



## **A DEGREE IS NOT ENOUGH**

### **INTRODUCTION**

#### **Disabled Will Travel**

**Overview:**

Accessing transportation is key to becoming employed and living independently. This session will help students assess their transportation needs and find the best ways of getting around, including public transportation, paratransit, and planning for getting a vehicle. They will get a taste of cross-country travel through a fun exercise where they plan a trip. Glitches are thrown in to help develop problem-solving skills. The parent track features a presentation about the importance of travel and an opportunity to ask questions.

**The folder includes:**

- Invitation letters for students and parents
- Flyer
- Program
- Agenda for parents
- Itineraries for five US cities
- Sample planning journal for Boston
- Personal planning journal
- Resource list of useful web sites
- Guidelines for facilitators
- Formal overview of travel module

# *Sample letter for parents*

[Today's date]

Dear SCSU Parent,

Accessing transportation is key to your son or daughter's ability to become employed and live independently. The next session of A Degree Is Not Enough, entitled "*Disabled Will Travel*," will offer a wealth of useful information about getting around. The session has been scheduled for [date].

This workshop will help your student assess his or her transportation needs and find the best ways of getting from here to there. Many people starting out in the working world rely on public transportation, at least at first. This session will explain how public transportation works, what paratransit is, and how to plan for getting a vehicle if that is what your son or daughter wants. Information about cross-country travel will be included, since students may choose to pursue an internship or employment in another state.

An interesting parent track is being offered, with a presentation about the importance of travel and an opportunity to ask questions. We hope you will join us for this exciting and informative evening!

Once again, the SCSU Disability Resource Center has partnered with the SCSU Career Center, the SCSU Center for Adaptive Technology, the Connecticut Tech Act Project, the city of New Haven, Enterprise, Inc., the Bureau of Rehabilitation Services, the Board of Education and Services for the Blind, and the Connecticut Business Leadership Network to bring you this workshop.

**Your student's Bureau of Rehabilitation Services counselor will expect him or her to participate in this workshop.** As we work together to help students move toward employment after graduation, we know that the information they receive in this series will be important in reaching their goals.

Please look at the enclosed flyer and consider joining your son or daughter for this workshop on [date, time, and location]. Dessert and beverages will be provided.

*These workshops have been developed to increase your son or daughter's success after graduation.* We look forward to seeing you there.

Sincerely,

# *Sample letter for students*

[Today's date]

Dear \_\_\_\_\_,

Reliable transportation is key to becoming employed and living independently. The next session of A Degree Is Not Enough, entitled "***Disabled Will Travel***," will give you lots of useful information about getting around. The session has been scheduled for [date].

This workshop will help you assess your transportation needs and find the best ways of getting from here to there. Many people starting out in the working world rely on public transportation, at least at first. This session will explain how public transportation works, what paratransit is, and how to plan for getting your own vehicle if that is what you want. Information about cross-country travel will be included, since you may choose to pursue an internship or employment in another state. We hope you will join us for this exciting and informative evening!

Once again, the SCSU Disability Resource Center has partnered with the SCSU Career Center, the SCSU Center for Adaptive Technology, the Connecticut Tech Act Project, the city of New Haven, Enterprise, Inc., the Bureau of Rehabilitation Services, the Board of Education and Services for the Blind, and the Connecticut Business Leadership Network to bring you this workshop.

**Your Bureau of Rehabilitation Services counselor will expect you to participate in this workshop.**

As we work together to help you move toward employment after graduation, we know that the information you receive in this series will be important in reaching your goals.

Please look at the enclosed flyer and consider joining us on [date, time, and location]. Dessert and beverages will be provided.

***These workshops have been developed to help you increase your success after graduation.*** We look forward to seeing you there.

Sincerely,

# Travel Workshop for Students with Disabilities

For a student with a disability, travel may feel like trying to put a puzzle together without having' all the pieces.

Come learn how to:

- Anticipate for the unexpected
- Arrange for accommodations and reservations
- Plan a trip designed for you



Please contact:

**(Insert Name)** at **(Insert phone)**, or **(Insert Email)** to RSVP by **(Insert RSVP Date)**



Please come join us on **(Insert Date)**

---

At **(Insert Location)**

---

**(Insert Time)**

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**Light beverages and Snacks provided**

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# Travel Workshop for Students with Disabilities

## Agenda

GUEST-HOUSE  
BUTEMBO



KIVU  
CONGO BELGE

Light Dinner

Welcome: [insert speaker]

Why Travel: [insert speaker]

Getting Started: [insert speaker]

