Pre-Trip Orientation Checklist

Objective:

To identify and discuss any potential issues prior to domestic travel in order to establish realistic expectations and a smooth transition to the field environment for all involved with the trip. For international and University requirements go to global.umich.edu.

[ ]  Logistics and itinerary

[ ]  Accommodations and transportation

[ ]  Clothing, gear, and other materials that should be packed

* Items that should not be packed
* Items are available or unavailable for purchase for the duration of the trip

[ ]  Field location conditions

[ ]  Field site rules and expectations of conduct during travel

[ ]  Rules for “off" hours

[ ]  Pre-departure errands

* University deadlines and communications
* Personal financial arrangements (taxes, bill pay, notification of travel, etc.)
* Recommended academic preparation

[ ]  Money

* Source (university credit line, personal credit line, cash, traveler's checks, etc.)
* Identification of ATM and banking availability
* Credit card use/availability
* Payment/per diem for hired staff

[ ]  Passport and visa requirements (for international students)

[ ]  How to avoid and manage potential travel mishaps (cancelled flight, missing bags, etc.)

[ ]  Situations that may contribute to culture shock

[ ]  Major cultural customs

* Nonverbal behavior (eye contact, gestures, touching, personal space, etc.)
* Dress
* Concerns regarding gender, ethnicity, religion, sexual orientation, and disabilities
* Food/drink rituals
* Taboo subjects/behavior
* Tactics to avoid cultural misunderstandings

[ ]  Local laws

* Departures from U.S. law (e.g., gun permits, alcohol purchases.)
* Means of reporting emergencies
* Documentation restrictions (e.g., Will researchers need to have permits/identification at all times?)
* Driving rules and requirements

[ ]  If foreign language is a concern, common phrases researchers should know