



**STUDY ABROAD / FACULTY LED
EDUCATIONAL PROGRAMS**

GENERAL QUESTIONS

What is a STUDY ABROAD Faculty Led Program?

One of our central commitments at My Ecuador Trip is to provide rich educational opportunities for participants. This was a foundational principle when My Ecuador Trip was created, and one that we continue to pursue providing educational tours and study abroad opportunities in Ecuador. We support global education and we seek to partner with institutions, faculty, and professionals interested on leading short-term study abroad programs or seminars in Ecuador (10 Days - 4 Weeks). Ecuador is a place that can offer numerous opportunities for learning across a number of fields (i.e., history, globalization, language, business, culture and society, education, international development). Our staff is ready to partner with you and your institution and create a high quality program that meets academic requirements and offers students and faculty the opportunity to learn about Ecuador. Start planning today for a journey to explore what Ecuador has to offer.

Who can be a Faculty Leader?

Faculty leaders are college or university professors and teaching staff with the desire to offer a short term course (10 day - 4 weeks) in Ecuador. As a faculty leader, you will create the course through your institution, select program dates, promote the program with help from your study abroad office, and recruit participants. We take care of all details and logistics (airport transfers, transportation, housing, meals, tours, and site visits) to make sure you can focus on your academic goals. To support you, we provide experienced staff members who will assist you with every step of the planning process.



What does Quito-Ecuador offer as a study abroad destination?

On the imaginary line that divides the globe into North and South, Ecuador is one of the smallest countries in South America and is nestled in the Andes mountains over 9,000 feet above sea level. Ecuador is one of only 17 countries on earth considered mega-diverse. Ecuador is “home to about 3,300 species of orchids, more than 1,500 species of birds, 350 species of reptiles, 450 species of amphibians, and more than 20,000 vascular plants” This diversity is also reflected on its people, with an ethnically mixed population representing Spanish and indigenous roots.



Quito, our host city, is the capital of Ecuador and the first city in the world named by UNESCO a “world heritage” city in 1978. Other distinctions include the honor of being named "cultural capital" of Latin America, and being described as “the most beautiful big city in South America.” With a population of 2.4 million, Quito offers one of the best preserved colonial centers in the world, combining a rich history with a contemporary metropolitan image. Quito was founded in 1534 and today, it offers an ideal place to offer a study abroad program with a rich cultural history, several natural attractions, over 50 institutions of higher education, dozens of museums, theater, concerts, organizations, great food, good transportation, state-of-the-art shopping centers, numerous parks, and a selection of food to please every visitor.

Few programs can offer what Quito offers to participants, and with a weather year-round described as the best weather on the planet, Quito is a destination that National Geographic has named as one of the top 10 places to visit in the world.

What makes a successful program to attract students to enroll?

My Ecuador Trip is committed to creating programs that combine academic, co-curricular, and cultural activities that enhance the development of participants. Amongst the most important aspects of developing a strong program, faculty and educators should consider:

- a. Designing a program with academic content that is relevant to a broad spectrum of students from a variety of majors and interests
- b. Develop a program that is focused on a major or field and with strong departmental support to generate student interest
- c. A program that offers a course that incorporates Ecuador as a relevant aspect of the course.
- d. An engaged, enthusiastic, organized, and dedicated faculty leader who can devote time to plan for the program and offer a high quality study abroad opportunity

What are my responsibilities as a faculty leader?

Faculty leaders play an important role designing the course, communicating with the study abroad office, promoting the program, actively recruiting students on your campus with your study abroad office, connecting with your personal network to promote the program, communicating with participants in a timely manner, and in specific cases their guardians. In Ecuador, you will teach the course planned and will also help to maintain order and the integrity of the program since you have a direct relationship to all students. Participants that cannot follow the rules or that pose a threat to the safety of the group will be sent home at their expense according to study abroad policies at your institution.

What are the program dates?