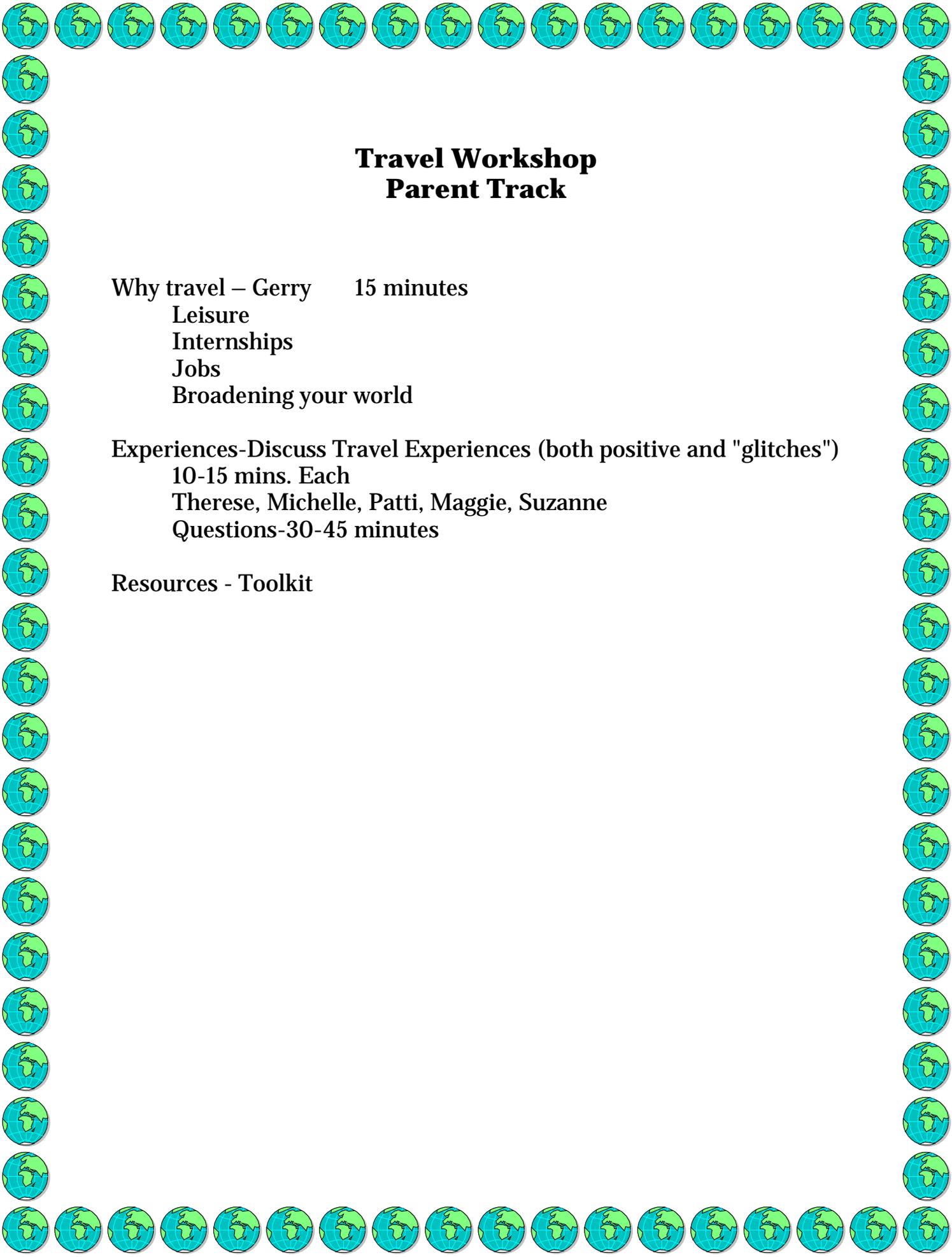
Personal Stories on Travel:

- Student 1
- Student 2
- Student 3



## Breakout Sessions

- Students: Travel Skills
- Parents:



## **Travel Workshop Parent Track**

Why travel – Gerry      15 minutes

Leisure

Internships

Jobs

Broadening your world

Experiences-Discuss Travel Experiences (both positive and "glitches")

10-15 mins. Each

Therese, Michelle, Patti, Maggie, Suzanne

Questions-30-45 minutes

Resources - Toolkit

# Travel Plan - Group Planning Sheet

Group 1

**Destination:** Orlando, FL

**Reason for trip:** Leadership Conference

**Duration:** 3 Days

## The Group Must Plan:

Transportation to/from FL and arrival point to/from hotel, Hotel, Leisure activity, and Meals

**Brainstorm Activity:** Problems you might encounter on this trip. Problems can be problems that the group encounters as a whole or problems specific to an individual. What types of difficulties or problems might you encounter on your trip? Start out with smaller problems you might encounter such as weather or lost luggage. After you have addressed less serious problems think about more complex problems such as medical emergencies.

<b>Problem</b>	<b>Solution</b>

## Travel Itinerary – Orlando, FL

Use the itinerary below to plan your travel to and from your destination, as well as events and travel during your trip. Some events are already listed on your itinerary. You will need to be sure to plan around events that are part of your reason for the trip. Please feel free to add additional time or days to the itinerary as needed. All training sessions, business casual dress

Day 1		Day 2	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00		9:00	Conference Registration (9:30) Coronado Springs Hotel and Conference Center
10:00		10:00	Session 1 – Finding Opportunities to Lead
11:00		11:00	Session 2 – Running effective meetings
12:00		12:00	Lunch
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	Dinner at Magic Kingdom (optional)
6:00		6:00	Day 1 Wrap-up activity in the Magic Kingdom
7:00		7:00	
8:00		8:00	
After 8:00pm		After 8:00pm	

Day 3		Day 4	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00		9:00	Breakfast/ Keynote – EPCOT
10:00		10:00	Session 1 – Innovation
11:00		11:00	Activity – EPCOT (Lunch/ World Showcase – your choice)
12:00	Lunch – MGM	12:00	Activity con't
1:00	Session 1 – The show must go on: dealing with the unexpected	1:00	Closing Ceremony
2:00	Session 2 – Fundraising	2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	
6:00		6:00	
7:00	Dinner – Animal Kingdom	7:00	
8:00		8:00	
After 8:00pm		After 8:00pm	

# Travel Plan - Group Planning Sheet

Group 2

**Destination:** Hollywood, CA

**Reason for trip:** Filming a documentary about college students with disabilities

**Duration:** 3 days

## The Group Must Plan:

Transportation to/from CA and arrival point to/from hotel, Hotel, Leisure activity, and Meals

**Brainstorm Activity:** Problems you might encounter on this trip. Problems can be problems that the group encounters as a whole or problems specific to an individual. What types of difficulties or problems might you encounter on your trip? Start out with smaller problems you might encounter such as weather or lost luggage. After you have addressed less serious problems think about more complex problems such as medical emergencies.

