

OTIS COLLEGE OF ART AND DESIGN



Travel Study Course Log

Last Updated on 01/01/2020

LEADER (S) / DEPARTMENT

LOCATION

COURSE

TRAVEL DATES

STUDENT COUNT

PROGRAM PROVIDER

Signature

Log Submission Date

Signature

Log Submission Date

Signature

Log Submission Date

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USING THE COURSE LOG

The function of the Course Log is:

- To serve as a record of events on Otis Travel Study courses.
- To serve as a place for Leaders to note, process, or document information that they want to remember or share.
- To communicate important information to the Travel and external Study Coordinator, Provost, & Dean of Student Affairs.
- To serve as a resource for future courses.

Description of each section:

LEADER CHECKLISTS:

- These checklists have been created to assist you in appropriately time lining and planning discussions, lessons and activities that will lead to better course quality and safety. Completion of the checklists will help both the Leader and Travel and External Study Coordinator, and Dean of Student Affairs assess the timeliness and thoroughness with which a Leader addresses these "Otis Fundamentals."

PROGRAM AREA UPDATES

- Leaders are expected to maintain a current, updated record of their Travel Study experience and provide Otis with the information that will keep the program current. Submitting addendums and comments into this section is integral to promoting consistent course quality and a strong course-to-course continuum.

NEW CONTACTS:

- Please tell the Travel and External Study about any new contacts that you make, or any contacts that you have as an individual faculty that you would like to share with Otis. You can staple business cards, phone numbers, addresses, etc.

INCIDENT REPORTS

- When an incident occurs:
Submit online incident report with-in 24 hours, and notify Travel and External Study using your "Call Guide Flow Chart."

Can't submit an Incident Report ASAP? Use these Incident Report templates to keep detailed notes until you are able to submit a formal incident report, and notify Travel and External Study.

BEHAVIOR CONTRACTS

- When a student behavior issue arises:
Use the Behavior Contract as a tool to assist you in setting boundaries and expectations with the student should a behavior issue arises while on course.

LEADER CHECKLISTS

It is imperative that you create space in your Travel Study course to deliver the items noted in your Leader Checklist. If you are using a Program Provider it is important that you coordinate the delivery of these tasks with them.

Once it has been facilitated/ delivered please indicate this under "Date Delivered." These checklists will be reviewed by the International Education Steering Committee at the end of your course.

Remember, even when using a Program Provider it is integral that items noted in these Lists are addressed. By end of your course, you are responsible for having addressed **EVERYTHING** that is listed here.

PHASE 1: COURSE INITIATES

COVERING THE FOLLOWING BULLET POINTS WITHIN THE **FIRST 24 HOURS AND 72 HOURS OF YOUR COURSE IS MANDATORY.** Even when using a Program Provider it is essential that these

Tasks be delivered to your students. Your Program Provider will most likely not cover all of the items Otis College requires its Leaders to review.

GUIDING QUESTIONS:

- Have you addressed potential risk issues and work shopped safety concerns with your group?
- Has a physical and emotional container been established?
- Do students understand their roles?

FIRST 24 HOURS LEADER'S WILL:

TASKS:	DATE DELIVERED
Student trip-departure preparation plan has been prepared and conveyed to students. (Leader Guide...p.12, A)	
Conduct in-country welcome ceremony. (Leader Guide...p.12, B #3)	
Give review of "Standards of Behavior." (Leader Binder)	
Contact the Travel and External Study to inform them of your arrival in country. GREEN CALL/ EMAIL (Safety Guide...p.18, A & B)	
Develop and Review Contact Cards (Leader Guide...p.10, A #2) (Safety Guide...p.18, A #8)	
Distribute Contact Cards to Each Student	
Review "First 48 hours" itinerary (Leader Guide...p.13, C)	

