International Practicum

Office of Public Health Practice

Janelle Rios, PhD: Director
Holly Cieslikowski: Project Specialist
Laura Rademacher: MEd: Educational Programs Coordinator II

Contact: Practicum@uth.tmc.edu
Updated: June 5, 2018
This presentation will cover

• Overview and Timeline for International Practicum
• International Preceptor Agreements
• International Travel Approval and Resources
• Learning Contract Approval
Hanna Blaney
India
Bharathi Integrated Rural Development Society (BIRDS)

Nathanael Phillips
Guatemala
Adonai International

Photo Credit: Hanna Blaney

Photo Credit: Nathanael Phillips
What is an International Practicum?

International Practicum:
A practicum that requires the student to travel outside the United States to complete either all or part of the experience.
Approvals for International Practicum

Preceptor Agreements → Travel Approvals → Learning Contract
Who Oversees What?

Office of Public Health Practice
- Practicum program
- Learning contracts

UTHealth Travel
- Travel policies
- Corporate Travel Planners (airfare)
- International SOS

Office of Global Health Initiatives
- Travel to restricted countries
- International agreements

Office of International Affairs
- Immigrant and non-immigrant visa requirements

Office of Public Health Practice = Practicum Office
## Approval Timelines

<table>
<thead>
<tr>
<th>Process</th>
<th>Approval Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Agreements</td>
<td>~ 4-6 months</td>
</tr>
<tr>
<td>International Travel</td>
<td>~ 4-8 weeks</td>
</tr>
<tr>
<td>Learning Contract</td>
<td>~1 week</td>
</tr>
</tbody>
</table>
International Practicum Timeline

12-7 months prior
- Find & plan international practicum

6-8 months prior
- Notify OPHP of your plans for an international practicum
- Submit travel
- Obtain personal travel documents, vaccines

2 months prior
- Submit final learning contract

1 month prior
- Register

OPHP = Office of Public Health Practice = Practicum Office
International Agreements for Practicum
International Preceptor Agreements

For international preceptors, Office of Global Health Initiates negotiates a

- **Memorandum of Understanding**
  Establishes a collaborative relationship with the international organization

- **Program Agreement**
  Establishes UTHealth’s and the organization’s rights and responsibilities
Preceptor Agreements

Student
- Notifies practicum about international practicum
- Provides information about the organization and project

OPHP
- Completes a request form for an international collaboration
- Submits request to OGHI
- Reviews draft agreements

OGHI
- Drafts agreements using request form
- Negotiates any changes to agreements with preceptor
- Obtains signatures on final agreements

OPHP = Office of Public Health Practice = Practicum Office
OGHI = Office of Global Health Initiatives
Information Needed For Request Form

**Organization**
- Official name of practicum host site
- Type of organization
- Brief description of organization and advantages they offer
- English language website (if available)

**English-Speaking Preceptor or Contact**
- Name
- E-mail

**Project**
- Brief description of the project (or learning contract)
- Lodging and day-to-day transportation during practicum
- How you found this project
Preceptor Agreements

Request form is reviewed and signed by

- ✓ Director Janelle Rios, PhD
- ✓ Department Chair
- ✓ Dean Eric Boerwinkle, PhD

Final agreements are signed by

- ✓ Authorized representatives for preceptor (2)
- ✓ Dean Eric Boerwinkle, PhD
- ✓ President Giuseppe Colasurdo, MD
- ✓ Vice President of Research & Technology Bruce Butler, PhD
International Travel Approvals
International Travel Approvals

All international travel for practicum
- Office of Public Health Practice Director (Dr. Rios)
- School of Public Health Dean’s Office

Travel lasting > 29 days
- President’s Office

Travel to restricted countries
- Office of Global Health Initiatives and UTHealth International Travel Oversight Committee
Travel Approval Documents

All International Travel

- Student International Travel for Practicum Application form
- Request for Travel Authorization
- Travel advisory level(s) (screen shots)
- International SOS registration (screen shots)
- Travel agenda
- Flight itinerary
- Learning contract

Travel to a Restricted Country (if applicable)

- Application for Exemption from Travel Restrictions (screen shot)
- Approved International Travel Release of Liability & Waiver of Claims
Travel Advisories

• Check the U.S. Department of State's list of Travel Warnings and the Center for Disease Control and Prevention's (CDC)'s Travel Notices for each destination that you're traveling to, including any stopovers/connections for your flight.

• Print travel advisory levels for your practicum travel destinations, including connecting flights.

• Continue to check for status changes until your departure.

• If the one of your business travel destinations or connections is assigned a U.S. State Department travel warning or a CDC Warning Level 3 prior to your departure, contact the Office of Global Health Initiatives for guidance and copy the Office of Public Health Practice.
Travel to Restricted Countries

If traveling to a destination that has received either a U.S. State Department travel warning or a CDC Warning Level 3 for your practicum, submit an Exemption from Travel Restrictions application.

- Exemption applications are reviewed by the Office of Global Health Initiatives and the UTHealth Travel Oversight Committee (~3-4 weeks).
- If the exemption is approved, complete an International Travel Release of Liability and Waiver of Claims.
Contact for Travel Restriction Approvals:

E-mail: global.health@uth.tmc.edu

Contact: Yuliana Nunez

Phone: (713) 500-3422

We recommend that you copy the practicum mailbox (practicum@uth.tmc.edu) on correspondence regarding your practicum travel.
Book Airfare

You **must** use Corporate Travel Planners (CTP) to book your airfare if UTHealth is funding your trip or reimbursing you for any part of your trip.