<b>Problem</b>	<b>Solution</b>

## Travel Itinerary – Hollywood, CA

Use the itinerary below to plan your travel to and from your destination, as well as events and travel during your trip. Notice some events are already listed on your itinerary. You will need to be sure to plan around events that are part of your reason for the trip. Please feel free to add additional time or days to the itinerary as needed.

Day 1		Day 2	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00		9:00	Hotel Registration (9:30) Regent Beverly Wilshire
10:00		10:00	Meet with Producers- business casual
11:00		11:00	Panel Discussion
12:00		12:00	Panel Discussion con't
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	
6:00		6:00	
7:00		7:00	Tour Universal Studios
8:00		8:00	Dinner at Universal Studios with Producers
After 8:00pm		After 8:00pm	

Day 3		Day 4	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00		9:00	Breakfast/ Keynote
10:00		10:00	Filming Wrap-up
11:00		11:00	Activity – Rodeo Drive Outing
12:00	Lunch – Romans Chinesse Theater	12:00	Activity con't
1:00	Individual filming interview 1	1:00	Closing Ceremony
2:00	Round Table Filming Session	2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	
6:00		6:00	
7:00	Dinner – Group Choice	7:00	
8:00		8:00	
After 8:00pm		After 8:00pm	

# Travel Plan - Group Planning Sheet

Group 3

**Destination:** Boston, MA

**Reason for trip:** Career Fair at the Boston Science Museum

**Duration:** 3 days

## The Group Must Plan:

Transportation to/from MA and arrival point to/from hotel, Hotel, Leisure activity, and Meals

**Brainstorm Activity:** Problems you might encounter on this trip. Problems can be problems that the group encounters as a whole or problems specific to an individual. What types of difficulties or problems might you encounter on your trip? Start out with smaller problems you might encounter such as weather or lost luggage. After you have addressed less serious problems think about more complex problems such as medical emergencies.

<b>Problem</b>	<b>Solution</b>

## Travel Itinerary – Boston, MA

Use the itinerary below to plan your travel to and from your destination, as well as events and travel during your trip. Notice some events are already listed on your itinerary. You will need to be sure to plan around events that are part of your reason for the trip. Please feel free to add additional time or days to the itinerary as needed.

Day 1		Day 2	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00		9:00	Career Fair Registration (9:30)
10:00		10:00	Session 1 – Interview prep workshop – business casual
11:00		11:00	Session 2 – Pre-Fair Expo of attending companies – business casual
12:00		12:00	Lunch
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	
6:00		6:00	
7:00		7:00	Dinner (bus drop off Quincy market)
8:00		8:00	
After 8:00pm		After 8:00pm	

Day 3		Day 4	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00	Career Fair – Business Dress Career Fair Open 9-5	9:00	Follow-up Interview 1
10:00		10:00	Follow-up Interview 2
11:00		11:00	
12:00		12:00	Wrap-up
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00	Career Fair – Business Dress Career Fair Open 9-5	5:00	
6:00		6:00	
7:00		7:00	
8:00		8:00	
After 8:00pm		After 8:00pm	

# Travel Plan - Group Planning Sheet

Group 4

**Destination:** New York, NY

**Reason for trip:** SCSU Programs Council Sponsored Trip (you have decided to write an article about the trip for a journalism class you are taking so make sure you take good notes)

**Duration:** 3 day

## The Group Must Plan:

Transportation to/from NY and arrival point to/from hotel, Hotel, Leisure activity, and Meals

**Brainstorm Activity:** Problems you might encounter on this trip. Problems can be problems that the group encounters as a whole or problems specific to an individual. What types of difficulties or problems might you encounter on your trip? Start out with smaller problems you might encounter such as weather or lost luggage. After you have addressed less serious problems think about more complex problems such as medical emergencies.

<b>Problem</b>	<b>Solution</b>

# Travel Itinerary – New York, NY

Use the itinerary below to plan your travel to and from your destination, as well as events and travel during your trip. Notice some events are already listed on your itinerary. You will need to be sure to plan around events that are part of your reason for the trip. Please feel free to add additional time or days to the itinerary as needed.

Day 1		Day 2	
Time	Event	Time	Event
<b>Prior to 9:00am</b>	Meet at New Haven train station (8:30)	<b>Prior to 9:00am</b>	
<b>9:00</b>		<b>9:00</b>	MOMA Museum behind the scenes tour
<b>10:00</b>		<b>10:00</b>	MOMA Museum behind the scenes tour
<b>11:00</b>	Check-in Marriott Marquis	<b>11:00</b>	MOMA Museum behind the scenes tour
<b>12:00</b>		<b>12:00</b>	Lunch with Curator
<b>1:00</b>		<b>1:00</b>	
<b>2:00</b>	Broadway Show	<b>2:00</b>	
<b>3:00</b>	Broadway Show	<b>3:00</b>	
<b>4:00</b>	Broadway Show	<b>4:00</b>	
<b>5:00</b>		<b>5:00</b>	
<b>6:00</b>		<b>6:00</b>	
<b>7:00</b>	Dinner	<b>7:00</b>	
<b>8:00</b>		<b>8:00</b>	
<b>After 8:00pm</b>		<b>After 8:00pm</b>	