TASKS:	TIME	DATE DELIVERED
Est. "Daily Briefing Time" (Leader Guide...p.10, A #6) (Leader Guide...p.13, E)		
Est. "Daily Debriefing Time" (Leader Guide...p.13, E)		
Est. "Nightly Curfew" (Safety Guide...p.19, D)		

TASK:	METHOD	DATE DELIVERED
Est. Nightly curfew check-in process (Safety Guide...p.19, D #1)		

TASK:	LOCATION	DATE DELIVERED
Est. meeting place in case of emergency		

SAFETY BRIEFING "1" (Leader/ Safety Guide p. 9, D)	DATE DELIVERED
Review "General Guidelines – For All Activities" (Safety Guide...p.18, A)	
Stress Management Tips (Leader Guide...p.14, E #4)	
Sexual Assault & Harassment (Leader Guide...p.21, A)	
Small Group/ Solo Travel (Safety Guide...p.12, C)	
Time Off guidelines (Safety Guide p.19, D)	
Housing guidelines (Safety Guide...p.19, E)	
Review "Illness Prevention Tips" (Safety Guide...p.25, D & E)	

WITH-IN 72 HOURS LEADER'S WILL:

TASKS:	DATE DELIVERED
Facilitate verbal group check-in and feedback session. (Leader Guide...p.10, A #3)	
Brief students on course itinerary and education flow. (Leader Guide...p.9, E)	
As a group, discuss course and student group expectations. (Leader Guide...p.10, A #3)	
Review "Behavioral Management Expectations." (Safety Guide...p.22-23, A, B, C)	
Est. how to contact Program Provider/ Leader (Leader Guide...p.10, A #3)	
Review "Student Medical Assessments" (see Leader Binder) Note: This information is to be viewed and shared amongst Leaders/ Program Providers ONLY .	
Dress & Behavioral Codes (Safety Guide...p.12, A #2)	

SAFETY BRIEFING "2" (Leader Guide p.9, D)	DATE DELIVERED
Communication: How to use phones/ calling cards/ contact program provider. Country codes/ Area codes. (Safety Guide...p.33, A)	
How to get around on local transport.	
Review local laws, cultural norms, gender roles & women's safety (Safety Guide...p.18, A #1-2)	
Money & Valuables	
Identifying locations of pharmacies, clinics and hospitals (Safety Guide...p.23, A)	



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PHASE 2: MID-COURSE

GUIDING QUESTIONS

- Is the physical and emotional container being maintained and expanded?
- Are you facilitating the group’s movement through their lifecycle?
- Are you aware of what each student’s needs are?

LEADER’S WILL:

TASKS:	DATE DELIVERED
Send course update to Travel and External Study GREEN CALL/ EMAIL (Safety Guide...p. 36)	
Facilitate Mid-Course Reflection (Leader Guide...p. 14, G)	

PHASE 3: END OF COURSE

GUIDING QUESTIONS:

- Have you provided opportunities for students to facilitate different activities on the course?
- Are you continuing to provide appropriate challenges for students based on where individual students and the group as a whole is at?
- Have you prepared students for their return home?

LEADER’S WILL:

TASKS:	DATE DELIVERED
Send course update to Travel and External Study GREEN CALL/ EMAIL (Safety Guide p. 36)	
Ensure completion of Travel Study Student Survey (Leader Guide...p. 14, I)	
Ensure “De-Orientation” (Leader Guide...p. 14, H)	

Complete Course Debrief (Leader Guide...p. 14, I)	
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TASKS:	DATE DELIVERED
Return Travel Expense forms (Leader Guide...p. 15, J)	
Submit Photos/ Videos (Leader Guide...p. 15, J)	
Return Travel Study Course Log (Leader Guide...p. 15, J)	
Return Trip Binder (Leader Guide...p. 15, J)	
Return Leader Guide & Safety Guide (Leader Guide...p. 15, J)	

PROGRAM AREA UPDATES

Contribute an update at any point during your trip where you come across information that you feel needs to be archived and made available to Travel and External Study and future Leaders.

