



**Social
Work
Study
Abroad
Manual**

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This manual can be found at
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I. Overview of The University of Tennessee Study Abroad Process:

The University of Tennessee, Knoxville recognizes that a quality study abroad experience is central to students intellectual growth and professional development. Studying abroad will be one of the highlights of a student's university career. Students will have wonderful and challenging experiences that will allow growth both academically and personally and prepare students to compete in today's globalizing world. The first step in studying abroad is to:

Research the UTabroad website <https://studyabroad.utk.edu/>. Students should spend some time browsing the links, reading through all of the information and learn about the many programs available for a semester, year, summer or mini-term abroad.

Consider Priorities. Choosing the study abroad experience that's right for you is always exciting and sometimes challenging. You should consider your priorities and think about programs that fit your personal, academic and financial goals. To help you determine your priorities review the following questions.

PERSONAL GOALS:

- Why do I want to go abroad?
- Which aspects of study abroad are most important to me? (language immersion, program duration, specific location, etc.)

ACADEMICS:

- What subject areas do I want to study?
- Do I need to fulfill any academic requirements abroad?
- Do I want to participate in an internship program?
- Do I want to take classes in English or the language of the host country?
- What is my foreign language ability? Do I speak another language and do I want to use that language abroad?

LOCATION:

- What country or region of the world appeals most to me?
- Would I rather live in an urban or rural location?
- Do I prefer big cities or smaller cities?
- Would I prefer to live with a host family or in a dorm or student apartment?

TIMING:

- What year do I want study to abroad?
- How long would I like my program to last (semester, year, summer, and mini-term)?

FINANCES:

- How will I pay for my study abroad experience?
- Do I need financial assistance?
- Will I apply for study abroad scholarships?

II. Social Work Study Abroad

The University of Tennessee, College of Social Work concurs with the values and beliefs of CSWE and IFSW in relation to international social work practice:

“The elimination of barriers to development which, in every society, have been used to oppress historically disadvantaged population groups—especially women; older adults; children and youth; persons with disabilities; political and economic refugees; persons with mental illness; and persons who have been disadvantaged on the basis of age race/ethnicity, poverty, religion, social class, caste, and sexual orientation

The realization of more balanced approaches to social and economic development

The assignment of the highest priority to the fullest possible human development

The fullest possible participation of people everywhere in determining both the means and the end outcomes of development

The elimination of absolute poverty everywhere in the world

The promotion and protection of human rights for all citizens

The realization of new social arrangements that accelerate the pace of development and assure the satisfaction of basic needs of people everywhere

The transformation of societies toward more humanistic values based on social justice, the promotion of peace, and the attainment of the fullest possible human develop

1) Study Abroad Options:

The social work curriculum in the BSSW, MSSW, and PhD programs remain a priority during a students' international /exchange experience. Professional and program competencies need to be met while taking Social Work courses or completing field practicum outside the United States. The Director of International Initiatives is responsible for assisting in initiating all contacts with host institutions and organizations regarding student exchange and international field practicum as well as facilitating the exchange/international placement process. International placements are selected through a joint process involving the University Study Abroad office, the Director of International Initiatives, the Field Coordinator (as needed) the program director/dean and the student

Studying abroad by completing course work and/or field practicum in another country is an opportunity to be immersed in another culture and social service delivery. The Social Work courses, whether at the BSSW, MSSW or PhD level have specific standards or core competencies that must be met in order to ensure compliance with accreditation standards. There are various types of study abroad programs that social work students may enroll in: A Direct Exchange program, A Third Party Program, A Faculty Led Program and An International Field Placement.

A. Direct Exchange Program is an agreement between the College of Social Work at the University of Tennessee and another institution (national or international) this type of program allows for students to pay tuition at UTK but take courses at a host (International) institution. Students will have additional expenses in the host country of housing, books and food as they would if they were in the US. Depending on the destination country this could be more or less expensive than in the US. Student Support including orientation and ongoing support in Direct Exchange programs is provided by the host institution.

B. Third Party Program is the opportunity to study in another country through a company such as ; IEP – International Education Program, ISEP -International Student Exchange Program, SAS – Semester At Sea, ISA – Institute for Study Abroad, CEA, Center for Education Abroad, CIEE – Council on International Educational Exchange to name a few. These programs may or may not link a student to a host institution and most likely includes additional expenses related to services provided while abroad. Supports provided by a Third Party Programs include; pre departure and onsite orientation, excursions, advisors, and local support while abroad.

C. Faculty Led program is an exposure trip guided by a faculty member which is embedded in a course relating to the specific destination of the trip. These courses are typically offered during the mini term or summer sessions, though there are some courses offered during the fall or spring with trips scheduled during academic breaks (fall/spring break). The faculty member teaches the course and leads the student's through-out the length of time they are in the host country. These trips typical have a cultural immersion component as well as a service learning component. There is an additional cost to tuition for the course with the Faculty Led Program to cover the expenses of the actual trip.

D. An Independent Field Program (IFP) involves students enrolling for a field course at UTK while completing a placement in another location. IFP's are typically linked with Non-Government Organization's (NGO) or other international agencies and require significant planning prior to departure. The IFP requires the student to assist in locating an

organization to complete the placement with as well as very active involvement in housing, field instruction and other logistics.

2. International Placement Process

Once you have taken the time to review the Study Abroad Website and considered the previous questions and types of program options, schedule an appointment with the Director of International Initiatives (DII) at the College of Social Work (CSW). The Director will coordinate with you and your Academic Advisor / Major Professor to determine the best time for you to go Abroad.