As a faculty leader you will select the program dates with help from My Ecuador Trip. You can organize a program anytime during the year. Please contact us to discuss the best available times. After this initial meeting, we will closely collaborate to understand and meet the policies and guidelines of your institution and design a successful study abroad program. Once we have agreed upon the program content (itinerary and focus), dates and trip cost, we can assist you with materials to recruit and reach students at your institution.

The best times to design a short-term study abroad program include:

- Winter Break Term (January-Term)
- May Term (Late April-May)
- Spring Break
- Summer Term (June, July, August)

What themes can be explored while in Ecuador?

Our study abroad and educational tours can be designed as a multi-disciplinary experience that incorporate experiential learning, site visits, lectures, and personal reflections, to enhance student development and global awareness. Our study abroad programs and educational tours are designed for professors or teaching staff wishing to engage students on hands-on educational experiences in the field with an academic focus. We will be happy to help you identify your travel objectives and determine which tour and activities best fit your needs. We make a continuous effort to make sure you learn about Ecuador and focus on your academic goals.

Potential Program Themes:

- ✨ Learn about Quito, the first city in the world named "Cultural Patrimony of Mankind" by UNESCO
- ✨ Learn about the best preserved colonial center in the world and the colonial period
- ✨ Learn about cultural geography and local ethnic groups
- ✨ Explore local architecture and design
- ✨ Study Spanish and improve your language proficiency

- ✔ Learn about diversity in 1 of only 17 mega-diverse countries in the world
- ✔ Learn about Ecuador's culture and its people
- ✔ Explore and learn about the rainforest and bio-diversity
- ✔ Discover new flavors and local food
- ✔ Explore rich ecosystems and learn about protecting this treasure
- ✔ Learn about history, politics, and culture, geography, or relevant current issues
- ✔ Observe and learn about local healthcare practices and the local health system
- ✔ Design a photography course
- ✔ Learn about gender and social justice
- ✔ Learn about Latin American politics
- ✔ Learn about Ecuador educational policies

What kind of activities can be organized?

When designing a program, you can do so based on the location, a particular subject, an academic theme, or design an itinerary based on a course you already teach (i.e., history, geography, globalization, international relations, culture and society, education, development). Depending on the theme of the program, our staff will work with you to educational, recreational, or cultural site visits, lectures, and exploration. Below, we have highlighted for you some potential destinations and/or activities:

●NATURE:

Volcano Observation; Hot Springs; Hiking the Andes, Waterfalls, Quito Zoo, Hiking in the Jungle.

●GOVERNMENT:

Visit Government Institutions, Learn About Current Policies

●LOCAL COMMUNITY:

Culinary Tour; Hear from Local Speakers; Visit local NGOs; Visit Local Universities, Explore the Local Fruit Market ; Meet Local People; Tour Local Business

●ART & CULTURE:

Visit Colonial Cathedrals; Museums; Study Colonial Art; Music, Handcraft Market.

What type of support do you offer?

- ✔ Pre-Departure Orientation Information
- ✔ On-Site orientation and City Tour
- ✔ Airport Transfers in Quito
- ✔ Accommodations
- ✔ Guided Tours with Program Leader
- ✔ Support from Local Resident Director
- ✔ Entrance Fee for Local Tourist Attractions
- ✔ Organized Group Meals (Delicious Ecuadorian Food)
- ✔ Reserve Classroom Space
- ✔ Free Wireless Internet
- ✔ 24/7 Local Support for Faculty and Students
- ✔ Cultural Experiences
- ✔ Academic Visits (Visits to local business, companies, historical sites, organizations)
- ✔ Arrange guest lecturers
- ✔ Student and Faculty Program Evaluation



Who will help me coordinate the program on-site?

One of the biggest advantages of partnering with My Ecuador Trip is that we take away all the stress related to planning a study abroad program by taking care of the logistic on the host country. Once on-site, each faculty member will closely collaborate with our Resident Director. Our Resident Directors are part of our team, they are locals, and have extensive experience with our host city and country. Our Resident Directors coordinate facilities, academic visits, they can help facilitate program orientation, daily excursions, group meals, cultural activities, and much more. In essence, our resident directors will assist students and faculty with all aspects of their experience abroad.

