EDUCATIONAL GROUP TRAVEL METHODS FOR THE CONFERENCE FACILITATOR

COURSE IN BRIEF
This is a directed study post-baccalaureate resident three credit course which is specifically designed for the Ambassador Program Conference Facilitators. The purpose of studying this topic is to assist the teacher in developing effective and affective procedural and organizational group travel leadership skills. It also offers suggestions on which academic resources and teaching methods to use to get the appropriate student learning outcome(s).

The course is divided into three separate but related study phases: the preparation of Pre-Conference phase, the Conference Phase, and the Post-Conference Phase. Each of these phases has its own set of required tasks which are designed so that the facilitator can record observations regarding their conference as well as analyze their experience as a facilitator.

COURSE REQUIREMENTS (3 Credits)
THREE [3] credits requires the Conference Facilitator to satisfactorily complete:

PRE-CONFERENCE PHASE
Review all information/materials provided by the Ambassador Program Office. Conference facilitators must arrive in the time frame established by the Ambassador Program and complete all required pre-conference training provided by the Program office staff and Lead Facilitator(s) at the conference location.

Primarily, the training will focus on developing a mastery of the skills and learning how to implement the techniques needed for successful group management and small group facilitation.

CONFERENCE PHASE
The conference phase begins once the student delegates start to arrive. During the conference, the Conference Facilitator’s responsibilities include:

1. Following/implementing those responsibilities found in the Conference Facilitator Travel Handbook;
2. Students’ education: facilitating small group discussion, reinforcing, validating, documenting learned concepts, and evaluating each student’s performance;
3. Participating fully in all program activities;
4. Attending facilitator training meetings as scheduled by the lead facilitator;
5. Maintaining a **journal** consisting of a record of each day’s events/activities and the group dynamics that you observe during each of these. Identify the strengths and weaknesses of the group and what could have been done to improve the group's performance. If student names are mentioned, use the first name only.

**POST-CONFERENCE PHASE**

1. Submit all required assignments online. (See the **General Information** section below for online submission information.) Be sure to mail a completed Student Evaluation Form for each student into the Ambassador Program Office.

2. Conference Facilitator Course Assignments Due to Eastern Washington University:
   - The **Facilitator Credit Request Form** as completed by your lead facilitator.
   - Retype your **conference journal** in its entirety. Please submit your file as an attachment online.

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**COURSE REQUIREMENTS** (5 Credits)

*Note: Conference Facilitators who are on programs that are a minimum of 9 days may enroll for five (5) credits in this course at the expense of People to People. Facilitators on one week programs may do the full five credits, but are themselves responsible for paying the additional 2 credit tuition fee.*

FIVE [5] credits requires the Conference Facilitator to satisfactorily complete:

**PRE-CONFERENCE PHASE**

Same as for 3 credits.

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**CONFERENCE PHASE**

Same as for 3 credits

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**POST-CONFERENCE PHASE**

Same as for 3 credits

PLUS

Write a three- to five-page **reflective summary paper** which highlights the professional reflections you have made as a result of your experience as a conference facilitator.

- Identify any obstacles that you had to overcome.
- Describe how you overcame those obstacles. Be specific.
- The affect this experience will have on future professional experiences.

Submit the above assignments online. (See the **General Information** section below for online submission information.)

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**GENERAL INFORMATION**

Click here for general information on this and all Field Studies 499 courses or go to:

[http://outreach.ewu.edu/2080](http://outreach.ewu.edu/2080)
QUESTIONS
For questions regarding coursework, contact the Field Studies office through one of the following methods:

- ifsprogram@ewu.edu
- 1-800-541-2125, 8am-5pm, PT, Mon-Fri

Postal Mail Submission Address:

Field Studies
300 Senior Hall
Cheney, WA 99004-2442

If you would like your work returned to you, please include a five dollar check made out to EWU. All assignments (including media) should be photocopied or duplicated prior to submission.

COURSE REQUIREMENT OVERVIEW

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<th>Work on during:</th>
<th>Required Assignments</th>
<th>3 Credits</th>
<th>5 Credits</th>
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<tbody>
<tr>
<td>Conference</td>
<td>Conference Journal</td>
<td>✓</td>
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<tr>
<td>Conference</td>
<td>Facilitator Credit Request Form</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Post-Conference</td>
<td>Reflective Summary Paper</td>
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