## **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 (<a href="www.goglobal.wheaton.edu">www.goglobal.wheaton.edu</a>) 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	
Begin on-line application at <u>www.goglobal.wheaton.edu</u>		
$\square$ General Questions $\rightarrow$	Review answers to ensure department standards	
☐ Specific Destination and Partnership Information (Internship or Independent International Travel) →	Review answers to ensure department standards; meet with student to ensure thorough site-specific pre-departure orientation.	
☐ College-Wide and Program-Specific Essential Elements →	Advise student. Seek counsel from on-site supervisor to ensure student can meet any Program-Specific Essential Elements.	
☐ Student Agreements		
☐ Advisor/Department Approval (Internship or Independent International Travel) →	Advisor/Department Chair signatures on <i>Application for Internship</i> form indicate department approval. Advisor email of approval required for independent student research travel.	
☐ Interview with Education Faculty (Student Teaching) →	Contact Dr. Paul Egeland to schedule interview.	
STUDENT  Eligibility – Good Standing with Student Development	ADMINISTRATION	
Eligibility – Good Academic Standing	Judicial Standing Verified	
Lityibility - Good Acquemic Standing	Academic standing verified	
Once eligibility is verified, the <b>STUDENT</b> will be prompted to complete the following on-line "post-decision" requirements.		
"Post-Decision" requirements, login at www.goglobal.wheaton.edu		
STUDENT - all items on this checklist MUST be completed prior to departure		
Questionnaires		
☐ Emergency Contact Information		
☐ Health and Insurance Questionnaire		
☐ Passport Information		
Register on STEP		
Submit Contingency Plan and Itinerary		

Materials		
Assumption of Risk, Release and Participation Agreement		
Student Health Services International Travel Consult (call SHS to schedule 630-752-5072; \$25 - \$35 fee will be assessed.) <b>Appointment by April 13th or 30 days prior to departure, whichever is earlier.</b>		
☐ Pre-Departure Health and Safety Training - Complete on-line training module		
☐ Intercultural Orientation - Attend <b>ONE</b> of the sessions: Saturday, April 7, 2018 8:30 – 12:30 am Phelps OR Tuesday, April 10, 2018 5:00 – 9:00 pm Phelps ☐ Health Information and Release Signature ☐ Internship Registration (SUMMER students must complete and sign Summer Registration form)		
<ul> <li>☐ Heightened Risk Protocol (for students traveling to countries with a U.S. State Department Travel Warning)</li> <li>☐ Guidance Document for Undergraduate Involvement in Patient Care during Health-Related Internships/Experiences*</li> <li>☐ Blood-Borne Pathogens Training* (see dates below)</li> </ul>		
Course Registration Statement for the Returning Semester**		
Assessments  Health and Safety Assessment (pre-test and post-test <i>after</i> you have completed the on-line Pre-Departure		
Health and Safety Training)		
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	☐ 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 2017-18 include:

Thursday, November 9, 2017 from 10:30 – 11:10 (GEL Conference Room, Wyngarden 1st Floor) Thursday, February 15, 2018 from 10:30 – 11:10 (Phelps, Lower Beamer)

Thursday, April 19, 2018 from 10:30 - 11:10 (GEL Conference Room, Wyngarden 1st Floor)