A. BSSW Students Study Abroad Process:

- 1) Visit the Study Abroad Website at <https://studyabroad.utk.edu/> to explore available Direct Exchange, Third Party and Faculty led programs.
- 2) The next step will be to meet with a Programs Abroad Office (PAO) Coordinator. Once you have narrowed down your program choices to three, you should schedule an appointment with one of the PAO Coordinators who will talk to you more in-depth about your options and how the application process works. You are encouraged to talk to a PAO Peer Advisors. Every weekday during the academic year, the Peer Advisors host general information sessions at 2 pm in the PAO Resource Room. During these information sessions, you will learn about the "nuts and bolts" of studying abroad and have the opportunity to ask questions. If you cannot attend one of the information sessions, feel free to stop by during regular Resource Room operating hours. A Peer Advisor will always be available to help you.
- 3) Complete Study Abroad Planning Sheet
- 4) Submit Planning Sheet to DII
- 5) Meet with the Director of International Initiatives to discuss interest in program and review academic plan. It is important to realize that reviewing the study abroad website and meeting with the DII at the CSW may not identify all the factors involved with studying at a particular location. You may have multiple meetings with the PAO coordinator and DII prior to securing your exchange location.
- 6) Review the cost of the program selected and review the scholarship and funding options on the website:

https://studyabroad.utk.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=E370D2DE-19B9-C0B3-C70689C6CDFBC394

- 7) Apply to the program online
<https://studyabroad.utk.edu/index.cfm?FuseAction=Programs.SimpleSearch> Once the location/program has been selected you are ready to apply. BSSW students will need to follow the instructions noted in how to apply. Be sure to pay attention to the application deadlines listed at the top of the UT abroad webpage.
<https://studyabroad.utk.edu/index.cfm?FuseAction=Programs.SimpleSearch>
- 6) Advise DII of program acceptance and schedule meeting to complete course equivalency form
- 7) Request approval by the program Director by providing syllabus and proposed assignments to meet course competencies. BSSW students wishing to take social work courses and/or field practicum must meet with the Director of International initiatives to review academic plan and

course equivalency as well as discuss any additional assignments required to pursue course substitution. The DII will request a course substitution on behalf of the student to the Program Director. The request will include a syllabus from the host institution, the specific course to be substituted for at UTK and a detailed description of any additional assignments to be completed to ensure course competencies are met.

- 11) Students planning to complete a field placement outside of the United States must receive approval from the BSSW Field Coordinator.
- 12) Coordinate with the Study Abroad office to ensure any general education courses you will be taking outside the US meet UTK requirements. Courses taken outside the US for elective credit do not need prior approval.
- 13) Complete pre departure requirements including:
 - a. Apply for passport
 - b. Review and comply with country immunization requirements
 - c. Purchase airfare
 - d. Complete all required forms for Study Abroad Office- students must participate in and present verification of completion of the UTK Study Abroad Orientation prior to departure

B. MSSW Student Study Abroad Process:
(Direct, Third Party or Faculty Led)

- 1) Visit Study Abroad Website at <https://studyabroad.utk.edu/> to explore available Direct Exchange, Third Party and Faculty led programs
- 2) Complete Study Abroad planning sheet
- 3) Submit planning sheet to DII and
- 4) Schedule meeting with DII to Review current International Field Options List & discuss process for placements outside of current list
- 5) Review the cost of the program/placement selected and apply for scholarship and funding options:
- 6) Students participating in a Direct Exchange or Third Party program will need to apply for the program through the study abroad office using the following weblink:

<https://studyabroad.utk.edu/index.cfm?FuseAction=Programs.SimpleSearch>
- 7) Advise DII of program acceptance and schedule meeting to complete course equivalency form
- 8) Request approval from the associate Dean for any academic courses to be taken out of the country
 - a. Providing syllabus and proposed assignments to meet course competencies.
 - b. MSSW students wishing to take Social Work courses and/or field practicum must meet with the Director of International initiatives to review academic plan and course equivalency as well as discuss any additional assignments required to pursue course substitution.
 - c. The DII will request a course substitution on behalf of the student to the Associate Dean. The request will include a syllabus from the host institution, the specific course to be substituted for at UTK and a detailed description of any additional assignments to be completed to ensure course competencies are met.*
- 9) Students planning to complete a field placement as part of an exchange or third party program must receive approval from the MSSW Field Coordinator.

- 10) Courses taken outside the US for elective credit do not need prior approval.
- 11) Complete pre departure requirements including:
 - a. Apply for passport
 - b. Review and comply with country immunization requirements
 - c. Purchase airfare
 - d. Complete all required forms for Study Abroad Office
 - e. Review and submit post-test on pre-departure orientation-students must participate in and present verification of completion of the UTK Study Abroad Orientation power point prior to departure
 - f. Enroll in International Social Work Organization in Blackboard

C. International Field Placement

MSSW Students interested in remaining enrolled at UTK CSW through the Distance Education Program while completing a field placement offsite will need to:

- 1) Contact DII for list of current active international field placement sites.
- 2) Identify preferred placement. Students are welcome to explore alternative locations and organizations. Those that are not working with a current active location should:
 - a. Gather information about the organization including website, contact information, knowledge of other individual(s) who has been employed by or volunteered with organization
 - b. DII will contact organization contact to review University and College specific criteria & extend the option to enter an agreement with the UTK CSW.
 - c. Once verbal commitment by organization contact is received, student should follow IFP process.
- 3) Once placement location is identified. Complete the International Placement Form and submit to DII (This may take significant time as it involves specific information about student housing, safety, onsite support, transportation etc.) During the process of completing the International Placement Form remain in contact with DII who will assist when necessary and appropriate.
- 4) Provide written request to location Field Coordinator for field placement approval.
- 5) Verify number of credit hours and clock hours that will be completed while abroad.
- 6) Complete pre departure requirements including:
 - a. Complete UT Student International Travel Registration:

The International Travel Registration is required of students who are going to be traveling internationally on an experience that is not defined as an organized study abroad program (such as independent study, research, fieldwork, seminar/conference attendance, etc.) and the student is receiving funds or support and academic credit from UT (your department provides you with a scholarship/fellowship or reimburses you for some international travel costs

https://studyabroad.utk.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=0606707D7B4F06000D71727D02711C00017B0F14740973756E7207747B7C75730602767C0007010777

- b. Apply for passport
- c. Review and Comply with country immunization requirements
- d. Complete and submit to the DII the Social Work Study Abroad Planning Form
- e. Purchase Airfare
- f. Review and submit post-test on pre-departure orientation-students must participate in and present verification of completion of the UTK Study Abroad Orientation power point prior to departure. (All students must participate in the personal safety training provided. The training includes content on: anger management skills, infectious disease control, sexual harassment and practical advice to minimize risks to safety at the agency, in the community and when making home visits. Before beginning field practice, students sign the document, Acknowledgment of Risk in the Field Practicum.)
- g. Enroll in International Social Work Organization in Black Board
- h. Purchase airfare

