

Living & Learning



Experiential Tours

TEACH YOUR CURRICULUM OUTSIDE OF THE FOUR WALLS OF YOUR CLASSROOM

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Introduction

We are thrilled that you have decided to lead an Experiential Tour with Living and Learning International (L&LI). Leading a group of students to another country can seem daunting. Especially when you have never been to that country before. That is where we come in. Our L&LI team has a global footprint that has us daydreaming often of the programs YOU will get to lead with YOUR students. So where do you start? In this handbook, you will find an answer to nearly every question you could ask. Whether this is your first or fifth study tour or mission trip with L&LI, keep this handbook handy, and feel free to reference it when needed. Our hope is not only that you would take your students global, but that you would feel confident doing it. If you find yourself ready to plan that next experiential tour, feel free to reach out!



Meet The Team

Our Experiential Tours team collectively holds over 20 years of experience organizing and executing group travel, specifically in the student travel context. Throughout your planning process, you may hear from one or all of us. Rachel and Ashley, both work as part of the U.S.-based team and will be a part of your planning process from start to finish. Both Rachel and Ashley will be involved on the bookends of your planning process, starting with itinerary creation and price quotes, and again at pre-departure and program debrief.



**RACHEL
ROSKOSKI**

Director of Experiential Tours



**ASHLEY
WINKLER**

Experiential Tours Program
Manager

During the in-between planning phase, Ashley will be your main point of contact for team logistics, reservations, and program management. Rachel will connect with you for payment agreements, invoicing, and university compliance. Both Sara and Charlie live in Quito helping to coordinate and arrange the in-country logistics for teams traveling to Ecuador. We are all eager to be a part of your study tour and mission trip experience, and possibly may even be your team host.



SARA ARROYO

Experiential Tours &
Community Engagement
Coordinator



**CHARLIE
CACUANGO**

Experiential Tours
Coordinator

Academics Abroad

01 What is a Study Tour

A study tour is a faculty-led, short-term study abroad experience. A study tour is available for all learners whether traditional, online, hybrid, undergraduate, or graduate. Ranging anywhere from one week to even four weeks, students are led in a cross-cultural learning experience by their university professor(s). These opportunities are typically offered around the traditional semester dates including but not restricted to; long fall break, Thanksgiving break, Christmas break, J-term, spring break, summer break, etc.

02 Why lead a Study Tour

A study tour allows a professor the opportunity to take their classroom beyond the four walls. Break away from the usual mold of education and create a study abroad program that allows your students to be engulfed in the course content. Fully immersed in experiential learning, students are guaranteed unparalleled hands-on learning. Not only is this something that will stretch and challenge you as a professor in your field, but allows your students to see academics in action. This is a win-win as it diversifies your course offerings and sets apart students for graduate school, on their resumes, and ultimately to a hiring manager.

03 Why work with Living & Learning International

Living & Learning International is a faith-based study abroad provider. Our goal is to empower and equip you as a professor to feel ready to teach abroad. We will work with you from brainstorming and itinerary creation, to executing a program abroad, and re-entry. While abroad, you and your team will be accompanied by a Christian host(s) to handle all in-country logistics. Our objective of handling logistical details from start to finish frees up your time to have autonomy over your course and be able to invest more time into your students. We handle all of the travel details so you don't have to.

Academics Abroad



FACULTY AUTONOMY ON COURSE CONTENT

Our greatest hope is that you will feel empowered to teach your course in a fully immersive cross-cultural context. We gladly handle all of the logistics and travel details so you are able to deliver course content. As we build out your program itinerary, we do so with your course-intended learning outcomes and target students in mind. This is your course, your students, and your study abroad program.



TEACHING ABROAD

Teaching abroad will naturally look different for each professor based on their syllabi, degree requirements, and program location. Some professors are able to provide all lecture time before and after their time abroad freeing up their schedule while in-country.

Other programs include a blend of time with local sites as well as lecture time. Others will even include guest lecturers while in that country. There is no right or wrong way to build a study tour.

Building a Program

Picking the Right Location

The location of a study tour should enhance the course content. Even down to the regions of a country may impact the overall objectives of the course. Given your expertise in the course content and our in-country connections, the overall objective is to select the right country(ies) and city(ies) to complement the course material.