For example, you may choose to write about bus or train lines that are newly developed or changes to transportation schedules; important organizations that are operating in the area; contacts that delivered workshops or presentations, etc.

A = ACTIVITY — Please note the “Activity” your update relates to: Transportation, Housing, Restaurants, Lecturer, Museum, etc.

U = UPDATE — Updates to existing contacts listed in the Program Area Updates should be noted here; new contacts should be listed in the “New Contact” section.

R = RESOURCES — If relevant, please document new resources that you have discovered, utilized and worked with that you recommend. As well as, resources you no longer recommend. This includes lecturers’ course materials, lesson plans, etc.

NOTES: PROGRAM AREA UPDATES

A= Activity U= Update R= Resources

Place/ Date:

A:

U:

R:

Place/ Date:

A:

U:

R:

Place/ Date:

A:

U:

R:

NOTES: PROGRAM AREA UPDATES

A= Activity U= Update R= Resources

Place/ Date:

A:

U:

R:

Place/ Date:

A:

U:

R:

Place/ Date:

A:

U:

R:

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A= Activity U= Update R= Resources

Place/ Date:

A:

U:

R:

Place/ Date:

A:

U:

R:

Place/ Date:

A:

U:

R:

NEW CONTACTS

Examples of contacts include: guest lecturers, housing contacts, program providers, ground operators, medical facilities, communications facilities, transportation providers; restaurants; etc.

In each entry, please be sure to note the contact's name, location, all contact information (phone, e-mail, website, etc.), pertinence, and recommendations for working with them. Please be thorough!

NOTES: NEW CONTACTS

Contact's Name:

Phone:

E-mail/Website:

Address:

Used on your course how?

Notes / Recommendation:

Contact's Name:

Phone:

E-mail/Website

Address:

Used on your course how?

Notes / Recommendation:

NOTES: NEW CONTACTS

Contact's Name:

Phone:

E-mail/Website:

Address:

Used on your course how?

Notes / Recommendation:

Contact's Name:

Phone:

E-mail/Website

Address:

Used on your course how?

Notes / Recommendation:

NOTES: NEW CONTACTS

Contact's Name:

Phone:

E-mail/Website:

Address:

Used on your course how?

Notes / Recommendation:

Contact's Name:

Phone:

E-mail/Website

Address:

Used on your course how?

Notes / Recommendation:

INCIDENT REPORTS

When an incident occurs:




1. Submit an online incident report with-in 24 hours, and notify the Travel and External Study using your "Call Guide Flow Chart."
(Leader/ Safety Guide p. 30-33, B, C)
2. Incident Reports must be submitted within 24 hours of the incident:
<https://www.otis.edu/incident-reports>
3. Can't submit an Incident Report ASAP? Use the Incident Report template found in your Travel Study Course Log to keep detailed notes until you are able to submit a formal incident report.

A report **MUST** be written when:





1. A behavior issue, injury, theft, or illness causes the person to miss or delay some part of the trip
2. A person needs to be transported to a medical facility for examination and/ or treatment.
3. The issue is one that Otis needs to know about, and will be reported to Student Affairs.

 Incident Reporting: The Essential Pieces


DETAILS of INCIDENT:

-  What happened, how is the person is doing, what the person complains of or says, what you have observed/ found?
-  Please give objective details (based on facts) including: the student's full name, other people involved, time of day, any important details about the location and/or weather, events leading up to incident and conditions afterwards, etc.
-  **It is important to keep your narrative as objective as possible.**

WAS ACTION TAKEN:

-  What action was taken and by whom?
-  What is your assessment of how it happened?
-  How could the incident have been avoided or prevented?
-  If medications are administered/ prescribed, please include all relevant details: e.g. name of medication, dose/course of treatment, name of clinic and doctor, etc.

PLAN

-  How have you responded, or how do you plan responding, to the incident?

