

Sample Student Information Pack

This pack contains suggestions for the following:

- Letter to Student Participants
- Program General Information
- Packing List
- Airport Instructions – non Group Flight
- Airport Instructions – Group Flight
- Contact Information
- Housing Assignments
- Course Syllabi
- Detailed Program Itinerary
- List of Participants (and possible Flight Information List)

Letter to Student Participants:

[Insert Date]

Dear [Program Name] participants:

In a few weeks we will be on our way to [Location]! We are very excited to have the chance to work with such a wonderful group and to be involved in coordinating the sort of experience that can be profoundly meaningful and even change the way one sees his/her place in the world.

I thought that you might all like to have in one packet the information sheets we have handed out at the various stages of our preparation for the course, along with some additional information we have received since our last meeting. Enclosed you will find:

1. General introduction to the program
2. Packing suggestions
3. Important information
4. Important arrival instructions
5. Group arrival and departure information
6. Contact information
7. Housing assignments
8. Calendar of excursions and special events
9. Course syllabus
10. Maps of [relevant sites]
11. Relevant Web Sites

Please do not hesitate to contact us if you have any questions or would like some other piece of information.

Sincerely yours,

[program Leader(s)]

[Title]

Program General Information

Rhodes College

[Program Name]

[Program Dates]

Program Leader(s): [insert names]

WHAT: [Insert a brief description of your program]

WHERE: [Insert the location, with a brief amount of description]

WHAT'S IN IT FOR ME:

- [Insert several points that students will gain from this program]
- [Credit at Rhodes]
- [Experience in their field]
- [Other relevant info]

COST:

- [Insert total program cost]
- [Insert what the cost includes and doesn't include]
- [Insert how the students can make payments: i.e., will you have a payment schedule? What will the deposit be? When are the payment(s) due?]

FOR FURTHER INFORMATION: Contact [Insert Program Leader(s)' name and phone number/email address]

Program Packing List

[Insert name of program]

Packing List



You are advised to only pack what YOU can carry for one block and up one flight of stairs.

- Air Tickets
- International Student ID Card
- HTH Insurance Card
- Passport
- (Recommended) ONE large bag with wheels to check and ONE smaller bag to carry on. You will probably want to put some sort of collapsible bag in your luggage for the trip back in order to carry home things you buy **[in location]**.
- Clothes for 7-8 days.

Suggested clothing:

[Please include site-specific clothing items.]

- A pair of shorts and 7-8 light shirts
- A sweater or sweatshirt
- Rain Jacket
- Collapsible umbrella
- One or two outfits and one pair of "going-out" shoes
- One pair of sturdy walking or tennis shoes
- Jeans or slacks
- Underwear
- Socks
- Toiletries
- Swimsuit
- Medicines that you regularly take (make sure all medicines, especially prescription drugs are in their original containers) in a customized first aid kit
- Notebooks and writing materials
- Picture book or some other item associated with your home to give as a gift to your host family.
- Spending money: **[Insert the amount of money it would be reasonable to bring and for what kinds of expenses.]**

Airport Instructions – non Group Flight

Arrival Instructions for [Location Airport]

[Insert helpful info on your location airport]

Flight attendants will pass out customs declarations forms before you land in [Location city]. Your “profession” is “Student”, and you are traveling to [location] for “Pleasure,” NOT “Business”.

[Insert airport-specific info; for instance: what a student can expect in the baggage claim area, the customs area, and the exit from customs into the main airport. Make sure to include where your participants should gather to meet you and at what time.]

CONTINGENCY PLAN

In the event that you do not find one of us at the exit from customs, you should [insert contingency plan, i.e., your local contact number, reiterate the meeting place and the times you will be there.] DO NOT LEAVE THE AIRPORT UNLESS ACCOMPANIED BY YOUR PROGRAM LEADER OR A REPRESENTATIVE OF [insert name of your program-affiliated school, hotel, etc.] If we send a representative to pick you up, they will have a sign with your name or the name of our program on it.

Airport Instructions - Group Flight

Departure Instructions from Memphis International Airport [Or, insert the destination airport for your group flight]

[Insert helpful info on your departure airport]

- Arrive two hours in advance of the flight's departure.
- Once you check-in for the group flight, proceed immediately to your departure gate.
- We will assemble at the gate.

CONTINGENCY PLAN

- If you are delayed in arriving for the group flight for any reason (flight delay, missed flight, etc.) contact **[insert name of airlines for group flight]**. This is the best and quickest way to:
 - Get a message to us and
 - Facilitate your travel

Contact Information Sheet

[Program Name] **Contact Information**

To contact [Insert Program Leader] before or after the trip:

- [phone #] home
- [phone #] office
- [email]

To contact Katherine Richardson, Director of International Programs, before, during or after the trip:
901-843-3403
owen@rhodes.edu

You will have a number at your [Host family? Hotel? Dorm?] that you can pass on to your family (for emergencies only) once you get to [insert location], but the general contact numbers are:

- [school number]
- [program leader(s) cell phone number(s)]

Housing Assignments Sheet

Housing Assignments

[Insert a list of housing assignments, roommates, etc, plus the addresses and phone numbers associated with each assignment]

Course Syllabi

[Insert Course Title(s)]

[Insert Program name]

[Insert Program dates]

Syllabus for [course title]

Grading Policies:

[Insert course grading policies]

Detailed Program Itinerary

[Insert dates and locations for all off-campus events, excursions, etc. plus contact information while off-campus. This can be in the form of a calendar or a list of dates.]

Participant List (and possible Flight Information List)

Participant List and Flight Information

Name	City of Departure	Airline	Flight #	Arrival Time	Exit Time	Airline	Flight #
Student 1							
Student 2							
Student 3							
Student 4							
Student 5							
Student 6							
Student 7							
Student 8							
Student 9							
Student 10							
Student 11							
Student 12							
Student 13							
Student 14							