Voluntourism

Not only do we want students' academics to come to life. But also give them the opportunity to give back by volunteering. An example is when students volunteer at Amazonico in the jungle. Here students are able to learn about animals being cared for in a refuge meanwhile assisting in gathering food, feeding the animals, and helping clean cages.



Sample Itineraries

L&LI offers a handful of preset itineraries for a variety of majors and courses that are typically taught abroad. This is a great starting point for all study tours and mission trips. This is a helpful way to build the framework of a study tour prior to customizing the itinerary as needed.



Customized Itineraries

Each university, course, and professor is different. As much as possible, we desire to cater your study tour to your needs. First starting with a template itinerary, our goal is then to modify your itinerary to meet the needs of your desired program.

Building a Program

Internships

Sometimes students need to obtain internship credit abroad. Let us know what that looks like for your team. Are students needing hours with one company or is a variety of exposure preferred? Could this be accomplished in a two-week program or is an extended internship program better suited for the students? Have you considered teaching abroad for a few weeks and then allowing students to stay abroad in a customized internship placement? There truly are so many ways to explore internship integration.

Service Learning

Service learning is a pragmatic way for student learning to cross over with community-based service. A perfect example of this is our partner Pan de Vida in Quito, Ecuador. Three times a week they open their doors to feed and give resources to the less fortunate in the community. Students are able to volunteer their time at Pan de Vida and encounter a unique refugee population impacted by that ministry.



Mission Trips

Our templated mission trips may be explored directly on our website. Whether you're taking your university or church group abroad, you can view 7-, 10-, and 14-day itineraries for numerous locations. While abroad you may work with one or multiple churches and organizations serving in their local communities. Our desire is that we would come alongside existing ministries to empower them and be a part of long-term discipleship, even after the team returns home. All of our hosts are Christian and will incorporate devotions, prayer, and debrief through a Christian-lens during your mission trip.



Building a Program

Free Days

Depending on the length and intensity of a program you may consider a free day or free morning in an itinerary. Creating intentional moments of sabbath can be very helpful for students on a non-stop program.



Flights

Flights: Typically universities work with a flight agent directly that is able to assist with airfare. If needed, we are more than happy to help with international flights. With a multi-country program, however, it is standard that the regional flights would be included in the program cost and handled separately from the international flight arranged by the university.

Housing Options

Housing on a program can impact a student's overall experience. Perhaps a hotel is the best option for a fully packed schedule. Maybe a homestay will enhance the cross-cultural dynamic. Based on a program's itinerary, location, and overall availability, various housing options may be explored.

Flight costs are subject to actual team size and availability at time of booking. If a team has 10 or more travelers, group airfare may be reserved in advance and price locked in. However, if a team drops below 10 travelers, the flight cost becomes variable and is dependent of the prices posted at the time of booking. In the case when group airfare is not confirmed, flight costs are subject to change, and the flight difference will be passed on to the team.



Program Cost

01 Leader Comp

L&LI builds each program price quote on a 10:1 leader comp scale. This means for every 10 students recruited, one leader's in-land participation is fully covered. If 18 students are recruited then one leader is fully covered and 80% of the second leader member. If you prefer to have the program quoted at a per-person cost with the comp, please let us know. This comp is designed specifically for trip leaders and is not to be applied to a single student or spread out to decrease the cost of paying student travelers.

02 Price Quote

After an itinerary has been created for your program, a price quote will be shared. The price quote will include all in-country logistics such as housing, some or all meals, excursions, etc. Additionally, there will be a section of the price quote that establishes what is and is not included in the overall cost. Items that may not be included are international flights, passports, visas, travel insurance, and personal expenses such as souvenirs. Please note that your price quote is for scheduled activities in the itinerary. Any additional requested activities after the price quote is confirmed will be an extra cost. Further, should your team experience travel delays, the additional cost for hotel overnight and meal vouchers for example will be covered by the airline and/or your travel insurance. L&LI will not cover costs for travel delays.