- ✎ Do you have any recommendations or suggestions to prevent incidents from happening in the future?
- ✎ What support do you need/ want from Travel and External Study?

TEMPLATE: INCIDENT REPORT

Date:	Time	Location:	Name:			
Circle type of Incident:						
Injury	Illness	Safety	Behavioral	Theft	Assault	Other

DETAILS of INCIDENT

Please describe in your own words what happened, where in as much detail as possible. If applicable, describe any property damage/loss

WAS ACTION TAKEN? If yes, please describe what action and by whom

PLAN What support do you need/want from Travel and External Study?

TEMPLATE: INCIDENT REPORT

Date:	Time	Location:	Name:			
Circle type of Incident:						
Injury	Illness	Safety	Behavioral	Theft	Assault	Other

DETAILS of INCIDENT

Please describe in your own words what happened, where in as much detail as possible. If applicable, describe any property damage/loss

WAS ACTION TAKEN? If yes, please describe what action and by whom

PLAN What support do you need/want from the Travel and External Study?

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Date:	Time	Location:	Name:			
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Injury	Illness	Safety	Behavioral	Theft	Assault	Other

DETAILS of INCIDENT

Please describe in your own words what happened, where in as much detail as possible. If applicable, describe any property damage/loss

WAS ACTION TAKEN? If yes, please describe what action and by whom

PLAN What support do you need/ want from Travel and External Study?

TEMPLATE: INCIDENT REPORT

Date:	Time	Location:	Name:			
Circle type of Incident:						
Injury	Illness	Safety	Behavioral	Theft	Assault	Other

DETAILS of INCIDENT

Please describe in your own words what happened, where in as much detail as possible. If applicable, describe any property damage/loss

WAS ACTION TAKEN? If yes, please describe what action and by whom

PLAN What support do you need/ want from Travel and External Study?

BEHAVIOR CONTRACTS

If a situation arises, Travel and External Study will work with Leaders, Program Providers, and students to do what is best for the student, the group, and Otis.

BEHAVIOR CONTRACT

Behavioral Contract for _____

Step One: Informal Verbal Interventions _____ (check and date)

Step Two: Formal Verbal Intervention, Date: _____ (check and date)

Expectations of an Otis Student:

1. Participate fully in all activities
2. Develop cultural awareness and cultural sensitivity
3. Engage the program components
4. Consider the effect of one's actions on the entire group

Actions Not In Line With Expectations:

- 1.
- 2.

Step Three: Written Intervention: Commitment to Improve

*Failure to make a commitment to the above expectations **can** result in trip departure from the program.*

Actions Required to Meet Expectations: *Add more points if needed.*

- 1.
- 2.

Signed

Leader _____

Leader _____

Date

Step Four: Final Intervention

Failure to meet the established expectations will result in dismissal from the program.

Actions Required to Meet Expectations: *Add more points if needed.*

- 1.
- 2.

Signed

Leader _____

Leader _____

Date

BEHAVIOR CONTRACT

Behavioral Contract for _____

Step One: Informal Verbal Interventions _____ (check and date)

Step Two: Formal Verbal Intervention, Date: _____ (check and date)

Expectations of an Otis Student:

5. Participate fully in all activities
6. Develop cultural awareness and cultural sensitivity
7. Engage the program components
8. Consider the effect of one's actions on the entire group

Actions Not In Line With Expectations:

- 3.
- 4.

Step Three: Written Intervention: Commitment to Improve

*Failure to make a commitment to the above expectations **can** result in trip departure from the program.*

Actions Required to Meet Expectations: *Add more points if needed.*

- 3.
- 4.

Signed

Leader _____

Leader _____

Date

Step Four: Final Intervention

Failure to meet the established expectations will result in dismissal from the program.

Actions Required to Meet Expectations: *Add more points if needed.*

- 3.
- 4.