What experience do you have organizing or leading study abroad programs?

Faculty-led initiatives are directly overseen by Dr. Raul Leon. Dr. Leon is an Assistant Professor of Higher Education and Student Affairs at Eastern Michigan University. Born and raised in Ecuador, Dr. Leon has a passion for traveling and discovering new places. Dr. Leon earned his B.A. in International Relations from St. Cloud State University (SCSU). He also holds a master's degree in International Public Affairs (International Development in Latin America) and a Ph.D. in Educational Leadership and Policy Analysis, both degrees from the University of Wisconsin-Madison.



Dr. Leon has several years of experience working closely with international education programs and initiatives for the last 13 years. These experiences include studying abroad in the United Kingdom (2003), working with the Center for International Studies at SCSCU, developing marketing campaigns for over 100 study abroad programs with the University of Wisconsin-Madison, building strong relationships between international students and the campus community with International Reach, and serving as a program coordinator for the International Learning Community with University Housing.

In addition to these experiences at the university level, Dr. Leon founded and has provided leadership for My Ecuador Trip, organizing and leading educational and cultural trips. Aligned with his professional interests, Dr. Leon co-organized an international colloquium (2012) at the University of Leeds (U.K.) and was also invited by the Universidad Catolica de Concepcion (Chile) to conduct a workshop for over 250 students, faculty, and administrators, examining current higher education challenges and opportunities in the United States. Recently, Dr. Leon led a study abroad program (2014) for Eastern Michigan University and has directed our annual (2013 and 2014) Higher Education Study Tours bringing students and faculty from over 15 institutions to Ecuador.

Dr. Leon's expertise as a faculty member and wealth of knowledge about Ecuador is an asset helping you develop a high quality and affordable study abroad experience.

Can we organize a program open to students in other institutions?

This decision is the responsibility of each faculty leader and their institution. However, often short term study abroad programs are open to students in other campuses. The study abroad office at your institution can provide more details and information.

Do I need to know Spanish to organize a program?

Not necessarily. While Spanish proficiency can come in handy, it is not imperative for you to speak or even be familiar with the language. That is why we have an on-site Resident Director fluent in both English/Spanish to help you facilitate your program abroad.

GETTING STARTED

How do I get started?

1. Decide what academic focus you want your program to have
2. Think about how and when you would like to offer your course
3. Talk to your university department supervisors and study abroad office
4. Contact My Ecuador Trip info@myecuadortrip.com

We will arrange a time to speak with you to discuss your proposal, brainstorm potential study abroad ideas, set potential dates, and offer you an overview of our services. A member of our team with experience developing and running study abroad programs will help you during every step providing recruiting advice, explaining all trip logistics, and answering all your questions.

How soon can I obtain a proposal from My Ecuador Trip to create a study abroad program?

One of the main roles of our organization is to provide an agreement and budget proposal for approval by the Study Abroad Office, faculty leader, and any other campus unit required. Typically, our Faculty-Led Custom programs require 3-4 weeks to submit a complete proposal for your program. In this time, we will work with you to create a budget based on your program specifications.

What is the typical timeline to create a study abroad program?

While this can vary from institution to institution, from past experience, it can take anywhere from 8 months to 1 year prior the established departure date. This is where you as a faculty leader will play a key role collaborating and communicating with your study abroad office. We encourage group leaders to be proactive, to connect with study abroad and other resources, and to understand that we are here to support you during this process. Below, we have included a typical timeline for customized and faculty-led programs

BEFORE PROGRAM

●Between 15-18 Months Prior Program Departure:

- Talk to your university department supervisors and study abroad office
- Decide what academic focus you want your program to have
- Contact My Ecuador Trip to craft a program proposal and budget based on your academic goals

●Between 12-15 Months Prior Program Departure:

- Develop course and syllabus and seek approval as study abroad course
- My Ecuador Trip determines a program fee
- Minimum number of students determined (based on program / university parameters)
- Student applications deadline are set
- Faculty-Led Agreement is signed with My Ecuador Trip
- Submit Faculty-led Programs Campus Approval Form

●Between 5-12 Months Prior Program Departure:

- Discuss and Develop marketing materials with study abroad office
- Work on recruiting strategies: As a faculty member, you connect with students through classroom announcements, study abroad fairs, presentations, flyers on campus, list-serves)
- Students apply to the program

●Between 2-4 Months Prior Program Departure:

- Program enrollment is monitored to assure student enrollment goals are met. If enrollment is met, My Ecuador

Trip will confirm logistics including housing and transportation.

