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| **Global Learning Logistics Worksheet** |
| Item |[x]  Completion Target Date | Who is responsible? |
| **Itinerary** |[ ]   |  |
| **Budget** |[ ]   |  |
| **Proposal and Risk Assessment** |[ ]   |  |
| **Promotion and Recruitment** |[ ]   |  |
| Materials |[ ]   |  |
| Activities |[ ]   |  |
| **Student Selection** |[ ]   |  |
| **Transportation** |[ ]   |  |
| Group flight and/or Leader Flight |[ ]   |  |
| Arrival and group pick up |[ ]   |  |
| Meet and greet services |[ ]   |  |
| Daily transportation |[ ]   |  |
| **Orientations** |[ ]   |  |
| Pre-departure Handbook |[ ]   |  |
| Pre-departure session(s) |[ ]   |  |
| Arrival on site |[ ]   |  |
| Pre-departure from site |[ ]   |  |
| Re-entry programming |[ ]   |  |
| **Student Accommodations** |[ ]   |  |
| Type / Inclusions |[ ]   |  |
| Meal options |[ ]   |  |
| **Leader Accommodations** |[ ]   |  |
| Type / Inclusions |[ ]   |  |
| Meal options |[ ]   |  |
| **Facilities** |[ ]   |  |
| Classroom technology |[ ]   |  |
| Library and other resources |[ ]   |  |
| Guest lectures |[ ]   |  |
| Supplemental instructions |[ ]   |  |
| **Excursions** |[ ]   |  |
| Transportation |[ ]   |  |
| Accommodations |[ ]   |  |
| Meals |[ ]   |  |
| Guides |[ ]   |  |
| Fees |[ ]   |  |
| **Emergency Planning** |[ ]   |  |
| Services list |[ ]   |  |
| Government services |[ ]   |  |
| Hospitals |[ ]   |  |
| Dental clinics |[ ]   |  |
| **Daily program schedule** |[ ]   |  |

## **Questions**

**What type of program model will you adopt?**

[ ] Institutional/Partner Model [ ] Third Party Provider Model [ ] Pure Instructor-Led Model [ ] Mixed

**If you are utilising an external institution or provider, does Western Sydney University have an agreement with the prospective partner?**

 [ ] Yes [ ] No [ ] I don’t know

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| **Comments:** |
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