

Field Trip vs. Faculty-led programs

Characteristics	Faculty-led	Field Trip
Time Abroad	7 days and more	Less than 7 days
Full-Service Provider	Required	Recommended
Health and Travel Assistance Insurance	Yes	Yes
Cost of Insurance Paid by	Participants	Participants
Contract(s) Needed	Yes	Yes, if provider is used
Faculty Training	Required	Recommended (EA will provide general pre-departure information)
Emergency Action Plan Requirement	Full EAP with local contacts and communication plan	Simplified safety outline and emergency contacts
Assistance from EA with Invoices, POs, Vendor Maintenance Forms, etc.	Yes	Yes
IEF Scholarship Available	Yes	No
Financial Aid Available	Yes	Yes, when field trip is required for course completion
Participant List in EA database	Yes	Yes
Student Pre-Departure Orientation	Required	Recommended (EA will provide orientation resources)
Credit Bearing Programs	Yes	Sometimes
Approval Timeline	1+ year	16 weeks
Feasibility Proposal Requirement	Yes	No (field trip application instead)
Faculty Funding Responsibility	EA	Academic Unit
Revenue Generated	Application fee + Tuition for extension courses after stipend and overhead	Application fee only
Student Application Packet on File	Yes, per specific program	Yes, general for field trip
Formal Feedback from Students & Faculty	Yes	No
Itinerary on File	Yes	Yes
Student Payment	Handled by EA	Handled by Academic Unit
Flexible Travel Dates	No	Yes

Established Protocols, Policies & Procedures	Yes	Yes
High Risk Activities Review	Yes	Yes
Per Diem Reimbursement Rules	50% of Department of State (DOS) rate	100% of Department of State (DOS) rate
Participation Numbers for Internationalization Goals	Yes	Yes
International Component on Transcript	Yes	No
Program Outcomes Reported	Yes	No