



Sending Students Abroad

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1. Approach student support as a three-part process.

- Planning and preparation
 - ✓ Health and safety
 - ✓ Cultural preparation
 - ✓ Logistical preparation
- In-country experience
 - ✓ Awareness and using the information gained during preparation
- Re-entry
 - ✓ Reflection, articulating gains (in discipline, cultural, career-related)

2. Plan ahead and set expectations.

- **Trip leader**
 - Who will be in charge of the group and what will be his/her responsibilities?
 - What training will they need to be well prepared for the role?
 - Travel approval (possibly seeking waiver)/Possible trip cancellation
- **In-country contact(s): English-speaking contact person/host**
 - Ask for information about nearby hospitals and English-speaking doctors
 - Confirm the best way for the group to reach the contact(s) in case of emergency
- **Clear communication protocol**
 - Agree upon and communicate to the group the emergency protocol: card w/ this information; confirm the protocol for communication between the trip leader and MIT faculty and administrators

3. Help students take ownership.

- Passports / Visas / Immigration
 - Confirm passport validity (90 days after return)
 - Research and apply for visa if needed
 - International students must meet with ISO
- Finances
 - Inform bank / credit card of travel plans
 - Set and stick to a budget
 - Have multiple ways to access money
- Communication
 - Share trip details and preparation with parents
 - Set communication plan and frequency

3. Help students take ownership.

- Health and Safety
 - Make appointment at Travel Clinic (if needed)
 - Obtain / confirm adequate health insurance coverage
 - Research local health / safety issues
 - Familiarize yourself with local laws and cultural norms
 - Fill out Risk Acknowledgement Form
- Travel Registration
 - Enter emergency info in MIT-Horizons
 - Register with ISOS and US Department of State (STEP)

4. Don't overlook cultural preparation.

- Awareness of the host culture: reading news, participating in programming before leaving
- Awareness of local customs, cultural norms and religion
- Awareness of student's own culture: discussion of possible questions or discussion topics that can come up abroad
- Intercultural awareness: IDI as a useful tool for preparation

5. Revisit local risks and resources upon arrival.

- Remind the group about local safety issues and resources (U.S. Embassy, local emergency numbers, hospitals) upon arrival
- Discuss common health and safety issues
 - Alcohol and drugs
 - Automobiles and transportation
 - Petty theft and pick-pocketing
- Test emergency response protocol on-site
- Behavior / common sense are biggest determining factors of safety overseas

6. Reflect, evaluate and improve.

- Engage students in self-reflection upon return
 - Written or in-person (group or individual) reflection
 - Select peer mentors for marketing and advising purposes
- Seek feedback from students on all program aspects (preparation, logistics, health/safety, etc.)
- Redesign or tweak future programs as needed