- Site visits, itinerary, and other logistics are finalized
- Students and faculty arrange airfare. My Ecuador Trip will provide guidelines for arrival and departure

●Between 2-3 Days Prior Program Departure:

- The faculty member arrives to Ecuador. Meet with Resident Director to make final preparations.

How do I find out about the internal process at my university to run a study abroad program?

Most universities have specific procedures and guidelines for you to follow in order to get your study abroad course approved. Before contacting My Ecuador Trip, please connect with the individual or department that handles international education. This could be a study abroad office or departmental head or Dean. These offices will be able to direct you to the internal regulations, approval process, and deadlines for study abroad programs at your university. Some universities will require you to submit an entry to a RFP (Request for Proposals) through a specific department or office (e.g., International Education). Please inquire with your institution about the components of this proposal (e.g., logistical support, budget, and syllabus) and pertinent internal deadlines.

What is the role of my study abroad office?

Study abroad offices are a key source of information, support, and will help faculty members with the study abroad process. Amongst their many responsibilities, study abroad offices often:

- Advises faculty through the process of study abroad
- Agrees to a final program fee and budget proposal
- Develops, distributes, and processes student applications
- Assists the faculty leader with marketing the program
- Coordinates program pre-departure orientation
- Handles academic transcript and course registration

Is there a minimum number of students needed to run a study abroad program?

This number varies from institution to institution, but often for short-term study abroad programs, it is recommended to have a minimum of 10-15 students.

What can I do to recruit participants?

After careful planning with your department, you should be in a great place offering a course and study abroad experience that generates interest in your institution. The success of your program also depends on you actively engaging to promote and recruit students. On your campus you can:

- Make announcements in your class and other relevant classes about your program
- Post information to student and/or faculty listserv
- Talk to other university organizations such as residence hall groups, fraternities and sororities, student clubs
- Participate in the study abroad fair organized by your study abroad office
- Work with your study abroad office to organize marketing strategies
- Participate in department events meeting students
- Post flyers about the program on campus



Can students use financial aid for study abroad?

Typically, financial aid can be applied to your custom program. However, your university will be responsible for processing financial aid applications for students. Consult your university's study abroad office for financial aid policies.

How is the program budget proposal constructed?

We are committed to providing high quality and affordable educational opportunities for students and faculty. We will work with each group to offer a study abroad package that compares very favorably with other study abroad programs at your institution. Because we have a local expert team we can work directly setting the program, providing accommodations, food, and organizing site visits, our experience is that our programs are below the average cost of comparable programs because we are direct providers. Typically we will design a budget based on the specific details of your program and institutional requirements. Program budgets typically include the following:

BUDGET PROPOSAL EXPENSES	Meals: <ul style="list-style-type: none">- Group Meals- All Meals- Welcome or Farewell Receptions	Entry Fees: <ul style="list-style-type: none">- Museums- Cultural Events- Historical Sites
Academic: <ul style="list-style-type: none">- Course materials- Guest Lecturers- Classroom Space- On-site orientations- Pre-departure and on-site support	Faculty Expenses: <ul style="list-style-type: none">- Housing- Meals- Transportation- Entry Fees (local attractions)	Transportation: <ul style="list-style-type: none">- Excursions- City Tours- Airport Transfers
Housing: <ul style="list-style-type: none">- Apartment or Guest Residence (Students and Faculty)	My Ecuador Trip Administration Cost: <ul style="list-style-type: none">- Custom Program Manager and Resident Director	Other: <ul style="list-style-type: none">- Local Guides (Excursions)- Cell phone rental for faculty leader

Additional Budget Items: Typically program fees do not include faculty compensation. This item comes from tuition of enrolled students which will be determined by your own institution. Other budget items not accounted for are: faculty airfare, student airfare, visa-related expenses (if applicable), contingency, study abroad application fee, medical insurance (usually offered by the study abroad office) and additional personal expenses (souvenirs, additional travel, tips, beverages, additional meals).

