Independent Study Packet

Name of Participant

Please turn in this checklist and all required documents to the Global Health Institute (GHI) office, 4256 HSLC, at least eight weeks prior to departure. Please note that all UW-System students studying abroad are required to have Cultural Insurance Services International (CISI) insurance. This can be purchased from Betsy Teigland in the GHI office. For medical students who would like to increase their student loans to cover field study, please include the Financial Aid form. Please note: Medical students are responsible to contact Amy Whitford (262-3060) to make arrangements to receive financial aid.

Visit the State Department [www.travel.state.gov/travel](http://www.travel.state.gov/travel) and CDC [www.cdc.gov/travel](http://www.cdc.gov/travel) websites for updates on the country where you will be traveling. If your site is in a country on the State Department Warning List, please contact the Global Health Institute as soon as possible. This requires a special approval process, and the required documents must be submitted 4 months prior to anticipated departure. (Please see our website for more information: [http://ghi.wisc.edu/independent-field-study/](http://ghi.wisc.edu/independent-field-study/).)

**PRE-TRIP CHECKLIST**

- Work with faculty advisor to register for 699 course (Note: faculty should specify department, number of credits, term, and student ID number)

*After reviewing CDC & US State Dept. website, submit hard copies to Global Health Institute:*

**Application:**
- Approval Form
- Student Agreement Form
- Approval Letter from Site

**Travel Forms (after approved):**
- Contact Information*
- CISI (REQUIRED by the UW-System)*
- Health Self-Assessment
- Statement of Responsibility
- Copy of airline itinerary
- Copy of passport photo/signature page
- Financial Aid (option for eligible med students only)

*Students will receive an Emergency Contact card and a CISI insurance card; these must be carried throughout the clerkship. In addition, nametags showing UW affiliation will be provided and should be worn at all times while working.*
Independent Study Packet

__________________________________
Name of Participant

POST-TRIP CHECKLIST

In order to receive credit for this experience, you must submit the following Global Health learning portfolio upon return:

Submit as indicated:

__ Student’s evaluation of the site
__ Evaluation of the student completed by site director (submit original document to the Global Health Institute)

Please note that Student Services has a separate Site Evaluation that is required for med students to be submitted on OASIS.

Submit to faculty advisor as instructed:

__ Academic paper
__ Reflection essay
Global Health Institute
Independent Study/Certificate Field Experience
Approval Form

This form must be submitted at least 8 weeks prior to start of a Global Health elective. Please attach: 1) your field experience proposal signed by the faculty of record for your independent study credit, 2) letter of verification from the site (dates/location/name of supervisor/key activities) and 3) the signed Student Agreement form. Return or email to Betsy Teigland, teigland@wisc.edu, Global Health Institute, Room 4256, Health Sciences Learning Center, 750 Highland Ave., Madison, WI 53705.

Date Submitted: ______________________

Student Information

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<thead>
<tr>
<th>Name</th>
<th>ID Number: ______________________</th>
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<tr>
<td>Telephone</td>
<td>Pager Number: ____________________</td>
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<tr>
<td>Email Address</td>
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Elective Site Information

<table>
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<tr>
<th>Country</th>
<th>City: ____________________________________________</th>
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<tr>
<td>Hospital, Clinic or Organization: ________________________</td>
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<td>Department (if applicable): ______________________________</td>
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<td>In-country Supervisor: ____________________________________</td>
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<td>Site Contact Person (if different from supervisor): ______</td>
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<td>Address: ______________________________________________</td>
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<tr>
<td>Telephone: ________________________</td>
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<tr>
<td>FAX: __________________________</td>
<td>E-mail (if available): ____________________________</td>
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<tr>
<td>Is this country on the State Department warning list (<a href="http://www.travel.state.gov/travel">www.travel.state.gov/travel</a>)? ________________</td>
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Course Information

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<tr>
<th>Dates of Elective: ________________________</th>
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<tr>
<td>Dates of Travel: _________________________</td>
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<tr>
<td>Discipline or Department of Elective and course number (e.g. Fam Med 699, Med Sci 699): __________</td>
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<tr>
<td>UW faculty advisor(s) for this elective (required): _______________________________</td>
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<tr>
<td>Credits: _______ Semester: _____________________</td>
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GHI Associate Director Approval

Signature: ________________________ Date: ________________
Contact Information

Student Information
Name: ____________________________________________________________

Last      First    MI
Birthday: _______________ Student ID #: ___________________ Passport #: ___________________

School: ______________________ Program: ________________________________

Elective Dates: ___________________ Country: _________________________

Current Address: ______________________________________________________

Phone: ______________________ Email: _________________________________

☐ I have purchased a CISI medical evacuation insurance policy.