- Contact CTP to book your airfare: 866-366-1142
- If you find a cheaper airfare on your own, quote this rate to the CTP representative
International SOS (ISOS)

What is International SOS?

• 24-hour medical and emergency response organization
• Provides security reports, medical services, and travel services during your business travel
• Provides assistance at no cost to students while on university business

Practicum = University Business
ISOS Services

Medical Services
- Pre-trip health information (e.g. vaccination and medical alerts)
- Assistance in finding health care providers and hospitals
- Access to remote-site medical clinics
- Dispatch of medication and medical supplies
- Medical claims assistance
- Medical monitoring
- Emergency medical evacuation assistance
- Repatriation of mortal remains

Security Services
- Online travel security information
- Access to security crisis centers
- Safety/Security evacuation assistance

Travel Services
- Lost document assistance (passport, visa)
- Legal referrals
- Translations and interpreters
My Trips Registration in ISOS


2. Log in with UT System’s membership #: 11BSGC000037.

3. Click on My Trips.

4. Register as a new user.

5. Log in with your UTHHealth e-mail address.
6. Complete your profile record.
7. Include a contact number for your travel.
8. Enter your flights and lodging details for your university travel segment(s).
9. Print the screen that shows your name and contact phone number.
10. Print the My Trips screen.

Entering your travel and phone number will enable ISOS to get in touch with you in case of an emergency!
ISOS Emergency Record

1. From the ISOS homepage, click on Emergency Record.

2. Set up a log in and password.

3. Enter emergency contacts (at least 1 contact in U.S. is recommended).

4. Entering medical information or completing the emergency record is not required to receive travel approval.
ISOS for Personal Travel

- ISOS coverage extends for ~1 week before/after your documented university business (practicum).
- ISOS coverage is available at a discounted rate for traveling companions or for students traveling abroad for leisure.
- Click on Personal Travel in ISOS if you are interested in learning more about this coverage. (Not required).
Create a Travel Agenda

• Create a detailed travel agenda.
• List start-end dates for each leg of your trip.
• Include a short description next to each stop.
• Use “vacation” or “personal” for stops not related to university business.
• Include connecting flights.
Complete and sign the Student International Travel for Practicum Application form.

Office of Public Health Practice completes section II.

Travel forms may be found on the Practicum Forms webpage.
E-mail these forms to pracficum@uth.tmc.edu:

- Student International Travel for Practicum Application
- Travel agenda
- Application for Exemption from Travel Restrictions (if applicable) screen shot or e-mail to OGH
- International SOS printouts
- Flight itinerary including connecting flights
- Learning Contract
Request for Travel Authorization

Office of Public Health Practice (OPHP) completes a Request for Travel Authorization (RTA) form

- OPHP will e-mail you the RTA
- You review and sign RTA as traveler
- OPHP will obtain the other required signatures (Dean’s & President’s offices)
- OPHP will return a fully signed RTA to you
# International Travel Resources

<table>
<thead>
<tr>
<th>For Assistance With</th>
<th>Resources</th>
</tr>
</thead>
</table>
| Visas, passports, other travel documents         | 1.) [Travel.State.gov website](https://www.Travel.State.gov)  
2.) Embassy or consulate for destination        |
| Security information and travel advisories      | 1.) [Travel State.gov website](https://www.Travel.State.gov)  
2.) [International SOS](https://www.International SOS) |
| Vaccine and health alerts                        | 1.) [Centers for Disease Control and Prevention (CDC) Traveler’s Health](https://www.CDC Traveler’s Health)  
2.) [International SOS](https://www.International SOS) |
Office of International Affairs (OIA) provides assistance to international students with immigrant and non-immigrant visa applications.

If you are an international student, please

• consult with OIA about your practicum and travel plans;

• request assistance with any requirements to gain re-entry to the U.S. after your travel (visa stamps, valid passports).
Go to the international travel webpage at https://sph.uth.edu/practicum/.

- Review the step-by-step instructions.
- Download travel forms.

**International Travel Guidelines for Practicum Students**

Students traveling internationally for their practicum must submit travel documents for review and approval. Please contact our office at practicum@uth.tmc.edu as soon as possible if you are planning an international practicum—even if your final travel plans are not yet confirmed. Approvals for international travel can take several weeks.

1. Read and follow the Student International Travel Requirements.
3. If you are an international student, consult with your international advisor about your practicum and your travel plans.
4. Check the U.S. Department of State’s list of Travel Warnings for each country that you’re traveling to, including any stopovers/connections for your flight.
Learning Contract Approval
Learning contracts for international practicums follow the same approval process as domestic practicum projects.

Choose “international” as your preceptor’s setting.

Include a copy of your learning contract with your travel paperwork.
Linda Garcia
Nicaragua
Baylor College of Medicine

Katie Kimbrough
South Africa
Child Health Family International

Photo Credit: Linda Garcia

Photo Credit: Katie Kimbrough
Questions?

Please e-mail any questions about your practicum to Practicum@uth.tmc.edu.

This mailbox is checked regularly and is the quickest and most reliable way to receive a reply to your question.
Thank You!

Thank you for attending this workshop!
Please feel to reach out to us with your questions and comments.
Photos in this presentation were pulled from e-Mag articles contributed by the students listed below. The Office of Public Health Practice thanks these students for sharing their practicum experiences and photos!