How is billing processed?

Students will directly apply to the study abroad program through your university and pay appropriate fees and program cost to the university. My Ecuador Trip will invoice your university for the full program fee upon receipt of the final roster of students for your program (45 days prior to departure). Please contact your study abroad office for more information regarding specific financial policies.

How are faculty members compensated for their work?

Your university will pay all salary and benefits to the faculty leader[s] of your program. Tuition is established for each program through your institution and this is the main source to pay faculty members.

How do I cover housing and travel expenses?

It is common for institutions to include faculty support (e.g., including housing, ground transportation, and entry fees for cultural activities and academic visits) as a group expense in the budget proposal. Universities also often include a flight stipend for faculty as part of the student program fee. For other expenses such as meals, universities often provide a daily stipend based on university policies.

Billing and Cancellation Policy

My Ecuador Trip will establish financial and enrollment deadlines in our program contract with you and your university. All billing for faculty-lead programs will be billed directly to the home institution, based on costs agreed upon between the sending institution (study abroad office, department chair, and faculty leader) and My Ecuador Trip. Fixed and per-student costs will be taken into consideration. Our policy is that the sending institution is responsible for billing individual students.

According to program deadlines, 90 Days or more prior the program, if your program does not have a minimum enrollment, you may elect to re-price the program with our program manager to accommodate a lower number of students. At this point, you may also choose to cancel the program without financial penalty. For all other timelines for cancellation please refer to the dates listed below. After penalty fees, refunds will be refunded directly to your university.

Cancellation Policy:

90 Days or More: No Financial Penalty

61-90 days: A cancellation penalty equal to 20% of the fixed program cost will be assessed to the sending school

31-60 Days: Cancellation penalty of 50% of the fixed program cost

10-30 days: Cancellation penalty of 75% of the fixed and per student cost

10 Days or Less: Cancellation penalty of 100% of the fixed and per student cost

LOGISTICS

How about our airfare?

As with several study abroad programs, it is likely that each student will have to purchase airfare on their own, or the study abroad office at your institution will manage this process. To arrive to Quito, most participants will flight directly to Quito from HOUSTON, MIAMI or ATLANTA after their first connection (Quito is only a 3.5 hour flight from Miami). We will help faculty and students coordinate the best flight times possible and arrange airport transfer transportation.

When can I arrive? Or Depart?

Some faculty leaders arrive before their program start date, and/or stay after their program's departure date in order to travel, experience the culture, or to get set up for academics. We can assist you with this process. Please note that additional charges could be added for specific support services (residence, meals, transportation, etc.)

When should students arrive? or Depart?

Our programs include airport pick-up and drop-off at the designated airport on the program arrival and departure dates. Early arrivals and late departures are permitted, but on those cases, each student is responsible for their own lodging and transportation to and from the airport.

Prior program departure, My Ecuador Trip provides the faculty member and students with specific detail on how to book flights, information on when to arrive and depart (window of times), and airport pick-up and drop-off information. Our resident director will welcome students for pick-up at the airport.

What can we expect from our accommodations?

My Ecuador Trip provides each study abroad group with access to a property reserved exclusively for program participants. The property can welcome small groups (10-15 participants) plus faculty-leader. Our standard accommodations are modern apartments or guest houses that have been carefully decorated and offer fully furnished amenities such as a living room, dining room, and kitchen, laundry facilities, to help you relax and enjoy your visit. We believe it is essential to provide not only comfort and safety, but also a special insight to the local culture. We offer intimate properties for our participants to truly make this visit a unique experience for each visitor. Each property has a staff from My Ecuador Trip ready to assist all visitors. Double-room accommodations are standard for student participants. Single room accommodations can be provided for faculty members or for special requests.

