

# CHECKLIST FOR INDIVIDUAL STUDENT INTERNATIONAL TRAVEL

Wheaton College students participating in international academic experiences such as internships, student teaching, research, or international vocational practicums must complete an application on GoGlobal and be approved by the College. All international academic experiences should be vetted and supervised by a College faculty or staff member and approved by the Center for Global and Experiential Learning. Supervisors or advisors facilitating *Individual Student International Travel* should contact GEL if an on-line ([www.goglobal.wheaton.edu](http://www.goglobal.wheaton.edu)) application has not been activated for their department.

This Checklist serves as a guide for both the student and the advisor to ensure all travelers comply with College requirements and protocols.

| STUDENT   | ADVISOR  |
|---|--|
| <i>Begin on-line application at <a href="http://www.goglobal.wheaton.edu">www.goglobal.wheaton.edu</a></i>                            |  |
| <input type="checkbox"/> General Questions →  | <input type="checkbox"/> Review answers to ensure department standards   |
| <input type="checkbox"/> Specific Destination and Partnership Information ( <i>Internship or Independent International Travel</i> ) → | <input type="checkbox"/> Review answers to ensure department standards; meet with student to ensure thorough site-specific pre-departure orientation.  |
| <input type="checkbox"/> College-Wide and Program-Specific Essential Elements →   | <input type="checkbox"/> Advise student. Seek counsel from on-site supervisor to ensure student can meet any Program-Specific Essential Elements.  |
| <input type="checkbox"/> Student Agreements   |  |
| <input type="checkbox"/> Advisor/Department Approval ( <i>Internship or Independent International Travel</i> ) →                      | <input type="checkbox"/> Advisor/Department Chair signatures on <i>Application for Internship</i> form indicate department approval. Advisor email of approval required for independent student research travel. |
| <input type="checkbox"/> Interview with Education Faculty ( <i>Student Teaching</i> ) →   | <input type="checkbox"/> Contact Dr. Paul Egeland to schedule interview.   |

| STUDENT   | ADMINISTRATION                                      |
|---|---|
| <i>Eligibility – Good Standing with Student Development</i> | <input type="checkbox"/> Judicial standing verified |
| <i>Eligibility – Good Academic Standing</i>                 | <input type="checkbox"/> Academic standing verified |

Once eligibility is verified, the **STUDENT** will be prompted to complete the following on-line “post-decision” requirements.

“Post-Decision” requirements, login at [www.goglobal.wheaton.edu](http://www.goglobal.wheaton.edu)

| STUDENT - all items on this checklist <b>MUST</b> be completed prior to departure  |
|--|
| <b>Questionnaires</b><br><input type="checkbox"/> Emergency Contact Information<br><input type="checkbox"/> Health Questionnaire<br><input type="checkbox"/> Insurance Questionnaire<br><input type="checkbox"/> Passport Information<br><input type="checkbox"/> Register on STEP<br><input type="checkbox"/> Submit Contingency Plan and Itinerary |

## Materials

- Assumption of Risk, Release and Participation Agreement
- Student Health Services International Travel Consult (contact SHS to schedule 630-752-5072; \$25 - \$45 fee will be assessed.) **Appointment by April 12th or 6 weeks prior to departure, whichever is earlier.**
- General Pre-Departure International Health and Safety Training - Complete on-line training module
- Intercultural Orientation - Attend **ONE** of the sessions:  
Tuesday, April 2, 2019 6:00 – 9:00 pm Phelps QR Saturday, April 6, 2019 9:00 am – 12:00 pm Phelps
- Health Information and Release Signature
- Internship Registration (SUMMER students must complete and sign Summer Registration form)
- Heightened Risk Protocol (for students traveling to countries with a U.S. State Department Travel Advisory Level 3)
- Guidance Document for Undergraduate Involvement in Patient Care during Health-Related Internships/Experiences\*
- Blood-Borne Pathogens Training\* (see dates below)
- Course Registration Statement for the Returning Semester\*\*
- Returning Semester Housing Information\*\*

## Assessments

- Health and Safety Assessment (pre-test and post-test *after* you have watched the on-line General Pre-Departure International Health and Safety Presentation.)

## Resources and Reminders

- Read the Pre-Departure and Safety Manual
- Wheaton College Travel Accident and Sickness Insurance Policy

*The Application for Internship form is submitted to GEL and held until all GoGlobal requirements are complete; it is signed and forwarded to the Registrar's Office once a student's completed application has been reviewed and approved.*

\* **AHS International Internships**

\*\* **SEMESTER Students only**

| STUDENT              | ADMINISTRATION  |
|----------------------|---|
| Accommodation Review | <input type="checkbox"/> Student Development determines necessity and possibility of accommodation for Essential Elements |

## ADVISOR NOTES:

- Internship Advisors should meet with their advisee to review this process.
- Please ensure your advisee is reviewing site-specific health, safety and cultural preparation material through International SOS and the U.S. Department of State.

## STUDENT NOTES:

- Please start an on-line application as soon as possible. You may withdraw your application at any point in the process.
- You will not be registered for your internship or student teaching until **ALL** requirements are complete.
- **Students participating in an internship, practicum, or research in which they may come in contact with human blood and/or other potential infections materials (e.g.) bodily fluids are required to participate in Blood Borne Pathogen Training. Internship sites where such exposure may be reasonably expected include, but are not limited to, medical clinics, hospitals and orphanages. Scheduled training dates for 2018-19 include:**
  - Tuesday, November 13, 2018 from 10:30 – 11:10** (SSB 208, 2<sup>nd</sup> Floor of Bookstore building)
  - Tuesday, February 12, 2019 from 10:30 – 11:10** (Phelps, Lower Beamer)
  - Tuesday, April 16, 2019 from 10:30 – 11:10** (Phelps, Lower Beamer)