03 Payment Agreement

After a price quote has been received for your program, you will want to move forward in signing and emailing back the payment agreement within two weeks. This team will be confirmed at the provided price quote only once a signed payment agreement has been received. Without a signed payment agreement, a team's program cost will be subject to change based on pricing and availability.

04 Invoicing

We know that each university works uniquely and each student is able to pay for their program differently. While some students pay for their study tour with institutional and financial aid, others are able to increase loans or even pay in cash. To enable your students to use these payment methods L&LI will send the university a single invoice. Through institutional billing, you may allocate funds internally as needed to send over a check or wire the payment to L&LI.

Payment Plan

Payment due date refers to the date on which L&LI receives payment. Our preferred payment method is by ACH Bank Transfer. You can complete that by following the link provided in the invoice(s). You can also pay by mailing a check to our home office. Checks should be made payable to “Living and Learning International” with your team name in the memo line. They may be mailed to the following address: Living and Learning LLC 81 Pelican Place Moses Lake, WA 98837.



Programs Including International/Regional Flight(s) and/or Multi-Country Programming

- 150 days in advance: \$4,000 group deposit due
- 120 days in advance: Final headcount/passport copies due
- 90 days in advance: The remaining balance is due

Programs Not Including International/Regional Flights and Only Single Country

- 120 days in advance: \$4,000 group deposit due
- 90 days in advance: Final headcount/passport copies due
- 60 days in advance: Remaining balance is due

Cancellation Policy

Our cancellation policy varies based on the number of countries and regions your program includes. Below you will find the cancellation policy as outlined in the payment agreement.

The dates in the cancellation policy refer to the date L&LI was notified in writing of a cancellation. The cancellation policy will be applied to all cancellations regardless of reason unless otherwise stated by L&LI in writing. A traveler replacing the spot of another traveler may be made at any time, however, any fees incurred to change the traveler's name on reservations will be passed onto the team. Replacements and cancellations apply to all travelers, both students and professors/team leaders.

The below outlines the cancellation policy for the L&LI quoted in-country/land price. Any cancellations on group airfare are specific to the quote agreed upon and determined by the airline, not L&LI. Cancellation dates for group airfare may be found on the Flight Approval Form.

Programs Including International/Regional Flight(s) and/or Multi-Country Programming

- 91 days or more prior to start date - No cancellation cost, deposit refundable
- 61-90 days prior to start date - Deposit of \$300 per person is non-refundable as well as any flights booked for travelers (a credit per traveler may be issued through airline)
- 30-60 days prior to start date - Loss of any non-refundable excursions and any flights booked for travelers will be non-refundable (a credit per traveler may be issued through airline), and 25% of per person total cost
- 15-30 days prior to start date - Loss of any non-refundable excursions booked for multi-country/Galapagos programming, any flights booked for travelers will be non-refundable (a credit per traveler may be issued through airline), and 50% of per person total cost
- 0-15 days prior to start date - No refund will be given

Programs Not Including International/Regional Flights and Only Single Country

- 61 days or more prior to start date - No cancellation cost, deposit refundable
- 46-60 days prior to start date - Deposit of \$300 per person is non-refundable
- 31-45 days prior to start date - 25% of per person total cost
- 15-30 days prior to start date - 50% of per person total cost
- 0-14 days prior to start date - No refund will be given

Plan & Recruit

On-Campus Recruiting:

On-campus recruiting is an exciting time to build your team. Be sure to first connect with your Study Abroad Office on campus to see how you may collaborate and strategize on how to recruit for your study tour. In our experience, we have found that students are typically drawn to a study tour based on the professor leading the program and their overall interest in the course content. Talking about your study tour to your classes (whether traditional or online) and hosting informational meetings is a great way to gather interest. Be sure to highlight the unique academic opportunities and excursions included in the itinerary. Especially highlight the career value in the study abroad as that tends to be a big deciding factor for many students.

Campus Approval Process

Campus Approval Process: Each university has a unique and individualized approval process for faculty-led study abroad programs. We do recommend that early on you connect with your Study Abroad Office and/or Provost Office to follow the required steps. Some universities require approval documents and certain committees to review a program before it may be promoted on campus. If there are any internal deadlines you must work around on campus please let us know. We are more than happy to provide you with the information needed to ensure university approval is given for your study tour.