How about our transportation?

Safety and reliability are our priority when traveling across Ecuador. Each trip enjoys a professional driver and a vehicle (e.g., van or small motor coach) that will only serve the group for the duration of their stay. This vehicle stays with us at all times, which provides maximum flexibility in our schedule, and allows us to make changes and adapt to local conditions if necessary. This is the kind of support and service we are committed to. In some occasions, the tour incorporates the use of public transportation or other methods of transportation. In this case, participants will receive this information during orientation and it will be described in the itinerary.

How about our meals?

Coming to Ecuador is the perfect opportunity to experience the vast array of wonderful food that is available in this country. My Ecuador Trip can take care of the planning process for all meals during the program. With our local expertise, we can offer you an authentic food experience, sampling local flavors, enjoying places where you will come face to face with locals, sharing traditions, or enjoying a meal at the place of residence. To build rapport amongst participants, we encourage faculty and students to eat together.

Do you have additional questions?

Please contact us if you have any additional questions or would like to discuss tour details.

TRIP PREPARATION DETAILS

Do you need medical / travel insurance to participate in this tour?

Universities often require study abroad participants and faculty to secure medical travel insurance coverage PRIOR study abroad. This insurance should cover you for the entire duration of the trip. While many participants may already be covered by a medical insurance policy, your policy for this tour must include travel, medical, emergency repatriation, overseas coverage, and travel/trip cancellation (For additional details and a description of risks, please refer to our liability contract). Please contact your study abroad office directly. All participants must present **proof of insurance** in writing to My Ecuador Trip prior departure (i.e., copy of online receipt/policy with your name).

My Ecuador Trip also highly recommends that each participant should consult a doctor for up-to-date medical travel information before departure. We highly recommend that you carry with you all personal medications needed (e.g., headache tablets, antibiotics, etc). Please note that Quito is a city in the Andes mountains with high altitude (medically defined as anything over 8,000 feet). We have not have any issues in the past, but because everyone reacts to altitude differently, and only you know your health and fitness level, please consult with your physician prior the trip.

Do you need vaccinations prior traveling to Ecuador?

All our programs take place in locations where no vaccinations are needed. These areas have very low risk of malaria or yellow fever.

Do you need a visa to visit Ecuador?

At the present time, U.S. citizens do not need a visa to travel to Ecuador for a period shorter than 90 days. If you are **not a U.S. citizen**, you must check with your own government agency and/or the consulates of all countries visited for entry and visa requirements for your nationality.

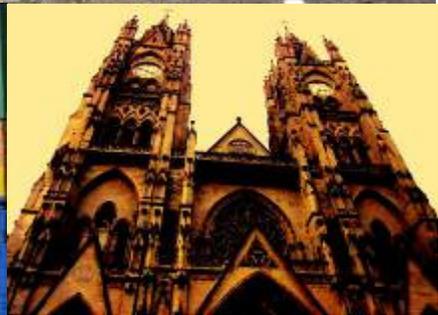
Should participants bring cash to Ecuador?

When developing a budget proposal, we will include an estimated amount of cash for participants to cover additional expenses (i.e., souvenirs, tips, miscellaneous). However, because every participant is different, spending money requirements will vary. Please consider your own spending habits. In addition, it is always a good idea to have **extra cash/emergency fund** in case you find the souvenir of your dreams or need to make an unexpected purchase. Ecuador's official currency since 2001 is the U.S. dollar. If you bring cash, please bring smaller bills (locals do not accept \$50 or \$100 dollar bills). We highly discourage bringing traveler checks.

Credit Cards: ATMs are available. However, you need to check with your bank before leaving to ensure that your card works internationally. Also, we recommend that withdrawing cash from an ATM will be for emergency purposes only, considering that our itinerary might take us to places where ATMs are not available.

What should I pack?

Every participant will receive detailed packing information prior departure. We will be happy to answer any additional question.



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