Top of Form

**Travel Project Checklist**

***Plan Your Dream Honeymoon, Family Reunion, Anniversary, or the Adventure of Your Lifetime!***

**Purpose:** To research, document, and present a seven-day or longer trip abroad by developing a Foreign (or Domestic) Independent Travel (FIT)\* itinerary or a custom tour.

**Discussion:** The Cypress College Airline & Travel Careers program operates a Travel Resource Office (TRO) to provide students with hands-on experience in planning and researching travel, including air, hotel, car, rail, cruise, and international documentation, time and money conversions, and health considerations. Students in Special Projects and Internship provide these resources to faculty and students on campus, but it is a valuable experience for all students interested in travel to know how to conduct travel related research.

**Student Learning Outcome and Assessment:** In a travel project that simulates the written preparation required for employment, students will prepare and present to their peers a quality travel project, including key information about a location, air travel (arrival and departure city and costs) ground transportation, accommodations and cost, weather, health and safety issues, currency exchange, and the important area attractions. This project is intended to be included in your Career Portfolio and will be assessed using the Portfolio Assessment Rubric. Students will need to achieve a 70% to achieve the student learning outcomes for this project.

**Task:** Using the Internet and travel brochures, plan a vacation that you’d like to take someday **outside** of the United States. Your travel project should include information about the location, air travel (arrival and departure city and costs) ground transportation, accommodations and cost, weather, currency exchange, health and safety issues, and key area attractions. To complete this project, you’ll want to complete following:

\_\_\_\_\_\_**Cover letter:** Prepare a cover letter to your travel companion(s) highlighting what your research uncovered (above) and your recommendations. Be sure to include the following **essential points**:

\_\_\_**Tour Description:** Should identify how long, to where, when, and what type of trip (i.e. leisure, adventure, etc.)

\_\_\_**Features:** Transportation (air, car, cruise), hotels, meals, tour highlights

  \_\_\_**Cost Information:**Airfare, hotels, food, (estimates okay!)

 \_\_\_**Entry Requirements**: Passport, visa **and** vaccination needs [**http://wwwn.cdc.gov/travel/**](http://wwwn.cdc.gov/travel/)

 \_\_\_**Safety and Security:** Check the travel advisories at [**http://travel.state.gov/**](http://travel.state.gov/)

  \_\_\_**Other:**   language, money exchange rates, weather, and any other tips.

\_\_\_\_\_\_**Itinerary:** Prepare a 1-2 page typed FIT (itinerary) of seven days or longer and include all links to your Internet research. This itinerary does not have to be original but you must include your source. Describe briefly hat will you do Day 1 -- Day 7.

\_\_\_\_\_\_**Research** an international travel destination, including the following:

**\_\_\_**“**Official Tourism Site** for (your country)”: Google the Official Tourism Site for your country to find helpful tips.

**\_\_\_CDC Health Advisory:** Check the Center for Disease Control for vaccination needs [**http://wwwn.cdc.gov/travel/**](http://wwwn.cdc.gov/travel/)

` \_\_\_**U.S. State Department Travel Advisories**: Include key safety and security tips. [**http://travel.state.gov/**](http://travel.state.gov/)

 **\_\_\_Customs**: Include “know before you go” tips**.**  [**http://www.customs.gov/xp/cgov/travel/vacation/kbyg/**](http://www.customs.gov/xp/cgov/travel/vacation/kbyg/)

 \_\_\_**Other:**  language, entry requirements (i.e. passport/visa), money exchange rates, weather, and any other tips.

**\_\_\_CIA World Factbook**: <https://www.cia.gov/library/publications/the-world-factbook/>

\_\_\_**CultureGrams**:  <http://onlineedition.culturegrams.com/> Click on Subscriber (in the upper left corner).

Enter: **cypress** (username) **atc** (password). Select the World Edition and your country: Print the pdf version (upper right side).

\_\_\_\_\_\_**Presentation**: Prepare a short 5-6 slide--Power Point **or** a brochure with pictures and **essential information**, highlighting the trip for your peers and travel companions/clients.

**Hot tips:** Recall that you can find very helpful information by visiting the Travel Links at the Travel Resource Office webpage  <http://web.mac.com/kreiland/TRO/TRO.html> and by using Google and typing your chosen destination into the search engine with Official Tourism Site (i.e. Hawaii Official Tourism Site). At these state/country sponsored sites, you can request brochures and find a great deal of helpful information. Another very helpful site for passport, visa, and travel warnings is the US State Department Travel Advisory website: [**http://travel.state.gov/**](http://travel.state.gov/).

**Career Portfolio: Place the final version of the cover letter, itinerary, and brochure or Power Point in your Career Portfolio.**

\* At one time custom tours were referred to as FITs or DITs, but more recently, it has become common to use the term FIT to refer to both foreign and domestic independent tours. Although package tours can be used as building blocks in creating a FIT, many people prefer the flexibility of custom tours even though the cost will most likely be higher.Bottom of Form