D. PhD. Student Study Abroad Process:

- 1) Visit the Study Abroad Website at <https://studyabroad.utk.edu/> to explore available Direct Exchange, Third Party and Faculty led programs.
- 2) Meet with the Director of International Initiatives to discuss interest in program and review academic plan.
- 3) Identify preferred placement. Students are welcome to explore alternative locations and organizations. Those that are not working with a current active location should:
 - a. Gather information about the organization including website, contact information, knowledge of other individual(s) who has been employed by or volunteered with organization
 - b. DII will contact organization contact to review University and College specific criteria & extend the option to enter an agreement with the UTK CSW.
 - c. Once verbal commitment by organization contact is received, student should follow IFP process.
- 4) Once placement location is identified.
 - a. Complete the Social Work Placement Form and submit to DII (This may take significant time as it involves specific information about student housing, safety, onsite support, transportation etc.) During the process of completing the International Placement Form remain in contact with DII who will assist when necessary and appropriate.

- b. Verify number of credit hours and clock hours that will be completed while abroad.
- c. The DII will request a course substitution on behalf of the student to the Program Director. The request will include a syllabus from the host institution, the specific course to be substituted for at UTK and a detailed description of any additional assignments to be completed to ensure course competencies are met.

5) Complete pre departure requirements including:

- a) Complete UT Student International Travel Registration:

https://studyabroad.utk.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=0606707D7B4F06000D71727D02711C00017B0F14740973756E7207747B7C75730602767C0007010777

The International Travel Registration is required of students who are going to be traveling internationally on an experience that is not defined as an organized study abroad program (such as independent study, research, fieldwork, seminar/conference attendance, etc.) and the student is receiving funds or support and academic credit from UT (your department provides you with a scholarship/fellowship or reimburses you for some international travel costs

- b) Apply for passport
- c) Review and comply with country immunization requirements
- d) Purchase Airfare
- e) Review and submit post-test on pre-departure orientation
- f) Enroll in blackboard international social work organization

III. Transfer Credit and Grades

Studying abroad does not have to delay your time to graduation. If you study abroad on a PAO approved program, your foreign courses will transfer back to UT Knoxville provided that you; earn an equivalent grade of "C" or better, the courses are not remedial or vocational/technical in nature, and do not duplicate already completed courses. Grades earned on an approved study abroad program will not be calculated into your UT Knoxville GPA. Students who participate in study abroad programs from accredited institutions will earn satisfactory (S) credit for A through C grades and NC credit for C- through F grades for completion of comparable coursework. The S/NC grades are not calculated in the UT grade point average, but all hours count toward the Tennessee Education Lottery Scholarship (TELS) attempted hours.

Keep in mind that if you plan on applying to graduate or professional school, the original transcripts from your study abroad program may be examined during the application process. **So be sure to remain academically responsible while abroad.**

- NOTE: You are strongly encouraged to return from abroad with course materials which document the content covered (i.e. course syllabi, list of reading materials, papers, exams, etc.). This material will facilitate the awarding of appropriate transfer credit.

If you participate on a UT Knoxville faculty-led program, you will receive a grade and specific course credit just as you would if you enrolled in the same class on campus. Grades received on faculty-led programs will be calculated into your UT Knoxville GPA.

MSSW students enrolled at UTK through-out their international field placement will be required to ensure that all field forms (time sheet, learning plan) by student and (mid- term and final field evaluation) are completed by the host agency field instructor and/or the Director of International Initiatives at UTK CSW. Failure to do so may result in an N/C for the practicum course or an incomplete grade pending receipt of required documentation.

PhD. - Students planning on taking academic courses outside of the US are to present the Doctoral Committee with a syllabus and proposal for course substitution. At the time of applying for degree candidacy student will list the courses taken out side of the US.

Students may also enroll in SW 693 which allows for offsite research and projects for course credit.

Continuing Enrollment at UT Knoxville

When you study abroad on a PAO approved program, the POA office will register you for a temporary "study abroad" course to maintain your full-time enrollment at UT Knoxville. The credits you earn while studying abroad will be substituted for this course after your program ends and your transcript are received.

MSSW students remaining enrolled through the College Distance Education program while completing a field placement/practicum out- side of the United States will enroll in all courses through the UTK registrar's office at <https://myutk.utk.edu/>. As with faculty led programs you will receive your grades from the faculty at UTK and they will be calculated into your UT Knoxville GPA.

Courses may or may not be available in the host country as well as exploring the possibility of completing courses prior to or upon returning to UTK.

Students completing a field placement in another country will need to register with the Center for International Education and purchase an International student ID card. Additionally, students traveling outside of the Continental US are required to obtain the necessary travel visa and vaccinations – all of which are coordinated with the International Coordinator and the Study Abroad office.

Students should be aware of the possibility that participation in study abroad field experiences may extend the length of their program. This is typically known prior to departure. However, international contexts are fluid and sometimes present unexpected challenges related to instability and security concerns. There may also be unanticipated changes in international university settings and course offerings. The Coordinator of International Social Work Programs will make every effort to inform students of changes in the host country and/or university in a timely manner, but delays may be unavoidable. It is important to keep in mind that the value of this type of experience can greatly enhance the student's educational experience and career opportunities and are generally well worth any additional time, effort and cost.

BSSW students must take a minimum of 12 UT Knoxville credits per semester (fall/spring) to maintain full-time status, a requirement for most student visas and financial aid recipients. Be aware that foreign educational systems frequently differ from the US system, so you may be required to function more independently. You cannot receive more than 19 credit hours each semester, and 12 hours for the summer term. Enrollment that exceeds the maximum must be approved by the dean of your college before you begin your program.

UT Knoxville Course Petitions

By participating on a PAO approved program, you can apply your foreign credits earned while studying abroad to your major and/or minor, use them to fulfill general education requirements, and /or earn

general electives. Depending on your UT Knoxville course of study and the type of credit you are receiving, the course petition process is different. The PAO Coordinators will advise you in more detail about the process when you meet with them. NOTE: Before you leave UT Knoxville for your study abroad program, you will be required to complete a Request for Transfer Credit Form. You will receive this form after you have been accepted to your program.