Team Minimum

A price quote will be based on the requested team size. Should the team enrollment fall below the anticipated team size used for the price quote, a new quote will be issued. A team must maintain 8 travelers minimum in order for the program to run. Teams under 8 will only be approved on an extremely limited basis.

Team Roster

Once you have recruited your team you will want to gather certain information from your travelers. L&LI will share a team roster specific to your team so you may properly register information for each person attending. This is important so we may coordinate housing and meals as needed for your team members.

Family Members on Study Tours

As long as approval for their participation has been granted by your sending university we are more than happy to accommodate family members on study tours. Should there be any minors in the group, we do recommend reviewing the itinerary with L&LI to see if any accommodations need to be made for the traveler.

Safety Abroad



**SAFETY DURING
YOUR TRAVELS**

Safety is one of the utmost priorities for L&LI. Our greatest desire is that you and your team would enjoy a happy and safe experience while abroad. Please know that we are always monitoring conditions to ensure the team's safety and prevent travel disruptions when possible. Our team holds the right to make program adjustments as needed prior to and during a program running in-country to protect and keep the team safe at all times.



**TRAVEL
INSURANCE**

Typically universities prefer to work with the same travel insurance provider for all students traveling with their institution. Understanding universities tend to go this route, we do not include travel insurance in the overall price quote. If you find that you do need assistance with travel insurance coverage, L&LI is more than happy to purchase coverage for your travelers at an added cost. Any travel delay expenses prior to arrival in country will be covered by the travel insurance, and not L&LI.



STEP

The Smart Traveler Enrollment Program is a free service that allows U.S. citizens to register their travel with the nearest U.S. Embassy or Consulate. As an added measure, L&LI will enroll all travelers into the STEP program prior to arrival in-country. Should any large-scale emergency occur, it is reassuring to know the U.S. Embassy or Consulate nearby is already aware of your team's presence in the country.

Safety Abroad

Living and Learning International regularly assesses the safety of its programs to ensure standards are met for academics, student support, safety and health, and overall program experience. L&LI evaluates programs through on-site assessments and frequent communication with in-country staff and partners. The Policy on Cancellation or Suspension of Living and Learning International Programs outlines the policy and processes followed when more urgent decisions are necessary due to quickly developing health, safety, and/or security concerns.

L&LI holds the right to cancel or suspend a program at any time. A decision to cancel a program would be made after advising in-country program staff and local authorities. Reasons that would warrant a program cancellation or suspension by L&LI would include but are not limited to natural disasters, civil unrest, violence, or other factors that would put participant safety and the success of the program at risk. Should the decision to cancel or suspend a program be made, program partners and participants will be made aware as soon as possible.

Policy on Cancellation/ Suspension by Living and Learning International:



Pre-Departure



PRE-DEPARTURE COMMUNICATION

At least six weeks prior to arrival in-country each traveler will receive an email outlining important pre-departure information. This email will walk travelers through a few steps covering everything from the program itinerary, packing list, and who their host will be. Through these steps, students will need to provide certain traveler information for L&LI to ensure necessary accommodations are made for each traveler. This is a required step for all faculty and students attending and must be completed prior to arrival at their program location.

PASSPORTS AND VISAS

Passports and visas are not covered by L&LI and should be purchased on an individual basis as needed. Passports must be valid for a minimum of six months from the team's return date. Additionally, each traveler should ensure they have enough space in their passport for stamps upon entry into the country. Lastly, visa requirements will vary based on citizenship and the duration of the program. It is the responsibility of each traveler to verify the regulations based on their individual citizenship. Should a traveler need a visa for entry, it is their responsibility to walk through those steps alongside their home institution. L&LI requests that each university/church makes Living and Learning aware of any non-U.S. citizen traveling with the group should any in-country planning be impacted.



Pre-Departure

COMMUNICATION WITH L&LI

Throughout the entire planning process L&LI will maintain clear and consistent communication with the program leader. When it comes to program preparation, the leading professor will be responsible for providing color copies of each traveler's passport, proof of travel insurance for the team, and international flight confirmation. A L&LI representative will communicate to the team leader how to share the passport copies and confirm the travel insurance and international flights.