Signed

Leader _____

Leader _____

Date

BEHAVIOR CONTRACT

Behavioral Contract for _____

Step One: Informal Verbal Interventions _____ (check and date)

Step Two: Formal Verbal Intervention, Date: _____ (check and date)

Expectations of an Otis Student:

- 9. Participate fully in all activities
- 10. Develop cultural awareness and cultural sensitivity
- 11. Engage the program components
- 12. Consider the effect of one's actions on the entire group

Actions Not In Line With Expectations:

- 5.
- 6.

Step Three: Written Intervention: Commitment to Improve

*Failure to make a commitment to the above expectations **can** result in trip departure from the program.*

Actions Required to Meet Expectations: *Add more points if needed.*

- 5.
- 6.

Signed

Leader _____

Leader _____

Date

Step Four: Final Intervention

Failure to meet the established expectations will result in dismissal from the program.

Actions Required to Meet Expectations: *Add more points if needed.*

- 5.
- 6.

Signed

Leader _____

Leader _____

Date

BEHAVIOR CONTRACT

Behavioral Contract for _____

Step One: Informal Verbal Interventions _____ (check and date)

Step Two: Formal Verbal Intervention, Date: _____ (check and date)

Expectations of an Otis Student:

- 13. Participate fully in all activities
- 14. Develop cultural awareness and cultural sensitivity
- 15. Engage the program components
- 16. Consider the effect of one's actions on the entire group

Actions Not In Line With Expectations:

- 7.
- 8.

Step Three: Written Intervention: Commitment to Improve

*Failure to make a commitment to the above expectations **can** result in trip departure from the program.*

Actions Required to Meet Expectations: *Add more points if needed.*

- 7.
- 8.

Signed

Leader _____

Leader _____

Date

Step Four: Final Intervention

Failure to meet the established expectations will result in dismissal from the program.

Actions Required to Meet Expectations: *Add more points if needed.*

- 7.
- 8.

Signed

Leader _____

Leader _____

Date

BEHAVIOR CONTRACT

Behavioral Contract for _____

Step One: Informal Verbal Interventions _____ (check and date)

Step Two: Formal Verbal Intervention, Date: _____ (check and date)

Expectations of an Otis Student:

- 17. Participate fully in all activities
- 18. Develop cultural awareness and cultural sensitivity
- 19. Engage the program components
- 20. Consider the effect of one's actions on the entire group

Actions Not In Line With Expectations:

- 9.
- 10.

Step Three: Written Intervention: Commitment to Improve

*Failure to make a commitment to the above expectations **can** result in trip departure from the program.*

Actions Required to Meet Expectations: *Add more points if needed.*

- 9.
- 10.

Signed

Leader _____

Leader _____

Date

Step Four: Final Intervention

Failure to meet the established expectations will result in dismissal from the program.

Actions Required to Meet Expectations: *Add more points if needed.*

- 9.
- 10.

Signed

Date

Leader _____

Leader _____

BEHAVIOR CONTRACT

Behavioral Contract for _____

Step One: Informal Verbal Interventions _____ (check and date)

Step Two: Formal Verbal Intervention, Date: _____ (check and date)

Expectations of an Otis Student:

- 21. Participate fully in all activities
- 22. Develop cultural awareness and cultural sensitivity
- 23. Engage the program components
- 24. Consider the effect of one's actions on the entire group

Actions Not In Line With Expectations:

- 11.
- 12.

Step Three: Written Intervention: Commitment to Improve

*Failure to make a commitment to the above expectations **can** result in trip departure from the program.*

Actions Required to Meet Expectations: *Add more points if needed.*

- 11.
- 12.

Signed

Date

Leader _____

Leader _____

Step Four: Final Intervention

Failure to meet the established expectations will result in dismissal from the program.

Actions Required to Meet Expectations: *Add more points if needed.*

- 11.
- 12.

Signed

Leader _____

Leader _____

Date

GENERAL NOTES

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