MSSW students will complete an admission to candidacy application the semester prior to the intended graduation date. Courses taken while abroad at a host institution will be petitioned under the transfer credit section of this form. The Associate Dean of the College will review and confirm course petition.

Studying Abroad During Your Last 30 Hours

Many academic departments allow you to study abroad during your final year as an undergraduate. You should speak to The Director of International Initiatives at the College of Social work about completing a petition to take your final 30 credit hours abroad. Please note that if you are studying abroad during your final semester, it is very likely you will graduate the following term. Study abroad transcripts often do not arrive until midway through the following semester.

IV. Students with Disabilities

Any student in need of disability related accommodations in field should contact the Office of Disability Services (ODS) on the Knoxville Campus: <http://ods.utk.edu/> or (865) 974-6087. In order to receive accommodations in Study Abroad Experiences as well as field practice, students must be registered with ODS and provide to the field coordinator a letter from ODS documenting the specific accommodations. It is the student's responsibility to inform the field coordinator and agency field instructor if accommodations are needed at the field placement agency. Director of International Initiatives and Field Coordinators are not authorized to share information with field instructors regarding a student's self-reported disability or requests for accommodations

Students will be afforded approved accommodations only after the student has notified that accommodations are requested and have been approved by ODS for the placement. Failure to provide written verification of a needed accommodation may result in a delay. The DII and Field Coordinator (if appropriate) will make every effort to identify a placement that meets the College of Social Work requirements and addresses the student's learning needs. The College of Social Work cannot guarantee that a study abroad program and/or field placement will meet all of these criteria during any given semester/location. It is always the social work student's responsibility to secure a placement by preparing for and presenting professionally in the international program and field interview

V. International Field Practicum:

At the University of Tennessee, College of Social Work the professional competencies and policies of the field practicum are formulated by the faculty and periodically revised to reflect changing practice and developing theory and to conform to the BSSW/MSSW Curriculum Policy Statements of the Council on Social Work Education.

The educational philosophy underlying the field practicum is a blend of the idealism and pragmatism that is characteristic of the profession. Within a framework of social work values and knowledge, the student in the practicum: tests out theory; develops skills and demonstrates competencies; evaluates his/her own performance; and gains an understanding of practice.

The field practice experience provides the student with an arena to apply social work knowledge and skills in actual social work practice situations under the direct supervision of

an experienced professional practitioner. The field instructor acts as a role model for the student by demonstrating social work knowledge and skills and through the use of professional behaviors that are consistent with values and ethics of the profession. This process facilitates the student's professional socialization and provides the student with an opportunity to test his/her knowledge, values, skills and commitment to the profession.

A. Structure of the Social Work International Field Practicum setting:

The college, specifically the Director of International Initiatives, is responsible for developing and maintaining a variety of study abroad opportunities including field practice settings for the baccalaureate and masters programs. The Director receives feedback from faculty, students, and professional community regarding the availability and appropriateness of various potential international field settings. Then the Director initiates contact with the host institution, organization to determine the appropriateness of the field setting. Information gathered from the site is shared informally with the Program's Abroad office and the College of Social Work faculty for feedback. International Field practice settings are continuously re-evaluated as new information appears or when there is a change of circumstance in the field setting.

B. Criteria for the Selection of International Practicum Settings

The following are criteria for field agency selection:

1. The organization's philosophy and standards are consistent with the goals of social work education and the values and ethics of the social work profession.
2. The organization is able to provide a PhD, DSW, MSSW or a BSSW field instructor who has a minimum of two years post-degree experience and preferably some supervisory experience. (In place of an onsite Field Instructor the agency may enter an agreement with a local social worker or with the Director of International Initiatives at UTCSW.)
3. The field instructor must provide the student with at least one hour of supervision weekly. This may be achieved using technology including but not limited to Skype &/or Blackboard Collaborate.
4. The field instructor is willing to work with a student and the college's field coordinators in a cooperative manner to clearly identify student learning needs and develop assignments to facilitate the student's educationally directed field experience.
5. A variety of learning experiences appropriate for the specific academic level of the social work student is available.
6. Field learning experiences are selected for their educational value and in accordance with competency areas.
7. The organization is able to provide the student with the necessary physical resources for the learning experience (e.g.; office space and supplies, internet access)

C. International Organization Agreements

Formal, written agreements are used with all international field placement organization to delineate the roles and responsibilities of the college, the field organization, and the student. Essentially, the agreement indicates the college, the organization and the student are expected to abide by the policies and procedures outlined in the field practice manual. These agreements are kept on file in the college. (See Appendix for a copy of the agreement form.)

D. Criteria for the Selection of Practicum Instructors

The organization field instructor is doctorate; master's or bachelor's level professional social worker affiliated and/or employed an organization. The Director of International Initiatives is responsible for screening practicum instructors using the following criteria as guidelines:

1. The field instructor has a minimum of two years of post-BSW (BSW) or post-MSW (MSW) practice experience and preferably has supervisory or teaching experience.
2. The field instructor states an interest in social work education as a process and is willing to supervise a student with diverse learning needs.
3. The field instructor is available in the organization while the student is in placement and is able to devote adequate time to supervision. At minimum, the student must receive one hour of supervision per week.
4. The field instructor is willing to work cooperatively with the field coordinator and the Director of International Initiatives to insure a successful placement experience.
5. The field instructor must be willing to complete the field instructor certification training program. This nine hour program consists of three training modules and is available online.

E. Field Instructor Certification Training

The field instructor is central to a successful placement experience for students and every effort is made to identify, train and nurture qualified field instructors. In fall 1999, the college initiated a field instructor certification training program to enhance the knowledge and skills of field instructors in their role as educators. Field instructors need encouragement to begin thinking and acting like educators since they are more naturally inclined to act like practitioners and supervisors.

This means emphasizing the importance of doing an educational assessment of the student's learning needs and identifying the student's learning style. It means organizing an educational plan that is congruent with professional competencies and the specific individual needs of the student. Also, it is important to encourage field instructors to make assignments that address the cognitive, affective, and experiential components of the student's learning.

The certification training is a nine hour, three module programs that consists of content in the following areas: orientation, adult learning and teaching strategies, and evaluating students. All modules must be completed prior to becoming certified. Prior to receiving their first social work student, field instructors are oriented by the field coordinator or DII. Field instructors receive contact hours for the training and are eligible for requesting a NET ID and library access.

