



# GHI

Summer Travel Paperwork & Planning Directions

# Outline



**Step 1** – Pick a destination/program

**Step 2** – Decide whether SIE or SL-SIE

**Step 3** – Complete and turn in paperwork (ON TIME!)

**Step 4** – Pre-trip meeting with Dr. Cauley

**Step 5** – Arrange Trip

**Step 6** – Travel

**Step 7** – Return to BSOM and turn in paperwork

**Step 8** – Post-trip meeting with Dr. Cauley

# Step 1 – Pick a Destination/Program



## ■ Faculty-Directed International Electives

- Jamaica
- Swaziland

## ■ Possible Student Initiated Elective Destinations\*

- Bolivia
- China
- Costa Rica/Panama
- Dominican Republic
- Ghana
- Guatemala
- India
- Lesotho
- Oman
- Peru
- Tanzania
- Others?

If you are traveling this summer and do not want credit for it, you don't need to do anything. Check with your health insurance provider, however, about coverage!

\*Must not be on US State Department Travel Warning List

## Step 2 – Decide Whether SIE or SL SIE



- **International SIE paperwork is the same for both non-service learning and service learning Student Initiated Electives**
- **International SIE Documents**
  - SIE Proposal or Service Learning SIE Proposal (see B1 Electives Catalog at <http://medicine.wright.edu/student-life/curriculum/electives> for proposal format specifics)
  - Departmental Sponsor Form (WSU Department)
  - Preceptor Form (International Preceptor)
  - International Elective Sponsor Form
  - International Elective Agreement with WSU BSOM Form
  - International Health Program (IHP) Form, if in IHP track

# Step 2 cont. - Proposals



## ■ SIE

- Student Name(s)
- Title of elective
- BSOM Sponsoring Department
- Faculty Preceptor
- Time and location
- Rationale, goals, and prior experience
- Elective description
- Content categories
- Learning-Teaching methods
- Evaluation Methods

## ■ SL SIE

- Title of SL SIE
- BSOM Sponsoring Department
- Faculty Preceptor
- Time and location
- Total Number of SL Hours
- Number and Name(s) of students
- SL SIE Description
- Learning methods
- Learning objectives
  - Learning objectives
  - Service objectives
  - Service Learning objectives
- Evaluation

## Step 3 – Complete and Turn in Paperwork



- Remember that in order to get elective credit, your paperwork must be in **90 days** before your proposed elective start date!!!!
- **They will not budge on this, so get it in!**
- Can email, fax, or physically turn paperwork in to Carla Lachecki ([Carla.Lachecki@Wright.edu](mailto:Carla.Lachecki@Wright.edu))

## Step 4 — Pre-trip meeting with Dr. Cauley



- She will contact you about meeting with her to discuss your paperwork (if anything is missing), preparation, itinerary, and your goals
- You will again meet with her after your trip to debrief/recap the trip



# Step 5 – Arrange Trip



- If in IHP, you are able to take out an additional \$3000 of loans to pay for global health trip expenses
  - \$1500 for summer between 1<sup>st</sup> and 2<sup>nd</sup> year
  - \$1500 for 4<sup>th</sup> year
- Buy plane tickets (January/February is a perfect time)
- Passport/Visas – Check with embassies if unsure
  - **MAKE COPIES OF EVERYTHING & BRING THEM WITH YOU**
- Arrange accommodations/lodging if they are not already arranged for you
- Figure out a tentative itinerary with sites, travel locations, work schedule, etc
- Banking, money, and currency!! Some countries don't really use certain types of cards (visa, mastercard, AmEx, etc). Ask someone who is familiar with that country!





# Step 5 – Arrange Trip



## ■ Immunizations



- Check CDC website – requirements vary per country
- Public Health Dayton- Montgomery County (<http://www.phdmc.org/health/clinic/immunization>) has HepA, HepB, Yellow Fever and Typhoid vaccines
- Can be kind of expensive (insurance may not cover)
- Antimalarials (if needed) from a doctor (insurance usually doesn't cover this; vary per country & region)

## ■ SOS MedEvac Insurance (REQUIRED)



- FREE
- Sign up at University Center for International Education (E190 Student Union, by bookstore)
- Take card with you on trip

## Step 6 – Travel!



- Complete your elective
- Have your international preceptor complete the Preceptor Evaluation of Student Performance Form (take a blank copy of the form with you)
- Keep a journal if you want

## Step 7 – Return to BSOM



- Turn in evaluation paperwork to Dr. Cauley as soon as possible
  - B1 International Elective Student Evaluation
  - Preceptor Evaluation of Student Performance



## Step 8 – Post-trip Meeting with Dr. Cauley



- Once all paperwork is in, Dr. Cauley will contact you to meet for a post-trip meeting.



# Helpful Websites



- All forms and the Electives Catalog can be found here:
  - <http://medicine.wright.edu/student-life/curriculum/electives>
- UCIE International SOS
  - <http://www.wright.edu/ucie/resource/sos.html>
- CDC Travel Website
  - <http://wwwnc.cdc.gov/travel/>
- State Department Travel Warnings
  - <http://travel.state.gov/content/passports/english/alertswarnings.html>



# Questions?



- Contact

- Dr. Cauley – [Katherine.Cauley@Wright.edu](mailto:Katherine.Cauley@Wright.edu)
- Carla Lachecki – [Carla.Lachecki@Wright.edu](mailto:Carla.Lachecki@Wright.edu)
- Jonathan Stofer – [Stofer.3@wright.edu](mailto:Stofer.3@wright.edu)
- Shiecca Madzima – [Madzima.2@wright.edu](mailto:Madzima.2@wright.edu)

- Have a great trip!

- Take lots of pictures!

- Bring back souvenirs for the GHI Symposium!



## Curriculum

### Electives

#### Catalog of Electives

- ▶ Biennium 1 Electives Catalog 2015 (PDF)
- ▶ Biennium 2 Course Descriptions (current) (PDF)
- ▶ Year 4 Scheduling Information 2014-15 (PDF)
- ▶ Year 4 Scheduling Power Point 2014-15 (PPTX)

#### Forms and Files

- ▶ Extramural (DOC)
- ▶ Drop/Add Form 2014-15 (DOC)
- ▶ Student Coordinators and Directors 2015 (PDF)
- ▶ Winter Elective Options Form 2015 (PDF)
- ▶ Summer Elective Options Form 2015 (PDF) \*(updated 1/27/2015)
- ▶ Fall Elective Options Form 2015 (PDF) \*(updated 1/27/2015)
- ▶ Shadowing Approval Form (PDF)

#### Student Initiated Electives Forms (SIE Forms)

- ▶ B1 Departmental Sponsor (PDF)
- ▶ International Elective Sponsor (PDF)
- ▶ B1 International Elective Student Evaluation (PDF)
- ▶ B2 International Elective Student Evaluation (PDF)
- ▶ B1 Preceptor Evaluation of Student Performance (PDF) \*(revised 4/7/2015)
- ▶ B1 Preceptor Form (PDF)
- ▶ B1 Service Learning SIE Proposal Cover Page (PDF)
- ▶ B1 SIE Proposal (DOCX)
- ▶ B1 SL SIE Proposal (DOCX)
- ▶ B1 SL Verification (PDF)
- ▶ B1 Service Learning - Acknowledgment of Risk and Consent for Medical Treatment (PDF)
- ▶ Agreement with Wright State University (PDF)
- ▶ International Health Program (PDF)
- ▶ Travel Risk Assessment Form (PDF)
- ▶ B1 Student to Student Talk Verification Form (PDF)

Last edited on 06/04/2015.

