-led program based on what you learned during your exploratory trip. If a faculty-led program is not desirable and/or doable, please explain why this is the case.
2. Based on what you learned from your trip, what content and themes do you plan to incorporate into your proposed faculty-led program?
3. List the WSU faculty leader(s) who will be part of/lead the faculty-led program.
4. Do you hope to include any other administrators or professional staff in the leadership of this program? If yes, please list their names.
5. Please describe any other pertinent information related to the specific site for the course.