VI. Roles and Responsibilities in the International Exchange including Field Practicum

To insure a quality exchange and/or field practicum, it is essential that key persons

involved in the exchange/practicum understand their roles and work cooperatively. The followings outline the roles and responsibilities of key persons.

- A. Director of International Initiatives
- B. Academic Advisor/Major Professor
- C. Field Coordinator
- D. Student
- E. Onsite Field Instructor
- F. Onsite Task Instructor

A. Director of International Initiatives:

The DII is responsible for the oversight of the international /exchange education experience and its relevance and congruence with student's academic curriculum and field expectations. Specifically the DII is responsible are to:

1. Connect social work students to host institution is currently under a memorandum of agreement with the University and/or College of Social Work
2. Establish new international agreements with host institutions and /or organizations with an international mission.
3. Support student initiatives relating to study abroad and international field experiences ensuring compliance with university and college policies and procedure.
4. Maintain a data base of international opportunities
5. Prepare and maintain a current international manual including specific policy and procedures related to social work study abroad.
6. Maintain ongoing contact with the field instructor via telephone, Skype, email and other internet/technology. At least once a semester.
7. Assist the field instructor in the design of learning experiences for the student; and consult with/advise the field instructor regarding the student's special learning needs.
8. Provide the field instructor and other relevant agency personnel with current knowledge about the academic curriculum and any necessary assistance in relating it to field practice.
9. Consult with the field instructor regarding the student's semester evaluation, assign the field practice grade, and in sure the written evaluation are given to the college at the specified time.
10. Fulfill the role of Field Instructor in the absence of a qualified person on sight when the location and agency meet the criteria for an international placement
11. Assist students in locating study abroad/international funds to offset costs of travel and experience.

12. Conduct online international field seminar as needed.
13. Report to the field coordinator each semester on the progress of the students and any problems encountered in the field placement.
14. Attend meetings for field coordinators and participate in planning, decision-making and sharing of knowledge as needed.
15. Contribute ideas for innovation with field coordinators, program directors and Deans

B. Academic Advisor/Major Professor:

1. The academic advisor or major professor will be available to the student to discuss issues related to their academic plan and the curriculum in relation to the study abroad/international experience.
2. Advisors and Major Professors will share opportunities with students and direct them to the Director of International Initiatives when appropriate.
3. Advisors and Major Professors will communicate and coordinate regarding degree requirements with the student and DII as needed.

C. Field Coordinator

The field coordinator is responsible for coordinating with the Director of International Initiatives promoting a student's opportunity to engage in international field experiences. Specifically, the field coordinator's responsibilities are to:

1. Communicate with student's opportunities to engage in field practice outside of the United States.
2. Connect interested students with the Director of International Initiatives for planning.
3. Review and refer to the Study Abroad manual to ensure compliance with university and college policies and procedures.
4. Support and assist in training international field instructors as needed.
5. Confer with the Director of International Initiatives when a student's performance is below expectations and/or when a grade of C-or less is anticipated.
6. Provide feedback to DII on international experiences

D. Host Country Field Instructor

The field instructor has the primary responsibility for the student's education in the field placement. The field instructor is a role model and an educator who demonstrates professional skills and behaviors and guides the student in the learning and integration of social work knowledge, values, and skills. The field instructor:

1. Selects and makes appropriate assignments that take into consideration as much as possible the student's past experience, learning patterns, career expectations,

unique learning needs, and the professional competencies.

2. Completes, with student and liaison input, the Field Practicum Learning Plan.
3. Provides an orientation to the agency.
4. Informs relevant agency staff about the expectations of the student's role in the agency.
5. Meets at least one hour each week with the student for an educationally-focused conference. (This may be done via technology)
6. Contacts the Director of International Initiatives if necessary and participates in regularly held semester conferences with the Director. (Via Skype/blackboard collaborate)
7. Assesses the student's progress on a regular basis and completes all evaluation instruments in a timely manner.
8. Participates in field instructor certification training and in other opportunities for college-agency exchange.
9. Contributes knowledge and suggestions to the college for up-dating the program.
10. At the conclusion of the international experience field instructors and/or host institution representatives are asked to evaluate their experience with the college and social work students. The completed forms are returned to the Director of International Initiatives who will then review with related administrators at the College. (See Appendix II)

E. Host Country Task Instructor

The term, "task instructor" is used to indicate an agency staff member who assumes certain responsibilities for the student's field education as delegated and monitored by the field instructor. The task instructor does not replace the field instructor but needs to be well informed of the professional competencies and understand his/her role in the student's learning. The field instructor and the college provide the task instructor with the necessary resources to accomplish the educational task. The field instructor helps the student integrate the task instructor's contribution into the overall educational experience. At the conclusion of the international experience field instructors and/or host institution representatives are asked to evaluate their experience with the college and social work students. The completed forms are returned to the Director of International Initiatives who will then review with related administrators at the College. (See Appendix II)

F. Student

The student is an adult learner with a commitment to and investment in preparation for a career in the profession of social work. In particular, the student is expected to:

1. Participate with the DII in examining the professional competencies and the learning assignments available in the International field practicum. These learning assignments are listed on the Field Practicum Learning Plan.

2. Prepare for departure from the US by complying with the procedures outlined in the Study Abroad Manual. While in host country, student is expected to attend weekly conferences with the field instructor by: developing a written agenda; submitting written recordings and/or audio or video tapes in advance; taking the initiative in raising questions for discussion; and demonstrating the application of theoretical knowledge to practice.
3. Participate actively in planning process by providing the DII, Field Coordinator and program administration with all information requested.
4. While abroad the student is expected to attend organization staff meetings, if possible, given personal and agency schedules.
5. Engage actively in the evaluation process, seeking ongoing feedback from the field instructor and participating in the semester formal evaluation.
6. Bring to the DII, Field Coordinator and field instructor any problems or dissatisfaction with the field experience and engage constructively in finding solutions, if possible.
7. Use the Social Work Code of Ethics and International Code of ethics as a guide in all organization activities.
8. Abide by country, organization and host institutions procedures regarding practice activities, dress codes, working hours, and attendance.
9. Provide transportation to and from the field practice agency. Students will more than likely be reliant upon public transportation.
10. Pay for professional liability insurance and field fees annually prior to the field placement starting date.
11. Participate actively in all international organization sessions.
12. Keep a copy of all relevant assignments including keeping documentation up to date in IPT Alcea field learning plan, time sheet and evaluation.
13. Pay practice fee which is part of the course credits each semester (\$200 per semester).
14. At the conclusion of the exchange and/or field placement abroad, students are asked to evaluate their placement experience. Using the form Student Evaluation of International Academic and/or Field Practice (See Appendix), students are encouraged to comment on various aspects of their international program and/or field practicum and make recommendations for change. The completed forms are to be submitted via the blackboard International Site.