Day 3		Day 4	
Time	Event	Time	Event
<b>Prior to 9:00am</b>		<b>Prior to 9:00am</b>	
<b>9:00</b>	Ring Trading Bell	<b>9:00</b>	
<b>10:00</b>	Day with a trader	<b>10:00</b>	
<b>11:00</b>	Day with a trader	<b>11:00</b>	
<b>12:00</b>	Day with a trader	<b>12:00</b>	
<b>1:00</b>		<b>1:00</b>	
<b>2:00</b>	Trade Center	<b>2:00</b>	
<b>3:00</b>		<b>3:00</b>	
<b>4:00</b>		<b>4:00</b>	
<b>5:00</b>	Dinner at Chelsea Pier	<b>5:00</b>	
<b>6:00</b>		<b>6:00</b>	
<b>7:00</b>		<b>7:00</b>	
<b>8:00</b>		<b>8:00</b>	
<b>After 8:00pm</b>		<b>After 8:00pm</b>	

# Travel Plan - Group Planning Sheet

Group 5

**Destination:** Washington, D.C.

**Reason for trip:** Individual job interviews

**Duration:** 3 days

## The Group Must Plan:

Transportation to/from D.C. and arrival point to/from hotel, Hotel, Leisure activity, and Meals

**Brainstorm Activity:** Problems you might encounter on this trip. Problems can be problems that the group encounters as a whole or problems specific to an individual. What types of difficulties or problems might you encounter on your trip? Start out with smaller problems you might encounter such as weather or lost luggage. After you have addressed less serious problems think about more complex problems such as medical emergencies.

<b>Problem</b>	<b>Solution</b>

## Travel Itinerary – Washington, D.C

Use the itinerary below to plan your travel to and from your destination, as well as events and travel during your trip. Notice some events are already listed on your itinerary. You will need to be sure to plan around events that are part of your reason for the trip. Please feel free to add additional time or days to the itinerary as needed.

Day 1		Day 2	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00		9:00	
10:00		10:00	Job Interview (unknown length of time)
11:00		11:00	
12:00		12:00	
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	
6:00		6:00	Dinner at hotel – Debrief about interviews
7:00		7:00	
8:00		8:00	
After 8:00pm		After 8:00pm	

Day 3		Day 4	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00		9:00	
10:00		10:00	Potential Follow-up Interview (unspecified length of time)
11:00		11:00	
12:00		12:00	
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00	You must be reachable by phone to schedule a potential follow up interview	4:00	
5:00		5:00	
6:00		6:00	
7:00		7:00	
8:00		8:00	
After 8:00pm		After 8:00pm	

# **Travel Planning Journal**

## **Contents**

### **Part I – Travel Planning Activity**

Individual Planning Sheet

Anticipating the Unexpected

Travel Itinerary

Accommodations and Reservations Sheet

### **Part II – Helpful Travel information and Resources**

### **Part III – Personal Planning Journal**

Personal Emergency Information Sheet

Blank Planning Sheet

Blank Anticipating the Unexpected

Blank Accommodations and Reservations Sheet

Blank Travel Itineraries

# **Part I – Travel Planning Activity**

Individual Planning Sheet

Anticipating the Unexpected

Travel Itinerary

Accommodations and Reservations Sheet





## Travel Itinerary – Boston, MA

Use the itinerary below to plan your travel to and from your destination, as well as events and travel during your trip. Notice some events are already listed on your itinerary. You will need to be sure to plan around events that are part of your reason for the trip. Please feel free to add additional time or days to the itinerary as needed.

Day 1		Day 2	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00		9:00	Career Fair Registration (9:30)
10:00		10:00	Session 1 – Interview prep workshop – business casual
11:00		11:00	Session 2 – Pre-Fair Expo of attending companies – business casual
12:00		12:00	Lunch
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	
6:00		6:00	
7:00		7:00	Dinner (bus drop off Quincy market)
8:00		8:00	
After 8:00pm		After 8:00pm	

Day 3		Day 4	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00	Career Fair – Business Dress Career Fair Open 9-5	9:00	Follow-up Interview 1
10:00		10:00	Follow-up Interview 2
11:00		11:00	
12:00		12:00	Wrap-up
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00	Career Fair – Business Dress Career Fair Open 9-5	5:00	
6:00		6:00	
7:00		7:00	
8:00		8:00	
After 8:00pm		After 8:00pm	

# Accommodations and Reservations

Remember you will use the Internet and other sources to look up possible accommodations, but please DO NOT book actual reservations. If you were booking reservations you would want to record them in a safe place including reservation numbers and other pertinent information.

## Transportation

Company Name	Dates/Times	Confirmation #	Comments

## Hotel Accommodations

Company Name	Dates/Times	Confirmation #	Comments

## Dining Reservations

Company Name	Dates/Times	Confirmation #	Comments

## Tours and Events

Company Name	Dates/Times	Confirmation #	Comments

## Other

Company Name	Dates/Times	Confirmation #	Comments

## **Part II- Helpful Travel information and Resources**

# Travel Websites



## Places to go and ways to get there:

- Riding the T in Massachusetts. [http://www.mbta.com/riding\\_the\\_t/accessible\\_services/](http://www.mbta.com/riding_the_t/accessible_services/)
- Getting around in New York. <http://www.mta.info/mta/ada/>
- Want to go to Chicago? Check here! <http://www.easyaccesschicago.org/>
- Thinking about trying your luck while vacationing in Las Vegas? <http://www.vegas.com/lounge/handicapped.html>
- So you want to travel by air? Here are some helpful links. <http://www.mobility-advisor.com/travelers-with-disabilities.html>  
<http://www.flying-with-disability.org/>  
<http://www.miusa.org/ncde/tipsheets/airlinetips>

