International Practicum

Office of Public Health Practice

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This presentation will cover

- Overview and Timeline for International Practicum
- International Preceptor Agreements
- International Travel Approval and Resources
- Learning Contract Approval
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>
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<tbody>
<tr>
<td>International Agreements</td>
<td>~ 4-6 months</td>
</tr>
<tr>
<td>International Travel</td>
<td>~ 4-8 weeks</td>
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<tr>
<td>Learning Contract</td>
<td>~1 week</td>
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International Practicum Timeline

12-7 months prior
Find & plan international practicum

6-8 months prior
Notify OPHP of your plans for an international practicum

2 months prior
Submit travel
Obtain personal travel documents, vaccines

1 month prior
Register
Submit final learning contract

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 (confirmation email)
- 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. See next slides.

- If any of your practicum destination(s) or connections to or from your practicum has a U.S. State Department Level 3 or higher travel advisory or a CDC Warning Level 3, follow the instructions to obtain travel exemption approval.

- Continue to check for travel advisory changes until your departure.
Travel Advisories

1.) Go to U.S. Department of State's Travel Advisory website.

2.) Type the first destination country in the search box. In our example, the practicum site is in Guadalajara, Mexico.

![Travel Advisory Website Screenshot](image-url)
Travel Advisories

3.) Mexico has a Level 2 advisory, but we must click on “Read More” to check for a higher advisory for the specific city, region, or state.
4.) **Guadalajara** is in **Jalisco** state.

See “Level 3-Reconsider Travel” advisory for Jalisco.

“No restrictions for U.S. government employees” does **not** apply to UTHealth travel. We must apply for a travel exemption in this example.
5.) Check your travel destinations on the [Centers for Disease Control and Prevention (CDC)-Traveler’s Health](https://wwwnc.cdc.gov/travel) website.

If any of your business travel destinations (or connections) fall under CDC Warning Level 3, you must apply for a travel exemption.
Travel to Restricted Countries

If traveling to a destination that has received either a U.S. State Department level 3 or higher travel advisory 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 weeks).

✓ If the exemption is approved, you will be instructed to sign an International Travel Release of Liability and Waiver of Claims.
Office of Global Health Initiatives

Contact for Travel Restriction Approvals:

E-mail: global.health@uth.tmc.edu
Contact: Yuliana Nunez
Phone: (713) 500-3422
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 UTHealth e-mail address.
My Trips Registration in ISOS

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.

Application form posted on the Practicum Travel webpage.
E-mail Travel Forms

E-mail these forms to practicum@uth.tmc.edu:

✓ Student International Travel for Practicum Application
✓ Travel agenda
✓ Application for Exemption from Travel Restrictions (if applicable) confirmation email
✓ International SOS printouts
✓ Flight itinerary including connecting flights
✓ Learning Contract
✓ International Travel Release of Liability and Waiver of Claims (if applicable)
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
<table>
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<th>For Assistance With</th>
<th>Resources</th>
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<tbody>
<tr>
<td>Visas, passports, other travel documents</td>
<td>1.) <a href="https://www.travel.state.gov">Travel.State.gov website</a></td>
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<tr>
<td></td>
<td>2.) Embassy or consulate for destination</td>
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<tr>
<td>Security information and travel advisories</td>
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<td>2.) <a href="https://www.internationalsos.com">International SOS</a></td>
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<td>1.) <a href="https://www.cdc.gov/travel">Centers for Disease Control and Prevention (CDC) Traveler’s Health</a></td>
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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).
International Travel for Practicum

International practicum projects provide excellent opportunities for students to gain work experience and make significant contributions to public health. An international practicum requires extensive planning, however, and the required approvals can take several weeks to complete.

The Office of Public Health Practice can help you with obtaining the necessary travel approvals.

Notify the Office of Public Health Practice

If you are planning to conduct an international practicum, please contact our office at practicum@uth.tmc.edu as soon as you have identified a practicum host site and preceptor. Tell us where you will conduct your practicum, the name of the organization hosting your practicum, and when you plan to travel.

We will send you an International Practicum Questionnaire to complete. We use the information you provide in the questionnaire to request for a program agreement through the Office of Global Health Initiatives (OGHI). Once our request is approved, OGHI will negotiate an international program agreement with the organization hosting your practicum.
Read the International Travel Guide for Practicum.

Complete the Student International Travel for Practicum Application form.

Obtain Approval for Your International Travel

Students traveling internationally for practicum must apply for travel approval. Please read and complete all instructions in the attached International Travel Guide for Practicum.

This International Practicum slide set provides a visual guide for this process.

Travel Application Form: Student International Travel for Practicum Application
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.
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 reviewing this material! Please feel to reach out to us with your questions and comments.