EMERGENCY CONTACTS
U.S. Contact
Name: _______________________________ Relationship: _____________________________

Phone #: (Work) ____________ (Home) ____________ (Cell) ____________________________

Address: ________________________________________________________________

☐ I authorize the Global Health Institute to contact this person in the event of an emergency.

Elective Site Contact
Organization and Supervisor: _________________________________________________

Address: ________________________________________________________________

Phone/Fax: ________________________________________________________________

US Embassy Contact (Go to State Department Website for contact information http://travel.state.gov)

If you experience difficulties during your elective away do not hesitate to contact the Global Health Institute (608)262-3862. In an emergency, please refer to your Emergency Contact card, contact the US Embassy, and/or CISI.

Pre- or post- elective travel plans (optional):
This form is to be completed prior to your travel. It is designed to 1) provide you with information about steps you can take to prepare for international travel and 2) help UW-Madison staff members be of maximum assistance during an emergency situation. Mild physical or psychological conditions may become more serious under the stresses of life while abroad. While it is important the program is aware of any medical or emotional conditions, past or current, which might affect you during your travel, the University is not responsible for assuring your medical well-being and safety while abroad. The information provided on this form will be shared only with appropriate persons and does not affect your admission into any program or scheduled travel.

Recommended steps to prepare for international travel:

1. Consult with your personal medical and/or mental health provider for pre-travel planning, especially if you have any ongoing conditions. Work with your provider to develop plans in the event any conditions worsen. Make arrangements for any prescription medications, medical supplies, and medical care you will need. A physical examination and clearance by a medical provider may be required by certain countries for entry into the country or to be granted a visa.

2. Visit a specialized travel medicine provider and receive required or recommended preventive immunizations and medications (such as malaria prophylaxis or for traveler’s diarrhea) for your area of travel. Make these arrangements as quickly as possible once travel is planned as many needed immunizations should be initiated several weeks before travel. In the event a travel health provider is unavailable, participants should seek travel advice from their personal health care provider.

3. Have recent dental check-up and address any potential problems.

4. Educate yourself about health and safety in your travel destination. Information is available through your program organizer or at www.internationaltravel.wisc.edu.

5. Be enrolled in Cultural Insurance Services International (CISI) Health Insurance as required by the Board of Regents for University of Wisconsin students studying/traveling abroad under a UW sponsored program. Students should also check with their personal health insurance provider for more information about obtaining needed prescriptions in advance, payment for travel vaccines and medications, and coverage while abroad. More information is available at http://www.bussvc.wisc.edu/risk_mgt/study_abroad.html.

6. Complete and return the UW-Madison Health Information Form. The ability of UW-Madison program organizers to assist you in case of an emergency may be compromised if you do not report a medical or mental health condition during the planning process.

If you have any concerns about the specific health and safety risks you may encounter while abroad, contact your program organizers as soon as possible. They will direct you to more specific sources of information about which local support services you can reasonably expect to find while out of the country. Some study abroad sites may not be able to accommodate all reported individual needs or circumstances.
1. Do you have a current or past medical problem in the following areas?
   - Severe Allergic Reaction
   - Anxiety
   - Asthma
   - Arthritis
   - High Blood Pressure
   - Bleeding or other blood disease
   - Chronic use of blood thinning medication
   - Depression
   - Diabetes
   - Eating disorder
   - Any other medical condition for which you take medication regularly or are/were under regular care. Please describe.

2. If you have answered yes to any of the areas above, please explain. Describe any ongoing treatment, limitations/restrictions or emergency actions which will/may be required during your travel.

3. Please list any medications you are currently taking or will be bringing with you during travel.

4. Please list any allergies to medicine, foods, insects or environmental materials such as pollen or latex.

5. Please indicate what health preparations you have completed or are planning to receive for your trip as appropriate.
   - Travel medicine clinic visit
   - Personal health care provider visit
   - Prescription for malaria prophylaxis
   - Prescription for traveler’s diarrhea
   - Other preventive medications

6. Is there any additional information you would like your program organizers to be aware of while you are abroad? (If yes, please explain)

I certify that all responses on this form are true and accurate, and complete. I will notify my program organizers of any relevant changes in my health that occur prior to the start of the program.