## Tips, Tricks, Reviews & Resources:

- Filled with tips, resources, and reviews from travelers who need accommodations. <http://www.gimponthego.com/index.htm>
- Tips for first-time train users. <http://www.cityofnewhaven.com/DisabilityServices/pdfs/TipsforTrainUsers.pdf>
- Disability travel and recreation resources. <http://www.makoa.org/travel.htm>
- Here are more tips on what not to forget when planning your trip. <http://www.sci-info-pages.com/travel-leisure.html>

## More Tips, Tricks, Reviews & Resources:

- Where travelers share their stories and knowledge of how to get around and where to go.  
<http://www.disaboom.com/Living/Lifestyle/Travel/Articles.aspx>
- For those who are looking to travel around the world.  
<http://www.disabledtravelersguide.com/>
- Information from travelers who have disabilities themselves.  
<http://www.access-able.com/>
- Another great resource for all your traveling needs.  
<http://disabledtravelers.com>
- A place where travel experts share their tips and expertise to help make you a travel expert.  
<http://www.johnnyjet.com/Disabled-Travelers.html>
- Tips for smooth traveling.  
<http://www.tripspot.com/features/disability.htm>
- Still can't get enough travel resources? Here's one more!!!  
<http://codi.buffalo.edu/travelin.htm>

## Don't Forget!

- Documentation, Please! Make sure you have these documents before you even think about getting on that plane, boat, train, or any travel destination. <http://www.disaboom.com/Living/travel/documentation-please.aspx>
- A few things you might want to consider packing before you go on a trip.  
[http://seniorliving.about.com/od/travelsmart/a/disabilities\\_2.htm](http://seniorliving.about.com/od/travelsmart/a/disabilities_2.htm)
- Here's an interactive packing list. All you have to do is check the items you don't want to forget. There's even a space at the bottom to add your own things.  
<http://www.independenttraveler.com/resources/packing.cfm>



**Happy Travels!**

## **Part III – Personal Planning Journal**

Personal Emergency Information Sheet

Blank Planning Sheet

Blank Anticipating the Unexpected

Blank Accommodations and Reservations Sheet

Blank Travel Itineraries

## Emergency Information

Date of Birth:  
Home Address:  
Home Phone:  
Work Phone:  
Insurance:  
Drivers' License #:  
Emergency Contact:  
Emergency Contact 2:  
Out of State Contact:

### Medical Diagnoses

#### Allergies

### Physicians

Primary:	Phone:
Specialist 1:	Phone:
Specialist 2:	Phone:
Specialist 3:	Phone:
Specialist 4:	Phone:
Specialist 5:	Phone:
Specialist 6:	Phone:

Medication Name:

Dosage:

### Health History:

Brief Synopsis -

Past Procedures -



## Anticipating the Unexpected (Individual)

What types of difficulties or problems might you encounter on your trip? Start out with smaller problems you might encounter, such as weather or lost luggage. After you have addressed less serious matters, think about more complex problems such as medical emergencies.

<b>Problem</b>	<b>Solution</b>

# Accommodations and Reservations

## Transportation

Company Name	Dates/Times	Confirmation #	Comments

## Hotel Accommodations

Company Name	Dates/Times	Confirmation #	Comments

## Dining Reservations

Company Name	Dates/Times	Confirmation #	Comments

## Tours and Events

Company Name	Dates/Times	Confirmation #	Comments

## Other

Company Name	Dates/Times	Confirmation #	Comments

# Travel Itinerary

Day		Day	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00		9:00	
10:00		10:00	
11:00		11:00	
12:00		12:00	
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	
6:00		6:00	
7:00		7:00	
8:00		8:00	
After 8:00pm		After 8:00pm	

Day		Day	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00		9:00	
10:00		10:00	
11:00		11:00	
12:00		12:00	
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	
6:00		6:00	
7:00		7:00	
8:00		8:00	
After 8:00pm		After 8:00pm	

# **Personal Planning Journal**

## Emergency Information

Date of Birth:  
Home Address:  
Home Phone:  
Work Phone:  
Insurance:  
Drivers' License #:  
Emergency Contact:  
Emergency Contact 2:  
Out of State Contact:

### Medical Diagnoses

#### Allergies

### Physicians

Primary:	Phone:
Specialist 1:	Phone:
Specialist 2:	Phone:
Specialist 3:	Phone:
Specialist 4:	Phone:
Specialist 5:	Phone:
Specialist 6:	Phone:

Medication Name:

Dosage:

### Health History:

Brief Synopsis -

Past Procedures -



# Anticipating the Unexpected

What types of difficulties or problems might you encounter on your trip? Start out with smaller problems you might encounter, such as weather or lost luggage. After you have addressed less serious matters, think about more complex problems such as medical emergencies.

<b>Problem</b>	<b>Solution</b>

# Accommodations and Reservations

## Transportation

Company Name	Dates/Times	Confirmation #	Comments

## Hotel Accommodations

Company Name	Dates/Times	Confirmation #	Comments

## Dining Reservations

Company Name	Dates/Times	Confirmation #	Comments

## Tours and Events

Company Name	Dates/Times	Confirmation #	Comments

## Other

Company Name	Dates/Times	Confirmation #	Comments

# Travel Itinerary

Day		Day	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00		9:00	
10:00		10:00	
11:00		11:00	
12:00		12:00	
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	
6:00		6:00	
7:00		7:00	
8:00		8:00	
After 8:00pm		After 8:00pm	

Day		Day	
Time	Event	Time	Event
Prior to 9:00am		Prior to 9:00am	
9:00		9:00	
10:00		10:00	
11:00		11:00	
12:00		12:00	
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	
6:00		6:00	
7:00		7:00	
8:00		8:00	
After 8:00pm		After 8:00pm	

