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?

*Must not be on US State Department Travel Warning List

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!
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](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)
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\textsuperscript{st} and 2\textsuperscript{nd} year
  - $1500 for 4\textsuperscript{th} year
- Buy plane tickets (January/February is a perfect time)
- Passport/Visas – Check with embassies if unsure
  - \textbf{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

- State Department Travel Warnings
  - http://travel.state.gov/content/passports/english/alertswarnings.html
Questions?

- **Contact**
  - Dr. Cauley – Katherine.Cauley@Wright.edu
  - Carla Lachecki – Carla.Lachecki@Wright.edu
  - Jonathan Stofer – Stofer.3@wright.edu
  - Shiecca Madzima – Madzima.2@wright.edu

- Have a great trip!
- Take lots of pictures!
- Bring back souvenirs for the GHI Symposium!
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