

UNIVERSITY OF SOUTH FLORIDA COLLEGE OF PUBLIC HEALTH
International Field Experience

PRELIMINARY APPLICATION

This form is the first step in planning for an international field experience. International experiences require students to begin the field placement planning early because of the logistics involved in securing sites, securing adequate field supervision, securing funding, and obtaining the necessary documents for travel. We understand that you may not yet know the answers to some of the questions below. However, this information will assist you, your Academic Advisor, and the College of Public Health in planning for your international field experience.

NAME:	DATE:
EMAIL:	PHONE:
CONCENTRATION:	ACADEMIC ADVISOR'S NAME:
IS YOUR ACADEMIC ADVISOR AWARE OF THE SITES YOU HAVE IN MIND? YES NO UNKNOWN	
HAVE YOU COMPLETED ALL CORE COURSES? YES NO HAVE YOU DISCUSSED REQUIRED COURSE WORK WITH YOUR ACADEMIC ADVISOR? YES NO	
AREAS OF THE WORLD YOU ARE CONSIDERING: PROJECTED SEMESTER FOR FIELD EXPERIENCE:	
LIST PROJECT IDEAS: 	
DO YOU HAVE A PASSPORT? YES NO	
WHAT FOREIGN LANGUAGES DO YOU SPEAK? LEVEL: BASIC WORKING FLUENT	
HAVE YOU TRAVELLED OR WORKED INTERNATIONALLY? YES NO IF YES, PLEASE DESCRIBE:	

**UNIVERSITY OF SOUTH FLORIDA COLLEGE OF PUBLIC HEALTH
International Field Experience**

PLANNING CHECKLIST

1 year, or sooner, before Field Experience

- _____ Attend Mandatory International Field Experience (IFE) Orientation.
- _____ Think about your personal timeline and course schedule.
- _____ Schedule appointment with your Academic Advisor to learn about IFE opportunities available and sources of funding.
- _____ Once you have a clearer picture, submit the Preliminary Application to the IFE Coordinator. (Preliminary Application can be found in this packet or in "Forms").

- _____ Begin research of country(ies).
- _____ Update or obtain passport, if needed.
- _____ Begin immunizations, if needed.
- _____ Arrange language training, if needed.
- _____ Note: If you have not attended an IFE Orientation, please attend an Orientation at the beginning of the next semester.

6-8 Months before Field Experience

- _____ Follow-up regularly with your Academic Advisor. Discuss Special Project options
- _____ Familiarize yourself with the Application and Agreement process (found in this packet or in "Forms").
- _____ Keep on schedule with immunizations that are given in a series.

1-5 Months before Field Experience

- _____ Complete the above mentioned Application and Agreement form. Submit with original signatures to the IFE Coordinator. Submit resume to IFE Coordinator.
- _____ Prepare your Field Experience Plan with your Academic Advisor, IFE Site Supervisor, IFE Coordinator.
- _____ If you will be working on a research project, begin working on IRB materials.
- _____ Plan with Academic Advisor and IFE Coordinator, a realistic timeline and method for submitting required reports - numbers 1 and 2.
- _____ Arrange for your medical and evacuation insurance.
- _____ Complete and submit all required IFE forms with original signatures to IFE Coordinator. Make copies of all forms for yourself.
- _____ Register for the Field Experience course (PHC 6945) and the Special Project (PHC 6977) if applicable.
- _____ Download the Field Guide for Students. You will need the information and forms during your IFE.

0-1 Month before Field Experience

- _____ Plan for appropriate clothing (for culture and for climate), medications (for prevention and for treatment), water purifier, if indicated, gifts, required travel documents.

UNIVERSITY OF SOUTH FLORIDA COLLEGE OF PUBLIC HEALTH
International Field Experience

FORMS/DOCUMENTS – A COMPLETE LIST

FORMS/DOCUMENTS	WHEN TO COMPLETE
Preliminary Forms	
<ul style="list-style-type: none"> • Preliminary Application 	When Core Courses are complete
<ul style="list-style-type: none"> • Planning Checklist 	Pre-field experience organizer for IFE student
<ul style="list-style-type: none"> • A complete list of forms needed pre-and post IFE - with timelines 	
Pre-Travel Forms	
<ul style="list-style-type: none"> • International Field Experience Application and Agreement 	1-5 months before IFE
<ul style="list-style-type: none"> • Medical/Evacuation Insurance Enrollment Form 	1-5 months before IFE
<ul style="list-style-type: none"> • Student International Field Experience Plan 	1-5 months before IFE
<ul style="list-style-type: none"> • Release and Waiver of Liability and Assumption of Risk 	1-5 months before IFE
<ul style="list-style-type: none"> • Participant Contract 	1-5 months before IFE
<ul style="list-style-type: none"> • Resources 	
On-Site	
“Field Guide for Students & Host Country Supervisors (HSC)” (contents)	
<ul style="list-style-type: none"> • Student/Host Country Supervisor On-site Checklist [Appendix] 	On-Site organizer for student and HCS
<ul style="list-style-type: none"> • Revisions to Student Plan 	Due end of second week of placement
<ul style="list-style-type: none"> • Mid-Point Written Report 	For 8 week IFE, due 4 th week
<ul style="list-style-type: none"> • Mid-Point interview with Host Country Supervisor (p. 8 Field Guide) 	Personal contact between student, IFE Coordinator and Host Country Supervisor (timeline same as above)
<ul style="list-style-type: none"> • Final Report 	Due last week of IFE
<ul style="list-style-type: none"> • IFE Student Log 	Host Country Supervisor's signature required.
<ul style="list-style-type: none"> • Evaluation of Student by Host Country Supervisor 	Host Country Supervisor completes and signs. Due on return to College
<ul style="list-style-type: none"> • Student Evaluation of IFE 	Due on return to College
<ul style="list-style-type: none"> • Abstract 	Due on return to College
<ul style="list-style-type: none"> • Debriefing 	To be arranged with the IFE Coordinator and Academic Advisor