TEAM PRE-DEPARTURE MEETING

It is recommended that each team goes through a series of meetings (face-to-face or virtual) prior to the study tour/mission trip to build team camaraderie. Should you desire for a L&LI representative to attend the final meeting virtually please let us know. We would be more than happy to have the team host or coordinator of the program join a Zoom call and answer any questions the team may have.

On-Site Support

Flight and Arrival:

A few days prior to departure a WhatsApp group will be created for your team leaders and team host. This will ensure clear communication throughout the travel process. Upon arrival, your host will be at the airport to greet your team and the program will commence.



Program Host(s):

During your study tour/mission trip you will have one or two team hosts based on the size of your team. Your team host(s) are there to ensure your program runs smoothly from start to finish. Coordinating all transportation, meals, site visits, excursions, etc. the host will handle all the details so you may focus your time and attention on delivering course content and building relationships with your students. A host will also provide cultural insight into the country and aid professors in leading the team. Your team host(s) will be the point of contact for all logistics while abroad.



On-Site Support

Program Translator(s):

Depending on the team's itinerary it may at times be necessary to have additional language support. As needed, another translator will join the team to help with the language barrier.

Team Debrief:

Throughout your study tour/mission trip, team debrief sessions will be run by the program host(s) and/or leader(s). As students are exposed to a new culture and country they will be forced to face difficulties that impact them all in various capacities. We believe it is important to guide students in regular debriefing sessions to help them process what they are experiencing. Program leaders and hosts will discuss together who will guide each debrief session and at which point in the itinerary, they would like to have them.



Post-Program



It is easy to spend a lot of time in preparation for a study tour or mission trip. Yet it is the re-entry portion that is easily overlooked by many. We highly encourage you to meet with your students (face-to-face or virtually) once back home. Encouraging students to reflect on their time abroad and process their experience better prepares them to know how to articulate their time to family and friends as well as future employers.



After each study tour an evaluation will be given to each student and leader on the program. This evaluation helps L&LI to gauge the overall satisfaction of the team in all program details from housing, to team hosts, and site visits. The evaluations are to be filled out anonymously. Once they are completed, they are reviewed and summarized into one document and may be shared with the team leader upon request.



Upon return to campus, a representative from the Experiential Tours team will debrief over a call with the program leader(s). It is important to us to hear your honest feedback and hear what you loved as well as what could be improved. At that time we look forward to celebrating with you the incredible success it is to lead your students abroad.

Plan for Next Year

During the debrief meeting we would love to hear if you have an interest in repeating the program on an annual or bi-annual basis. We love working with teams on a regular basis knowing that each year the itinerary will be perfected to your liking. Let us know your interest early so we may get a head start on the following program.

Testimonials

"I have had the privilege to partner with Living and Learning International for the past five years in coordination with a Nursing Leadership course that I teach at Augustana University. Living and Learning has consistently coordinated the logistics for our time in Ecuador from the moment we arrive until we depart; the planning and implementation of the activities are seamless. Living and Learning staff have arranged the course and clinical student learning opportunities that are necessary for the requirements of the Nursing Leadership course reliably year after year. Student feedback on the experience has also been positive. **Every year I hear from the students that this opportunity is 'life changing' or 'an experience that will stay with me throughout my nursing career'. Students not only gain academic preparation in nursing, but they also gain experiential and spiritual opportunities during their time with Living and Learning.** I know that the immersion experience and course would not be successful without the Living and Learning teams' dedication to planning and coordinating our experience."

*Patricia Waltman MA, CNL, RN
Nursing Faculty
Augustana University*

"I went in thinking I would be going on a trip with my friends to learn more about Biology, but what I got out of it was so much more. **Not only did I see my textbook come to life, but I also saw the brushstrokes of God in a way like never before.** The people of Ecuador were so full of joy, and the guides with Living and Learning were full of knowledge. I highly recommend a trip with Living and Learning to anyone and everyone - it's a once-in-a-lifetime experience, one you won't regret."

*Paige Brammer
Biology with Teacher's Licensure
Liberty University*

**YOUR ULTIMATE
STUDY ABROAD
PARTNER**



Experiential Tours

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**LIVING &
LEARNING**