SITUATION: INDEPENDENT STUDENT TRAVEL
Before, During, and After the Travel Experience

PROTOCOLS:

Prior to departing on your semester or interim experience, please prepare by completing the following:

- Discuss the overall schedule of the semester or interim with students prior to departure.
  - Review schedule of required excursions and scheduled events that the students are required to attend
  - Review schedule of open weekends that students are able to travel independently.
  - Designate several weekends for students to host visitors (semester programs).
- Students must understand that when they travel before, during, or after the program, that they must take on additional responsibility to insure their health and safety.
- Calvin policy requires that all students traveling away from the Calvin group for more than 12 hours are required to complete an Independent Travel Form prior to the departure. Students can either fill out a form every time they travel independently or have them fill out the form at the beginning of the semester and require that they email the director every time they plan on traveling independently. Simply print out the email and staple it to the form. If directors do choose this method, make sure students include a detailed itinerary with contact information should the director need to communicate with them during this time period.

Responding to Independent Student Travel

- Monitor student travel throughout the semester or interim.
- Should a crisis situation arise while student is traveling independently, please review protocols in place for handling that specific crisis.

Follow Up Protocols upon Return from Semester or Interim Experience

- Keep Independent Travel Forms and attachments on record for twelve months after the group returns to the states.
- If you have any specific problems with independent travel with students, report them to the Off-Campus Programs Director.
SPECIFIC RESOURCES

- Independent Travel Form

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