

Roadmap for individual staff mobility

Job shadowing mobility

Teaching mobility

In : ...

Dates : ...

Staff involved : ...

1. Useful contacts

Host institution/school abroad :

- Address :
- Website :
- Facebook :
- IR Referent:
- Director/Headteacher

2. Staff missions

Meetings and exchanges with the management of the Institute, teachers of Tourism / Hospitality-Catering / other disciplines (to be specified):

Remember to take note of all the professional contact details of colleagues: business cards, it may be useful to have some made in your name before departure .

Observation of teaching practices:

- Remember to take photos and videos, after agreement from the colleague(s) of course
- Remember to bring course and evaluation materials
- Highlight the differences: equivalence grid of levels and diplomas, number of students, number of hours taught, configuration of premises, ICT equipment
- Carefully observe the teacher/student relationship in order to be able to better welcome foreign students or advise our students who are candidates for mobility.
- Remember to observe good practices concerning learners from disadvantaged backgrounds (young migrants, refugees, asylum seekers, multicultural classes, second language learning, etc.)

Meetings with the Erasmus+ referents of the Institute :

- Exchange of good practices, materials
- Ideas for the cultural and linguistic preparation of trainees.

Discovery of the territory

- with Tourism students? = professional experience.

Meetings with local companies hosting students on work placements.

- Exchanges on the administrative organization, the constraints, the follow-up of the internships [Remember to contact human resources or company management upstream for an appointment + bring a copy of the internship agreement in a foreign language]

Interventions with pupils and students of Gastronomy, Hospitality and Tourism and staff of the Institute :

- Presentation of the high school, its courses, mobility opportunities (internship or studies) [take high school brochure and foreign language diploma equivalence grid].
- *Courses (only for teaching mobility): themes to be offered to the partner, (minimum 8 hours per week and per teacher).*

3. Documents to take with you :

- Video presentation of the campus (and member establishments) subtitled in English/Spanish...
- Brochure presenting the Campus (English, Spanish)
- Campus presentation slideshow (English)
- Gifts, tourist documentation, goodies
- Mobility certificate

4. Documents to be submitted to the school Erasmus+ referent after the mobility

1. Bring back the **Erasmus+ mobility certificate (original imperative)** dated, signed + stamp or on letterhead, the organization does not have a stamp (the Anglo-Saxons do not always have one!)
2. Send **the plane ticket + boarding passes ,and baggage tickets (and all transport tickets?)**
3. Complete **the Erasmus+ Participant Report** (to be completed online upon return from mobility, you will receive an invitation by email), in conjunction with the CampusMob referent of your school.

5. Erasmus+ grant

For individual mobilities :

- 80% of the scholarship will be paid before departure, after the contracts have been signed by all parties (RIB to be sent to the Campus Mob manager, Mrs. Couturier).
- The balance of the grant (20%) will be paid after submission of the requested documents (see part 4).

6. Logistic organization :

- **Remember to pick up tips to share with colleagues! And authentic documents for language colleagues...**
- **Air / rail transport (sustainable tourism...)**
- **Accommodation: remember to keep any reservation document in case of cancellation (COVID)**
- **Transport on site**

7. Return of mobility/swarming

- **Written testimony shared on the Tribu Campus space or for publication on the website, on the International Relations information wall, etc.**
- **Video testimony**
- **Sharing your experience and educational resources (Tribu Campus area)**
- **Possibility of organizing testimonies by videoconference, to avoid travel by car**

Bon voyage, good mobility! Enjoy!