Preparation is Everything:

A model for student pre-departure and in-country orientations

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Danielle Houston – University of Glasgow
Aldan McClellan – University of Central Florida
Think About

What do you think students should get out of a pre-departure orientation and why?

What are your expectations of the host institution?

What do you think the host institution expects from the home/sending institution?
• Overview of UCF Pre-departure Orientation- Past, Present
• Discussion of UCF Supplemental Documents
• Overview of Glasgow Pre-departure Orientation

What you’re in for:
UCF-Why do we do it in General

• Due Diligence
• Mitigate Risk
• Demonstrable Learning
• We Care
Prior to 2012

- Students **Asked** To Attend 3 Meetings
- Basic Preparation Given
  - Personal Safety
  - Logistics
  - Insurance Cards
- Basic Information Given
  - Look Through Newspapers
  - Talk About Culture
Why did we change

• Not Necessarily Location/Program Specific
• No Student Learning Tracking
• No Accountability
• Program Leaders Not Meeting With Groups
• Not Efficient For Students
Current

- Web Course
- Modules
  - Culture, Goal Setting, Safety, Incident Management
- Pre/Post Surveys
- Additional Resources
- Not Program Specific
- Emergency Safety Plan Can Be Uploaded

UCF- Online Modules
Current

- 1, 2 Hour In-Person Session
- Country or Group Specific in 2012-2013
  - May Change In 2014 Due To Resources
- Focused On Group Dynamics
- Program Leaders Encouraged To Attend
- Scenarios
  - Attempted Gathering Group Responses With “Clickers” In 2013
- Vigilance
  - Pickpockets, Cash Handling, ATM Scams, Alcohol/ Drugs
- Documents Provided
  - Day x Day
  - Insurance Cards
  - Emergency Cards

UCF- In-Person Session
What’s right

- Can Track Student Learning
- 100% Completion
- Demonstrable Accountability
- Efficient
What’s wrong

- Too Many In-Person Sessions For 1 Staff Member
- Student Satisfaction
- Program Leaders Rarely Attend In-Person Session
- Use Of Online Component Will Vary Based On System
• Emergency Safety Plan
• Setting SMART Goals
• Researching Host
• Safety 101
• Observing Home

UCF- Worksheets/ Documents
Emergency Cards

China Emergency Contact Card

<table>
<thead>
<tr>
<th>Police: 110</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance: 110</td>
</tr>
<tr>
<td>Fire: 110</td>
</tr>
</tbody>
</table>

US Embassy
Beijing - (86) (10) 8531 3000
Shanghai - (86) (21) 3217 - 4650 (Option 1 then 3)

US Embassy Address
US Embassy in Beijing
No. 55 AN Jia Lou Road, Chaoyang District, Beijing

Health Insurance (CMI)
Call direct or collect +1 410-453-6330

Health Insurance (CMI) Policy Number
GLMNO1060582R

Office of International Studies Phone
1+ (407) 882 - 2300

Email Address
studyabroad@ucf.edu

How to dial the U.S from abroad
00 +1 + Area Code + Number

UCF Police (24 Hours)
1+ (407) 823 - 0595 Collect calls accepted

UCF Police Non-emergencies
1+ (407) 823 - 5555

Incident Report Link
studyabroad.ucf.edu > Health Safety > Incident Report
# Estimated Student Expense Sheet

**University of Central Florida**

## Study Abroad Expected Student Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCF Tuition <em>(in state)</em></td>
<td>$1,263.42</td>
</tr>
<tr>
<td>Program Fee</td>
<td>$3,975.00</td>
</tr>
<tr>
<td>Passport <em>(if needed)</em></td>
<td>$140.00</td>
</tr>
<tr>
<td>Visa <em>(if needed)</em></td>
<td>-</td>
</tr>
<tr>
<td>Passport/Visa Photos</td>
<td>$18.00</td>
</tr>
<tr>
<td>Air Transportation Depart: MCO Arrive: NCE Depart: CDG Arrive: MCO</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>Housing</td>
<td>Included</td>
</tr>
<tr>
<td>Meals</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>$100.00</td>
</tr>
<tr>
<td>Incidental <em>examples: personal travel, phones, recreation, currency exchange fees</em></td>
<td>$100.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>Per participant</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Estimated Expenses:</strong></td>
<td><strong>$8,846.42</strong></td>
</tr>
</tbody>
</table>

*Students are expected to budget based upon their personal expectations and what they think they will spend above and beyond program fees. This sheet is designed to serve as a guide and help participants develop their own budget. Costs of meals may vary based upon personal preferences. Personal travel and spending may significantly alter the estimated expenses totalled on this sheet.*

**Currency Conversion Site:** [http://www.xe.com/ucc](http://www.xe.com/ucc)
What We Collect

- Emergency Safety Plan
- Passport Copies
- Flight Itineraries
- Emergency Contact Information
- Information Dependent on Program: Background Checks, School Clearances, Resumes, etc.
Glasgow- Sticking the Landing
• 3 U.S.-Based International Officers

• Study Abroad Advisors
  2 full-time staff

• International Student Advisors
  4 full-time staff

The Team
Fall 2013:
- 506 incoming study abroad students
- 232 of these 506 from the U.S.

Growth:
- 2012-13: 375 total, 211 US
- 2011-12: 231 total, 146 US

Other Countries Represented:
Brazil, China, plus about 15 others

Study Abroad at Glasgow
Online Application
Acceptance Letter via Email
Accommodation Information
Register Online for Orientation & Airport Pick-Up (fall only)
Access to Resources on Website

Pre-Arrival
Study Abroad Programme

Welcome to the Study Abroad Programme, designed for visiting students who elect to come to the University of Glasgow Scotland for a semester or year as part of their undergraduate degree programme.

International students can choose from over 900 courses from a range of schools. This flexibility ensures a broad academic experience and allows you to match your study abroad options with your degree course at home. Please visit our course catalogue for details of subjects on offer.

If you are presently studying at a Japanese University, please visit our dedicated English plus academic subjects programme section.

Application process

- Courses
- How to apply
- Fees
- Term dates

Useful Information

- Information for new students
- Teaching and assessment
- Visa requirements
- FAQs
<table>
<thead>
<tr>
<th>Study Abroad</th>
<th>All International Students</th>
<th>All International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check-In: Welcome Desk</td>
<td>Student Support Services</td>
<td>Bus Tour to Edinburgh</td>
</tr>
<tr>
<td></td>
<td>Info Session</td>
<td></td>
</tr>
<tr>
<td>Welcome &amp; Intro Session</td>
<td>‘To Do List’ Info Session</td>
<td></td>
</tr>
<tr>
<td>General Class Info/Exploring Scottish Culture</td>
<td>Other University Services &amp; Safety Matters</td>
<td></td>
</tr>
<tr>
<td>Campus &amp; West End Walking Tour</td>
<td>Student Organizations</td>
<td></td>
</tr>
<tr>
<td>Supermarket Session</td>
<td>Bus Tour of Glasgow &amp; Social Event - Ceilidh</td>
<td></td>
</tr>
</tbody>
</table>
Academic Support

Pre-Registration/Clearance
Supermarket Session
One-on-one & Drop-In Advising Sessions

Health & Safety
Medical facility on campus
Emergency numbers
Advising appointments & Drop-In Sessions
Web chats
International Family Network

Strengths
Discussion