G. Practicum Hours

BSSW students enrolled in SW 380 are in field placement for a total of **120** clock hours (3 credit hours). BSSW students enrolled in SW 480/481 or SW 483 are in field placement for a total of **480** clock hours (12 credit hours). Students enrolled in a field course while abroad will need to comply with and complete the forms and paperwork required by the

host institution. Students are required to return to the US with a copy of any documentation of their field experience. This must be done prior to a substitution being approved by the program director.

MSSW students enrolled in SW 542 are in field placement for a total of 128 clock hours (2 credits) and SW 544 for a total of 224 (4 credit hours) Students enrolled in 586 are in field for a total of 336 clock hours each semester depending on credit hours enrolled in course (12 credit hours total). Prior to departure for your host country you must determine the field course you will enroll in or be receiving credit for as well as the number of clock hours you will need to complete related to field competencies. Unless enrolled in a field course in a host institution, Students must utilize and complete all field related forms in IPT Alcea while abroad. The learning plan, mid-term and time sheet will be monitored by both the Director of International Initiatives as well as the Field Coordinator of the related program to ensure that the student will receive full credit and/or problem solve as needed.

H. Evaluation of Student Performance in Field Practice

An evaluation of each student's progress in field practice is required at mid-semester and at the end of each semester. The evaluation, completed by the field instructor, is read and signed by the student. Signing the evaluation only means the student has read the evaluation. The student has the right to submit a written statement to the college outlining the areas of disagreement with the evaluation.

The evaluation is a joint appraisal by the field instructor and student of the student's progress in meeting the educational competencies during the period covered. The student's participation in the evaluation process stimulates the student to evaluate critically his/her own performance and to recognize areas of strength and weakness.

VII. While Abroad:

Students are to be culturally sensitive and respectful of differences among people. Study abroad and international field experiences offer students the opportunity to recognize their own biases, prejudices, or ignorance regarding diverse groups. Sometimes these feelings are not apparent until students have encounters with persons who are different. This presents an opportunity for self-examination and correction. These values are clearly stated in the NASW Code of Ethics and the Council on Social Work Education's website. Students must conduct themselves according to the social work code of ethics and the student academic conduct agreements while addressing their needs while abroad.

Students are responsible for:

- 1) Keeping in contact with the DII and any other UTK representatives regarding academic progress and concerns.
- 2) Keep syllabi and related assignments for substitutions
- 3) Maintain all time sheets, learning plan and evaluations in IPT
- 4)

A. Student Code of Conduct:

Students will sign the following statement after reviewing the Code of Conduct on the University website. <http://dos.utk.edu/hilltopics/>

I understand that I continue to be a UT Knoxville student while participating on my study abroad program, and that UT Knoxville has the right to impose disciplinary action against me for any violations of rules, regulations and standards of conduct as set forth in Hill Topics, the UT Knoxville Student Handbook, in addition to any disciplinary actions by my host institution and program provider.

Student Name

date

B. Professional Conduct

Students must conduct themselves in a professional and ethical manner toward clients, fellow students, and the faculty. Because membership in a profession implies an encompassing set of values, professional conduct is expected at all time, on- campus, off-campus, and internationally.

The college Subscribes to the NASW Code of Ethics (see Appendix) which is discussed in the class room and found at the college's website www.csw.utk.edu. Completion of a placement outside of the United States requires a student to abide by the International Code of Ethics as well as to be respectful of any other countries social work professional code of ethics. Any act that would constitute unethical practice or a violation of law, whether committed in college-related activities or not, is grounds for disciplinary action, including dismissal from the program. Any incident of professional misconduct which is committed during field practice will be written up by the student's field instructor and/or Director of international Initiatives on the Incident Report Form (see Appendix II). The college's policy statement relating to professional conduct issues can be found in the Student Handbook.

C. Professional Liability Insurance

Students in field practice can be sued for malpractice. Therefore, participation in a group plan For professional liability insurance is required by the University of All Students enrolled in field practice courses. The malpractice fee is paid **each** year before beginning the practicum experience. The Cost of this insurance varies according to the charges made by the University's insurance carrier. An effort is made to obtain the most economical coverage possible. The fee will be included on the VOLXpress Statement. Students are not allowed to begin field practice in/out of the US without paying this fee. This policy provides \$1,000,000 per claim and \$6,000,000 per annual aggregate per student. Please note the following limitations with the University of Tennessee Liability insurance and discuss with your host organization and embassy recommended (insurance/guidelines etc.) to protect yourself

D. Students Who Experience difficulties during international experience:

a. All Students:

By purchasing the International Student Identification Card you are protected for emergency evacuations and other medical needs. Any concerns related to your safety or program issues should be reported to the Study abroad Office at the following:

Emergency Phone System

If an emergency occurs during **business hours** (8:00 a.m. - 5:00 p.m. Eastern Time), please call our office at 865-974-3177 and a staff member will assist you.