Signature of Participant ___________________________ Date ___________ , 20____
Study Abroad Health Insurance Application  
Cultural Insurance Services International (CISI)  
Policy # GLB 9133969

Participant Name: 

UW School or Program: 

Date of Birth: 

Country: 

Site name: 

Date of Departure: 

Date of Return: 

In order to enroll, please submit this completed form, along with the current premium. The premium is $34.00 per month (weekly rates available as well as spouse, dependent, and family coverage). Payment for entire trip must be made prior to departure.

\[
\text{# of months/weeks} \times \$34.00 \text{ (or current premium)} = \$\text{total premium.}
\]

*Payment due upon receipt. We do not accept cash, credit or debit cards. CHECK OR MONEY ORDER ONLY. Please make checks payable to the UW Board of Regents.

Please submit your application and premium to the Global Health Institute office (4256 HSCL, 750 Highland Ave., 53705). If we have your airline itinerary on file, we will issue an enrollment card at that time. If you prefer to have your card sent to you, please provide us with a mailing address:

Mailing address: street and number, city, state, zip

We ask that forms be in our office, at least 8 weeks prior to departure, especially if you are having us mail your card to you.

For more information about CISI insurance please go to:  
http://www.bussvc.wisc.edu/risk_mgt/study_abroad.html
Student Agreement for UW Global Health

Independent Study Field Experiences

Goals
The UW-Madison Global Health Institute (GHI) is committed to preparing students for participation in global health electives. Goals of these electives include providing students with opportunities to:

- Actively participate in the health care system of another country
- Develop knowledge and respect for another culture, language and health practices
- Develop awareness of social, economic and political factors in health and disease
- Recognize, accept, and be able to work within the limits of available resources

Guidelines
While most global electives are uneventful, in some cases unforeseen challenges present themselves to students. These include problems related to unfamiliar cultures and languages, political and social instability, crime, infectious diseases, and other health hazards that may not be common in the US. To ensure that participants understand the risks involved in study abroad and to maximize the educational value of these experiences, UW-Madison requires that students enrolled in a credit-bearing elective outside the US comply with the following policies and procedures. Completion of these guidelines is the responsibility of the individual student and not the University of Wisconsin-Madison. The GHI office at 4256 HSLC is available to assist students with these steps.

A. Meet with the Global Health Institute faculty/staff to discuss educational objectives, review elective guidelines and application process, verify academic eligibility, obtain site information, and identify resources for advising and orientation. Students are expected to maintain contact with the office throughout the process of arranging a global health elective.

B. Gather information concerning any political problems, safety concerns, or health hazards by consulting the US State Department and Centers for Disease Control (CDC) websites (see front page of packet), and by consulting the sponsoring site. UW-Madison GHI travel warning policy does not recommend travel to countries on the US State Department Warning List, but will consider exemptions on a limited basis with at least 4 months lead-time. For more information go to http://ghi.wisc.edu/independent-field-study/.

C. Submit a letter from the in-country supervisor verifying the placement and confirming the dates of elective. Obtain elective course approval and complete registration.

D. Participate in a course or self-directed study for cultural orientation and preparation for the elective as directed by course instructor.

E. Obtain medical travel advice and immunizations appropriate for host country.

F. Investigate visa and other entrance requirements that may be enforced in the host country. Register with the US Embassy on the State Department website prior to departure.

G. Purchase **UW-System required** Cultural Insurance Services International (CISI) medical/evacuation insurance policy to cover the duration of the elective. This insurance can be purchased in the GHI office.

H. Designate persons both at the elective site and in the US who may be contacted in the event of an emergency.

I. Adhere to laws of the host country and comply with standards of conduct set by the program site.

J. Sign and submit the University of Wisconsin System Uniform Statement of Responsibility, Release, and Authorization to participate in study abroad and exchange programs.

K. **All students** must submit an evaluation of student academic performance during the global health field experience by the in-country supervisor.

I have read and understand the above goals and guidelines.

________________________________________________________________________  ____________
Signature                                      Date                                             Student
I hereby indicate my desire to participate in a study abroad/exchange program in ________________, sponsored by the University of Wisconsin-Madison during the period of ____________ to _______. My participation in this program is completely voluntary.

If and/or when I am offered and accept a place in the University's program, I:

1. assume full legal and financial responsibility for my participation in the program.

2. will be responsible for full program costs (whether already paid or not) as stated in the withdrawal and refund schedule if I withdraw (or am required to withdraw) from the program for any reason once the program has commenced, unless otherwise stated in the program refund policy.

3. grant the University, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve my health or safety during my participation in the program including authorizing medical treatment on my behalf and at my expense and returning me to the United States at my own expense for medical treatment or in case of an emergency.