# Travel Websites



## Places to go and ways to get there:

- Riding the T in Massachusetts.  
[http://www.mbta.com/riding\\_the\\_t/accessible\\_services/](http://www.mbta.com/riding_the_t/accessible_services/)
- Getting around in New York.  
<http://www.mta.info/accessibility/>
- Want to go to Chicago? Check here!  
<http://www.easyaccesschicago.org/>
- Thinking about trying your luck while vacationing in Las Vegas?  
<http://www.vegas.com/lounge/handicapped.html>
- So you want to travel by air? Here are some helpful links.  
<http://www.mobility-advisor.com/travelers-with-disabilities.html>  
<http://www.flying-with-disability.org/>  
<http://www.miusa.org/ncde/tipsheets/airlinetips>

## Tips, Tricks, Reviews & Resources:

- Filled with tips, resources, and reviews from travelers who need accommodations.  
<http://www.gimponthego.com/index.htm>
- Tips for first-time train users.  
<http://www.cityofnewhaven.com/DisabilityServices/pdfs/TipsforTrainUsers.pdf>
- Disability travel and recreation resources.  
<http://www.makoa.org/travel.htm>
- Here are more tips on what not to forget when planning your trip.  
<http://www.sci-info-pages.com/travel-leisure.html>

## More Tips, Tricks, Reviews & Resources:

- Where travelers share their stories and knowledge of how to get around and where to go.  
<http://www.disaboom.com/Living/Lifestyle/Travel/Articles.aspx>
- For those who are looking to travel around the world.  
<http://www.disabledtravelersguide.com/>
- Information from travelers who have disabilities themselves.  
<http://www.access-able.com/>
- Another great resource for all your traveling needs.  
<http://disabledtravelers.com>
- A place where travel experts share their tips and expertise to help make you a travel expert.  
<http://www.johnnyjet.com/Disabled-Travelers.html>
- Tips for smooth traveling.  
<http://www.tripspot.com/features/disability.htm>
- Still can't get enough travel resources? Here's one more!!!  
<http://codi.buffalo.edu/travelin.htm>

## Don't Forget!

- Documentation, Please! Make sure you have these documents before you even think about getting on that plane, boat, train, or any travel destination.  
<http://www.disaboom.com/Living/travel/documentation-please.aspx>
- A few things you might want to consider packing before you go on a trip.  
[http://seniorliving.about.com/od/travelsmart/a/disabilities\\_2.htm](http://seniorliving.about.com/od/travelsmart/a/disabilities_2.htm)
- Here's an interactive packing list. All you have to do is check the items you don't want to forget. There's even a space at the bottom to add your own things.  
<http://www.independenttraveler.com/packing>



**Happy Travels!**

Revised January 2012

## Activity Facilitator Reference Sheet

### Student Group Agenda

Remember it is the group leader's responsibility to guide the group, keep an eye on the time, and facilitate the learning process. Help the students when they need it, but don't do the work for them. It is ok if they "forget" something or don't finish a part of the trip plan. However, you might want to keep some notes to help guide the post-activity discussion

#### I. Introduction (10 Minutes)

- Poll students about travel experience
- Break into groups

Location	Group	Facilitators
Testing Room	Hollywood, CA	Louise and Barry
Testing Room	Boston, MA	Louise and Barry
Conference Room	Orlando, FL	Deb and Julia
Conference Room	New York, NY	Deb and Julia
Back Office	Washington D.C.	Phil Ayr

Bo: The Travel Agent

#### II. Getting to know each other (3 minutes)

- Give groups a couple of minutes to get acquainted
- Assign roles of Facilitator, Speaker, Recorder, Computer Operator

#### III: Individual Planning (10 minutes)

- Introduce Individual Planning Activity – Ask students what they feel they might need to be successful on a trip
- Students complete **Individual Planning Sheet**
- Brief Discussion about the process – if students bring up "big issues," ask them to jot them down and bring them up during the wrap-up with the whole group (or you can jot them down)

#### IV. Planning for the Unexpected! (20 minutes)

- Introduce Planning for the Unexpected activity – Ask students what fears they have or problems they might encounter, but keep it brief.
- **Students Complete Planning for the Unexpected Sheet**
- **On the Flip Chart:** Each group lists their biggest travel fear or a fear they are having a difficult time solving for discussion later.
- Brief Discussion about the process – if students bring up "big issues," ask them to jot them down and bring them up during the wrap-up with the whole group (or you can jot them down)

## V. Planning the trip (25 minutes)

- Introduce the trip. Remind students that they can use the “travel agent” to help them plan, in addition to the group leaders`
- **Students Complete Accommodations and Reservations Sheet.** Groups who complete their reservations and accommodations activity can feel free to look at their **itinerary** and decide if they would like to add other activities such as tours, etc. As time permits
- If you feel the group is ready, add a glitch
- **On the Flip Chart:** *Did the group anticipate the glitch in their pre-planning? How did they solve it?*
- **On the Flip Chart:** *One thing the members feel they learned from the exercise*
- **On the Flip Chart:** *One thing the group feels they did well*
- **Wrap-up** – We will further discuss the activity as a group so there is no need to take time to discuss the trip process at length unless the group is done early

## VI. Debrief - Back to Main Room

- Discussion of fears and concerns (*each group should have listed one on their flip chart paper*). After discussing the one major fear from each group, the floor can be opened to any additional issues the students want to bring up
- Discussion of how preplanning can help with concerns and fears
  - *Did any groups anticipate their glitch?*
  - *If they anticipated it, how did it help them solve the glitch? Otherwise, how did they solve it?*
  - *Is there anything you would have done differently in the preplanning phase after experience planning the trip and encountering the glitch?*
- Give students a minute to set a realistic travel goal and write it in their planner. It should be something they can accomplish this year. Encourage them to share it with their DRC and/or BRS counselor so they can support the student in achieving it
- **On the Flip Chart:** *One thing the members feel they learned from the exercise*
- **On the Flip Chart:** *One thing the group feels they did well*

## I. Introduction to activity/ Break into groups (10 minutes)

Sample Intro to Students:

*Welcome to your trip planning experience! This should be a fun activity designed to help you learn the skills needed to plan a trip. We will be going through the process step by step, including planning before you leave, packing, anticipating what unexpected things might happen, and arranging to visit interesting sites. You have several travel guides here to help you. Your travel guides will also check in to see how you are doing and answer questions. In addition, we will let you know when to wrap up each activity and what you need to know to begin the next one.*

## II. Getting to know each other! (5 Minutes)

Sample of what to say to students:

*Spend a couple of minutes getting to know your group. Who has traveled before? Where have you gone? Who have you traveled with? Assign your group members roles using the group roles sheet.*

**The group must assign people to the tasks listed below. Groups are encouraged to take turns or share these roles as much as possible.**

Facilitator ~ Speaker ~ Recorder ~ Computer Operator

## III: Individual Planning (10minutes)

Sample of what to say to students:

*Ok, now let's get started with planning our trip!*

*What might you need to do to ensure your trip is a success?*

Answers can be broad; keep it short. Students' plans might not be perfect, but that is where you will guide them during the process.

*Great! It sounds like you are ready to get started with planning of your trip. Go ahead and look at the Individual planning sheet. Feel free to help each other on this piece, but remember this is an individual planning sheet because your needs may differ from other members of the group. Have fun!*

### **Packing reminders when working on Individual Planning Sheet**

- Type of suit case
- Medical supplies / medication
- Types of activities (what kinds of clothes will you need?)
- Other disability related equipment (battery chargers, lifts, **respirator**, etc.)
- List of medical information (medications, doctors' names and numbers)
- Emergency contacts
- Cell phone / ICE Number
- Medical ID
- Cash / credit cards / debit cards
- Insurance cards
- Food / drink (i.e.: in case you need to take medication with food, or pass out, etc.)
- Breathe strips
- Cell numbers of other group members
- Tickets
- Reservation confirmations
- Maps or guides

*How did your pre-planning go?*

If students have any questions or concerns, address them here. If it is a big concern the whole group would benefit from discussing, ask them to write it down (or you could write it down) and bring it up again in the debrief with the whole group.

#### **IV. Planning for the Unexpected! (20 minutes)**

*Excellent! I think you are ready to move to the next step. Often trips run smoothly and are fun; however, sometimes you might encounter something unexpected. The unexpected has the potential to ruin your trip. However, it is much easier to deal with the unexpected if you have already anticipated how you will handle problems during your trip. Work together to talk about your fears and problems you might encounter. Remember every problem has a solution, so for each problem your group lists be sure to think about the solutions. If you can think of more than one way to tackle a problem feel free to list them all. Remember we are here to help you. We might even throw you a curve ball you haven't thought of, but they are all things you can handle with a little bit of pre planning.*

##### **Issue Prompts when working with students on Planning for the Unexpected Sheet**

- How will your disability impact your trip?
- Grooming and hygiene
- Appropriate clothing (for events and weather)
- Appropriate carrying cases
- Pat and tape
- Do you bring everything or buy some things there?
- Check-in / check-out times in hotels
- What types of "emergencies" could you encounter?

*How do you think you did?*

If students have any questions or concerns, address them here. If it is a big concern the whole group would benefit from discussing, ask them to write it down (or you could write it down) and bring it up again in the debrief with the whole group.

#### **V. Plan the Trip (25 minutes)**

*Wow! We have done a lot of work, and we haven't even left for our trip! Let's get going! Each of your groups has a fun trip waiting for them, and planning your hotel and activities can be the best part. Look at your itinerary. You will need to find transportation to and from your trip and a hotel you want to stay at. You may also want to consider what types of fun activities are available for the time you don't have scheduled. Our traveling travel agent will visit each group to assist you in finding hotels, flights, and other travel needs, but also explore on your own. There is a list of travel websites in part two of your book.*

# Glitches

**Be sure the students feel comfortable with their planning and are having fun before adding any glitches.**

## Glitches

Each group will experience a glitch that they must deal with as a group and a second glitch that each person must deal with individually. The glitches will be presented at an appropriate point by the leader.

## Orlando, FL

*Group Glitch:* Someone has a flat chair tire. How will your group deal with the situation?

*Individual Glitch:* Your group has gotten separated in Epcot. How are you going to get back to the hotel on your own?

**Prompts:** Appropriate clothing for the conference, pens, portfolio to take notes, networking business cards.

## Hollywood, CA

*Group Glitch:* Someone has lost their luggage. Unless the pre planning sheet states otherwise there is needed medication in the luggage.

*Individual Glitch:* Your group has gotten separated at Universal Studios. How are you going to get back to the hotel on your own?

**Prompts:** Appropriate clothing for filming days.

## Boston, MA

*Group Glitch:* Someone wakes up not feeling well on the morning of the interviews. What do you do?

*Individual Glitch:* Your group has gotten separated in Quincy Market. How are you going to get back to the hotel on your own?

**Prompts:** Resume, portfolio, reference letters, questions for employers

## New York, NY

*Group Glitch:* You get off the subway at your next destination, but the stop is not accessible. What do you do?

*Individual Glitch:* Your group has gotten separated at MOMA. How are you going to get back to the hotel on your own?

**Prompts:** Pens, notebook, etc.

## **Washington D.C.**

*Group Glitch:*

*Individual Glitch:* You have gotten lost coming back from your interview. What resources will you use to get back?

**Prompts:** Resume, portfolio, reference letters, questions for employers

### **D.C. Job Interviews**

**Walter Reed Hospital**-6900 Georgia Avenue NW, Washington DC 20307

**Washington Post** - 1150 15 St. NW Washington, DC 20071

**George Washington University** - 2134 G St., NW; Washington, DC 20052

**Library of Congress** - James Madison Memorial Building, 1st St, SE and Independence Ave, SE.

**Pentagon** - 1400 Defense Pentagon Washington, DC 20301-1400

## **Debrief (45 minutes)**

With the whole group back together:

### **Concerns/Fears debrief**

*You all did a lot of work. Let's share our experiences. Could one person from each group introduce the group and the trip your group had?*

*Each group should have a flip chart page with a concern they are still not comfortable with after brainstorming solutions. Pass those forward*

**The facilitator should take a very quick look at the sheets and start with the "easiest" fear/concern.**

**Discuss each fear concern / presented by groups with a focus on solutions. After each group's Number One issue is addressed, open it up for individuals to present any other matters that they feel they would like to discuss.**

*I think we have identified a lot of solutions for these. Remember many of these issues do not have one right answer. However, having a plan before an issue arises will help you deal with it if something does arise.*

*Did any groups anticipate their glitch?*

### **Praise groups that did**

*For those of you that did not anticipate your glitch, do you think you would have handled it differently if you had thought about it up front?*

### **Discussion**

*Now that you have had a little more experience with planning and being faced with the unexpected, is there anything you would add to your pre-planning? What might you do differently?*

### **Discussion**

*Everyone here has had different levels of exposure to travel. Some of you might be ready to take off on a big trip like the ones we discussed today, while some of you might just be thinking about taking the city bus from campus to downtown. Open up your books to the inside cover. On the inside cover write one travel goal you would like to accomplish before 2009.*

### **Pause**

*I encourage you to discuss your travel goal with your DRC and/or BRS counselor so that they can support you in accomplishing it.*

*All the teams did a great job! Before we wrap up, let's have each group share something they learned from the activity, and something they feel their group did well.*

### **Discussion**

### **Wrap-up and rejoin parents**

The Southern Connecticut State University Disability Resource Center in collaboration with other university departments, state and local agencies and employers has designated an advisory committee to address the needs of students with disabilities as they related to competitive employment. This committee was convened because it was recognized by the Disability Resource Center that students with disabilities were not being employed at the same rate as their peers upon graduation because they were frequently not having the same types of experiences in regards to independent living, socialization, on and off campus employment, leadership opportunities and competitive internships.

This travel workshop was designed to inform students with disabilities and their parents about the importance travel plays in developing the skills that lead to career opportunities. Without the ability to travel students limit their opportunities for internships, part-time jobs, and other career related employment while attending the university. Travel also enhances student's independent living skills as well as social skills which help to develop the soft skills that employers look for.

The three hour workshop consisted of a welcome, an overview of the issues surrounding students with disability and travel and student stories. Three upperclassmen shared personal travel experiences, their fears, goals they set in overcoming their fears and their successes with travel. Students talked about how travel has enhanced their opportunities to further their studies and achieve their career goals. One student talked about how her fear of utilizing public transportation limited her opportunities for internships in Social Work. The overview was followed by two break out sessions, one for parents and one for students.

***Parent Session:*** A panel of professionals with disabilities discussed their experiences with travel. In addition, parents whose children had traveled independently shared stories. Then parents whose children attend Southern were given an opportunity to discuss their fears/concerns regarding travel and brainstorm solutions. Parents were encouraged to support their children in traveling independently. Parents received resources including handouts from the agencies in attendance and travel information specific to disability. Parents were also made aware of travel opportunities available through the university including social events, club activities and study abroad.

***Student Session:*** Students participated in a hands on learning activity simulating planning for a trip. The student groups were assembled with an effort to group together students who shared similar issues. Students had to explore how their disability might impact them in travel. They needed to anticipate what to pack, what problems might arise and how to resolve them. Students who were in wheelchairs needed to take into account accessibility. Students were given a destination and purpose for the trip, and a planning packet. For example, a group of underclassmen were attending a leadership conference in Orlando, FL with a campus club, while a group of graduating seniors were traveling for individual job interviews in Washington D.C. The packet included worksheets for brainstorming concerns and problems as well as resources for planning the trip including websites they could use. Students were encouraged to use each other, the internet, the telephone, and group leaders as resources. Students had to plan an

itinerary of how to get their destination, the mode of transportation they would use, book hotels, plan for meals and entertainment. Students actually called or visited on line hotels, airlines, and travel agencies.

**Feedback:** This workshop empowered students to travel because it helped them to target their concerns and set goals to address these concerns. In addition, it helped students to realize how pre-planning could help students prepare for the unexpected. To date two students have traveled, one alone and one with a group of other students. A third student has begun to use the city bus to travel, and others have set future travel plans. Parents feedback included an understanding that they needed to encourage their students to travel locally and regionally, and entertain the idea that students may choose to have internships or jobs out of state.

**Career Advisory Committee:** Career Services, Disability Resource Center, Adaptive Technology Lab, Board of Education and Services for the Blind, Bureau of Rehabilitation Services, Connect-Ability, City of New Haven Disability Services, Enterprise Rent-A-Car

**Stakeholders:** Students with disabilities and their parents