If an emergency occurs during **non-business hours**, parents and students can reach a member of the PAO staff by calling 865-789-2982. This is the number for a 24 hour emergency cell phone carried by a staff member after business hours. **This is for EMERGENCIES ONLY, where the health/safety of the student is an issue.**

b. Student in Field:

Should Students experience difficulties specific to field placement while abroad they are to follow the procedures below:

1. Contact your field instructor (onsite or at UTK CSW) to share specific concerns and develop plan.
2. The field instructor & student will consult with the DII and Field Coordinator to review plan and determine any other action steps to be taken.
3. The DII will schedule a conference call/meeting with the field instructor, student and Field Coordinator (if necessary) setting a deadline for demonstration of the desired performance improvements.
4. If the concerns are related to student performance, the student will be informed that failure to improve may result in a failing grade in the practicum course.
 - a. The field instructor will document and sign the remedial plan, secure the signature of the student and send a copy to the DII and the field coordinator. The major professor will be notified as deemed necessary and a copy of the plan will be placed in the student's file.
 - b. If the student does not demonstrate adequate progress by the designated date, the field instructor will contact the DII and field coordinator who will then contact the major professor and request a meeting of the student's academic committee.
 - c. The academic committee will review the concerns and progress and determine what additional action should be taken.
 - d. If the student does not achieve the competencies and performance standards of the field practicum, a grade of NC (No Credit) will be assigned. A grade of No Credit in field terminates a student from the program.
5. If the concerns are related to the field instructor and/or placement:
 - a. The student is to contact the DII
 - b. The DII and student will discuss possible solutions and a conference call/ meeting with the DII, student, Field Coordinator (if necessary) and Field Instructor will be scheduled.
 - c. Specific concerns will be discussed and a plan will be developed with target dates will be signed by all parties
 - d. Within 2 weeks of plan development, the DII will request a status update from the Student and Field Instructor to determine if further action needs to be taken.
 - e. Students who are unable to complete an international placement due to unresolvable concerns with the field instructor or placement are eligible for an Incomplete grade pending alternative placement.

C. Removal from an International Field Practicum

In an extreme situation it may be necessary to remove a student from an international field practicum. This will only be done after attempts to rectify a student, field instructor or agency concern has been made with documentation and/or consultation from the field coordinator.

The Program Director and/or Associate Dean will be advised as well to begin the process of developing an alternative academic plan for the student allowing for the completion of field requirements.

Examples of such a situation are but not limited to:

Student will be removed from the international field practicum if s/he:

1. attempts to harm him/herself or any client or agency staff person.
2. is repeatedly absent from field, absent without notification, or absent for a period of two weeks for any reason not approved by the field coordinator.
3. has personal or legal hardships that negatively impact the field practicum.
4. has physical or mental health challenges, active substance abuse issues, or undocumented disabilities that severely limit the student's effectiveness in the field practicum.
5. performs in a manner that does not meet agency and/or school expectations.
6. violates the NASW Code of Ethics (depending upon the nature and severity of the infraction).
7. fails to maintain confidentiality as mandated by the field agency policy, the NASW Code of Ethics, IFSW Code of Ethics, or other country mandate
8. fails to comply with country and agency policies, procedures, or standards of conduct.
9. failure to follow the remedial plan.
10. is dismissed by the agency.

Students may be removed from international field practicum if:

1. Agency is unable to ensure and maintain student safety while in placement setting
2. Agency is unable to provide learning opportunities despite corrective action plans
- 3.

E. Transportation

Students studying outside the United States and UTK provide their own transportation to and from the host country and organization. In host countries this will more than likely be

public transportation. Students should be prepared to be flexible when completing field outside the United States and understand that transportation concerns may arise and will need to be resolved by the student with the resources available in the host country. Any ongoing transportation issue should be shared with the Director of International Initiatives and Field Coordinator in order to develop possible solutions.

VIII. Upon Return to the US and UTK:

A. BSSW Students:

Once you are back in the USA:

1. contact the DII and review the courses completed abroad.
2. If you have not done so already, request a transcript be sent to the Study Abroad Office
3. provide the DII with any syllabi and/or assignments needed for course substitutions and approval.
4. Contact source of any funding received to schedule presentation or other requirements of funding
5. monitor DARS report: <https://myutk.utk.edu/> and advise DII when international courses are reflected on report
- 6.

B. MSSW Students

Once you are back in the USA:

1. contact the DII and review courses completed abroad
2. If you traveled through a Direct or third party exchange, request a transcript be sent to the Study Abroad Office
3. Provide the DII with any syllabi and/or assignments needed for course substitutions and approval
- 4.
5. Contact source of any funding received to schedule presentation or other requirements of funding
6. Down load and save or print off the Admission to Candidacy Application and write courses taken abroad in transfer credit grid.: http://gradschool.utk.edu/forms/Master_Adm_Cand.pdf

C. PhD Students

Once you are back in the USA:

1. Contact the DII and review assignments completed abroad
2. Contact source of any funding received to schedule presentation or other requirements of funding

Reverse Culture Shock

Much like when you first arrived in your host country, you may experience culture shock when you return home. Many students look forward to coming home and expect that everything will have remained the same while they were away. Your expectations and reality will probably be different. You

have changed, faced challenges, experienced another culture, and learned the positives and negatives of your own culture. Do not be surprised if many of your friends and family do not understand the experience you have had and do not demonstrate the level of interest in your semester or year abroad that you had expected. Re-entry or reverse culture shock is often overlooked or dismissed because few expect problems readjusting to life at home. But it is real, and you are not alone.

The staff in the Programs Abroad Office is here to help you adjust to being back on the UT Knoxville campus. Try some of the following to help with reverse culture shock and get involved.

Come to a Re-entry Meeting held at the beginning of fall and spring semester. You will have the opportunity to connect with other returned study abroad students, talk about your experience abroad and any difficulties you are having with re-entry.

- Apply for a Peer Advisor position or become a volunteer with the PAO to help students interested in study abroad.
- Take part in the International Buddy Program. Each semester new international exchange students arrive on campus. You can help these students adjust to life at UT Knoxville.
- Participate in the International Roommate Program. UT Knoxville's Housing Office hosts this program. By participating, you have the opportunity to become roommates in the Apartment Residence Hall with one or more international exchange students and enjoy special activities designed to help you get to know your roommate and his/her culture better.
- Check out all the exciting and educational events taking place at the [International House](#). Become involved here in Tennessee and keep your "international" experience alive.
- Remember, re-adjusting to East Tennessee again does not mean giving up one culture for another. Integrate the best of both worlds.

Appendix I:

Passports and Visas

Passports and visas are two very important types of documents that you will need when you study abroad.

Passports

A passport provides official identification while traveling and proof of U.S. citizenship. It will be checked upon leaving and entering almost every country you visit. You will need a passport to enter a country,

AND to return to the United States. To obtain or renew your passport visit the Department of State [website](#).