4. realize that accident and health insurance, as well as insurance for medical evacuation and repatriation, which are applicable inside and outside of the United States is required for my participation in the program. While my fee for the program includes limited accident and health insurance as well as limited insurance for medical evacuation for the duration of the program while I am overseas, I acknowledge that I am ultimately responsible for obtaining insurance sufficient for my needs while overseas and for treatment in the event I return to the US for medical treatment during or after the program. I understand that the University encourages me to have appropriate insurance coverage for the entire time I am abroad.

5. agree to conform to all applicable policies, rules, regulations and standards of conduct as established by the University, any sponsoring institution and/or foreign affiliates, as well as program requirements, to insure the best interest, harmony, comfort and welfare of the program.

6. accept termination of my participation in the program by the University with no refund of fees and accept responsibility for transportation costs home if I fail to maintain acceptable standards of conduct as established by the University, the sponsoring institution and/or foreign affiliates.

7. understand that the University reserves the right to make changes to the program at any time and for any reason, with or without notice, and that the University shall not be liable for any loss whatsoever to program participants as a result of such changes.

8. agree voluntarily and without reservation to indemnify and hold harmless the University, Board of Regents of the University of Wisconsin System (Board of Regents) and their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney's fees) which do not arise out of the negligent acts or omission of an officer,
employee, and agent of the University and/or Board of Regents while acting within the scope of their employment or agency, as a result of my participation in the program, including any travel incident thereto.

9. understand that, although the university has made every reasonable effort to assure your safety while participating in this study abroad program, there are unavoidable risks in travel and study overseas that may not ordinarily be encountered at home or on campus. Those risks include, but may not be limited to:
   • traveling to and within, and returning from, one or more foreign countries;
   • foreign political, legal, social and economic conditions;
   • different standards of civil defense procedures, design, safety and maintenance of buildings, public places and conveyances;
   • local medical and emergency services;
   • local weather and environmental conditions.

I have read the foregoing entire document and have had the opportunity to ask questions about it. I hereby acknowledge that I understand it. Knowing the risks described, and in consideration of being permitted to participate in the program, I agree, on behalf of my family, heirs and personal representatives, to assume all the risks and responsibilities surrounding my participation in the program.

Participant’s Signature   Date
Signature of Parent or Guardian   Date
(if participant is less than 18 years of age)

Participant’s Name (please print)   ID Number
Financial Aid Budget

Student Name: ____________________________________________________________

Student ID #: __________________________________________________________

Dates of Elective/Global Health Field Experience: ____________________________

Country and Site: ______________________________________________________

Estimated Budget:

Airfare and In-country transportation: ________________________________

Tuition or Program Fees: ________________________________

Housing: ________________________________

Required UW-System Medical/Evacuation Insurance: _____________________

Immunizations: ________________________________

Other in-country living expenses: ________________________________

TOTAL REQUESTED (up to full amount): ________________________________

• Please return by mail or email at least eight weeks prior to your elective to
  Betsy Teigland, Global Health Institute, 4256 HSLC, 750 Highland Ave.,
  Madison, WI 53705.

• This information will be forwarded to Amy Whitford, once your elective has
  been approved.

• Students should contact Amy Whitford directly (262-3060) to make
  arrangements to receive financial aid.

☐ Approved, Global Health Institute

__________________________________________  __________________________
Signature  Date

☐ Scanned to Amy Whitford
B. Preceptor Evaluation Form  
Global Health Institute UW-Madison

Student Name: ________________________________  
Location: ________________________________  
Dates From: _______ To: _______  
Preceptor’s Name: ________________________________

**ASSESSMENT OF STUDENT’S ABILITIES**

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<tr>
<th></th>
<th>Not Observed</th>
<th>Unacceptable</th>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Outstanding</th>
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<tbody>
<tr>
<td><strong>Cultural Skills</strong></td>
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<td>Respect &amp; Recognize Cultural Differences</td>
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<td>Flexibility in Cross Cultural settings</td>
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<tr>
<td>Cultural Humility</td>
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<td><strong>Professionalism</strong></td>
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<td>Interactions with co-workers</td>
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<tr>
<td>Interactions with clients, patients or community members</td>
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<td>Communication skills including active listening</td>
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<td><strong>Work Habits</strong></td>
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<td>Reliability</td>
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<tr>
<td><strong>Knowledge</strong></td>
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<td>General knowledge of discipline</td>
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<td>Awareness of other pertinent information</td>
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<td><strong>OVERALL</strong></td>
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Written assessment of student:

Other suggestions or comments for student: