

Travel Diary



Itineris

by FormaForm



Advice on observations
and disseminating knowledge



DEAR PARTICIPANT,

Thank you for your interest
in the ITINERIS programme.

You've been awarded a mobility grant
to help you develop new skills.

By applying for a study visit and receiving a grant,
you take on certain responsibilities before,
during and after your visit.

Whenever we're going away somewhere,
it's always useful to have advice from friends
to help ensure a successful trip.

We trust that that's how you'll view this little booklet.

We hope that this guidebook will help you to plan
your trip and enable you to get the most out of it.

Enjoy your trip!



PLAN YOUR TRIP AND YOUR EDUCATIONAL OBSERVATIONS DURING YOUR VISIT

What practices will you be observing?

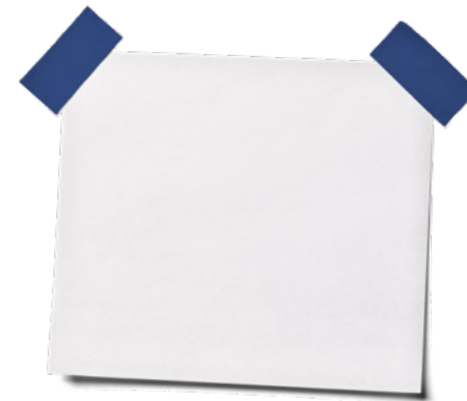
Bearing in mind what you intend to observe, what will you need while you are there?

- What educational materials do you definitely need to take with you?
- What particular recording equipment will you need while you are there?
Camera, video camera, recording device, USB memory stick/mini hard drive...
- Will you require any specific equipment (small tools, a measuring instrument, PPE...)? If so, it's a good idea to get it all prepared.
- Compile a list of the documents you need to take with you (reference frameworks...), on paper or in electronic format, and a list of the websites you could use while you are there.
- Would a PC or a tablet be useful?
- Get yourself a good chunky notebook, as loose sheets of paper can easily get lost.
- Organise your week!



Record information, make regular summaries, ensure you have what you need to do this!

- You'll probably have to consult with your colleagues in your host institution: jot down anecdotes and experiences at the time so you don't forget them, do a few technical sketches if necessary, ask for plans and specifications that may be useful.
- Have your smartphone ready to take photos and record audio, that will make everything easier.
- Don't forget your **certificate of attendance** at the end of your visit.





PITFALLS TO AVOID

Don't attempt to reproduce what you observed just as it happened.

The other person's personal experience will undoubtedly be different from your own and it will probably be impossible to recreate exactly what they shared with you. Take the positive lessons and adapt them constructively to your situation in your institution.

Ask the person whether they would go about it in the same way if they could do it again. This will be powerful and informative as regards the pitfalls to avoid and the ones they themselves probably encountered.



PITFALLS IDENTIFIED

LESSONS LEARNED



POTENTIAL FOR DEVELOPMENT, A FINAL PIECE OF ADVICE...

During your observation, you may have to test or develop different tools, techniques, development possibilities...

Some of these will probably be adopted. Others, perhaps, will remain in your filing cabinet and will certainly come in useful at a later stage when an opportunity comes along to develop or implement them.

When ideas spring to mind, make notes there and then about possible avenues for further reflection. These can then be acted upon at any time.



IDEAS TO BE DEVELOPED



CONTACTS, PERSONAL NETWORK

Note down the contact details of the people you meet, you'll need them if you have to get back in touch with them at a later stage:



MY PERSONAL NOTES





MY PERSONAL NOTES



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MY PERSONAL NOTES



MY PERSONAL NOTES



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