Special note: Apply for your passport as soon as you begin thinking about study abroad or international travel as processing time can be lengthy.

Once you have your passport make copies or scan the page with your picture and passport number on it. Leave one at home with your designated representative, bring one to the Programs Abroad Office and carry the other copy with you separate from your passport. It is also a good idea to send a scanned copy to you by email. If you lose your passport having a copy will make it easier to get a replacement from the nearest [U.S. Embassy or Consulate](#).

Visas

A visa is official permission to visit a country for a specific purpose and time. Some countries charge or require an in person interview for a student or long-term stay visa; some countries do not or you may be able to apply on-line. To learn about the requirements for your host country and any countries you might visit while abroad go to the US Department of State [website](#).

Applying for a Visa

The exact process for applying for a visa will vary depending upon the type of visa and the country. In general, to apply for a visa you will **send your actual passport (not a copy)**, student visa application, and any other required documentation via certified mail, UPS, or FedEx (the consulate will usually indicate a preference) along with a return, self-addressed, pre-paid track able envelope to the consular office of the country you plan to visit. The consulate will stamp your passport with the visa and return it to you. You generally apply to the consulate that serves the state of your permanent residence.

Processing Time

Obtaining a visa could take as long as one to three months so begin early. You will not be able to apply for the visa until you are fully accepted by your host institution or program, but it is a good idea to begin gathering the needed information for your visa as soon as you apply for your program. The embassy/consulate website or documentation that accompanies your visa application will usually indicate how long it will take to process the visa.

Health and Safety

Assisting students in staying safe while studying abroad is a top priority for our staff. The PAO has emergency policies and procedures that we continuously review and update for all PAO approved programs. We work proactively to provide students with access to information about safety in each program location. From our Knoxville office, we monitor the world situation daily through available channels, such as the U.S. State Department's Bureau of Consular Affairs website and the daily information provided by the Overseas Security Advisory Council, and convey information to our students when the situation requires. Please see the following links for additional health and safety information:

- [World Health Organization](#)
- [Centers for Disease Control](#)
- [US Department of State](#)
- [Preparing for a Crisis](#)
- [Travel Warnings](#)
- [US Embassies Abroad](#)
- [Help for Americans Abroad](#)
- [Registration with Embassies](#)

Emergency Phone System

If an emergency occurs during **business hours** (8:00 a.m. - 5:00 p.m. Eastern Time), please call our office at 865-974-3177 and a staff member will assist you.

If an emergency occurs during **non-business hours**, parents and students can reach a member of the PAO staff by calling 865-789-2982. This is the number for a 24 hour emergency cell phone carried by a staff member after business hours. **This is for EMERGENCIES ONLY, where the health/safety of the student is an issue.**

Travel Resources:

Travel Planning

- [Student Travel Association \(STA\)](#)
- [Student Universe](#)
- [Johnny Jet Travel](#)
- [International Teacher Identity Card \(ITIC\)/International Student Identity Card \(ISIC\)](#)
- [Let's Go](#)

Useful Travel Information

- [Information about other countries](#)
- [State Department's Students Abroad](#)
- [Currency Converter](#)
- [Global Weather](#)
- [World Time Zones](#)
- [Worldmapper](#)

Appendix II.

**University of Tennessee College of Social Work
Study Abroad Planning Form**

Student Name: _____ UTK Email Address _____
BSSW (year) : _____ MSSW (year) : _____

Semester planning to go abroad: _____

Desired location to study abroad: _____

Planning to complete Social Work Courses abroad : Yes _____ No _____

If yes, which courses? _____

Planning to complete field placement abroad: Yes _____ No _____

Have you reviewed the UTK Study Abroad Website?
Have you explored financial aid/funding options?

Notes:

Appendix III:

Social Work International Field Form

Instructions:

UT Knoxville does not allow students to use university support to travel to or receive academic credit for work completed in countries under a US Department of State Travel Warning or a Travel Health Warning issued by the Centers for Disease Control. A request for an exception to this regulation will be sent to the Risk Management Committee on your behalf by submitting the following information. Please answer thoroughly and carefully the following questions regarding your travel abroad. Please make sure that you do include all details and as much written material in your responses as possible.

****Please note: If you do not have the answers to all of the following questions, you MUST contact your sponsoring organization or in-country contact persons to obtain the necessary information requested. Incomplete or insufficient information will result in denial of the request.**

1. Is there a current travel warning issued for your travel location by the Department of State and/or a Travel Health Warning issued by the Centers for Disease Control? [Insert link for the particular warning of the country of travel]
2. Please provide a detailed description of the proposed activity [event, conference/workshop, internship, fieldwork, research, etc.] in which you are participating. Please make sure to include all information possible about the sponsoring organization including but not limited to their website, contact information, brochures and descriptions of their organization.
3. Please provide a detailed itinerary of your travel. Please include how much free time you will spend traveling outside of the organized itinerary of your proposed activity.
4. Please provide the method(s) of transportation you will use during your travel. This includes not only to and from the host country but also to and from your field site.
5. Please provide a detailed description of the location of your lodging in relation to the location where you will be spending most of your time working during your proposed activity. Also, please address how you will get from your lodging to the site where you will be during your proposed activity each day.
6. Please describe your expected living and working conditions in detail. Please include whether you will be working and living alone or with other participants such as yourself. Is this proposed activity undertaken with a group of others or individually?
7. Should an emergency arise, is there support in-country from a provider, university, or organization? Please provide written information detailing the safety procedures of your sponsor or in-country supporting organization. Please include the name and contact information of your on-site direct supervisor. Is there a plan in place for how you will contact him/her should a problem arise? Please describe this plan.
8. Is your lodging and place of proposed activity within access to medical facilities? Please describe the distance from the nearest medical facilities to your location.

9. What in country experience do you have in this country(ies) and the specific area where you will be during your proposed activity?
10. How well do you speak the language(s) of the country where you will be travelling? If not, how will you communicate in the case of an emergency?
11. What is the accessibility of internet connection? What is the cost of internet services?
12. Do you have any special dietary needs and/or medications. – if so have you explored how you will ensure these needs are met while you are abroad?
-

Appendix IV: