

APPENDIX A

Northeast Ohio Medical University
Student International Experience
PETITION FOR IMPLEMENTATION
OF STUDENT INTERNATIONAL EXPERIENCE
Return to Global Engagement Office Library L-214

Instructions: This form must be completed by:

- any University faculty who wishes to organize an international experience that will include University students (for academic credit or extra-curricular activity funded by the University)
- any student who wishes to participate in a NEOMED-sanctioned international experience with an Affiliated NEOMED Faculty Member.

Title of Proposed International Experience _____

Dates of International Experience _____

Location of International Experience _____

Faculty or administrative program director name: _____

Faculty or administrative program director Phone Number: _____

Faculty or administrative program director email address: _____

The following documentation must be submitted with this form:

- Documentation of approval for academic credit by course director (if applicable)
- Methods of pre-departure and/or on-site orientation for students
- Copy of all information provided to the students/participants, including all orientation materials
- Description of procedures for an emergency evacuation plan
- A completed Risk Assessment Form—APPENDIX B
- Documentation of all relevant U.S. State Department information and advisories
- Documentation of participant requirements and responsibilities
- Copy of letter accepting student into the international experience (from appropriate official)

Form Submitted by: _____ Date: _____
(First and Last Name – Please Print)

Date Sent to Committee: _____

APPENDIX B

Safety Action Plan (SAP)

In some cases, you may not be required to work with a provider or specific contract in the host community. If you are working with a provider or contact in the host community, please use their input to assist you in completing the Emergency Action Plan and COVID-19 Contingency Plans.

Know Where to Go

Where should you go first in an emergency, and what methods of transportation will you use to get there?

Be aware of all your emergency transportation options. Know the numbers for the following:

Airport: _____

Bus Station: _____

Train Station: _____

Metro Station: _____

Car Rental: _____

Boat/Ferry/Port Authority: _____

Know Your Emergency Contact Information

In addition to your personal emergency contacts, we also recommend you look up the numbers for the following individuals and agencies nearest to your study abroad and/or travel location(s):

City or country's 911:

Local government office:

Consulate/Embassy:

Police:

Fire:

Hospital:

Post Office:

Translator Service:

Lawyer:

Red Cross:

24 hours assist/insurance:

Other:

Who will you call first, second, third, etc. in an emergency?

1. _____

2. _____

3. _____

Do your emergency contacts have each other's phone numbers so they can communicate and relay information about you to each other?

What are the planned roles of individual leaders and participants if one or more members of the group are unable to continue participation in the program or travel with the remainder of the group?

What are some alternate ways of communicating with your emergency contacts?

The following are some communication options you may have available:

Telephone: _____ Cell phone/text message: _____

Fax: _____ Email/internet: _____

Who should be the main contact onsite in the event of your illness, injury, etc.?

Who is the back-up contact if primary contact is unable to communicate?

Where should participants meet in case of an emergency?

Where is your back up location in case the first meeting point is unsafe/inaccessible?

Back-up Plan/Special Conditions

If the situation does not permit you to follow the original plan, what is the backup plan?

Are there any other special conditions to consider which are unique to your situation (i.e. weather conditions, hazards in your region of travel, poor public transcription, limited phone service, etc.)?

Emergency Kit and Money

Make sure you have a stocked emergency/first aid kit.

Do you have emergency cash reserves via multiple means (cash, cards, etc.)?

Using the emergency supplies and money you have set aside, for how many days would you be able to sustain yourself? What would you use each day?

Documents that should be attached to your SAP:

1. Copy of your students' and your passports and visa, if applicable.
2. Copy of your driver's license.
3. Copy of your students' and your insurance card/information: Cultural Insurance Services International (CISI).
4. International SOS registration on cellphone
5. Smart Traveler Enrollment Program (STEP) program by Department of State: proof of completion.
6. Communication trees: Who will be notified first, second.
7. Students' special medical needs information (if applicable).

APPENDIX C

Northeast Ohio Medical University Student International Experience STUDENT CHECKLIST

The following documents must be submitted to the Office of Global Engagement, Library 214 **at least two weeks prior** to their departure date:

- Proof of insurance with the following minimum coverage (from one of the agencies as described in the policy):
 - (a) Medical Expense (accident/sickness)—\$100,000 per incident
 - (b) Accidental Death/Dismemberment—\$10,000
 - (c) Emergency Medical Evacuation—\$50,000
 - (d) Repatriation of Remains—\$25,000
- Proof of travel consult and vaccinations and prophylaxis recommended by the Center for Disease Control—APPENDIX D
- Photocopy of current passport (and proof of visa if applicable)
- Photocopy of current U.S. State Department travel advisories
- Complete travel itinerary (including travel to, from, and during international experience)
- Emergency contact information—APPENDIX E
- Proof of registration with the U.S. Department of State (<https://step.state.gov/step/>)
- Signed Waiver and Release Agreement—APPENDIX F
- Signed and completed Safety Action Plan—APPENDIX G

APPENDIX D

**Northeast Ohio Medical University
Student International Experience
HEALTH FORM**

Instructions: This form must be completed by your health care provider. It is recommended that you provide your health care provider with a copy of your NEOMED Immunization Form (available from the Office of Student Services)

Student Name: _____

Leaving for: _____

Date leaving USA _____ **Date Returning to USA** _____

Need (check)	Vaccine/immunization/medication	Date Ordered	Provider/person administering	Date given
	<i>CURRENT CDC Travel Recommendations</i> for listed area reviewed with and given to student.			
	ALL vaccine consents are signed and witnessed.			
	mefloquine 250 mg. (Larium) Take one weekly, same day each week Start date ____ thru _____. Take for ____ weeks.			
	chloroquine 500mg. (Aralen) Take one weekly, same day each week Start date ____ thru _____. Take for ____ weeks.			
	Hepatitis A Vaccine. (2 weeks before travel) One adult dose, 1 ml., IM, deltoid area.			
	Typhim VI. (2 weeks before travel) One adult dose, 0.5 ml IM, deltoid area.			
	Oral Typhoid vaccine (Vivotif Berna) One package, as directed, p.o.			
	Inactivated polio vaccine (IPV). One adult dose, 0.5 ml IM or SC, deltoid area.			
	Tetanus-diphtheria booster. One adult dose, 0.5 ml IM, deltoid area.			
	Rabies vaccine. (3 doses) Give 0.1 ml intradermal on Day 1,7, and 21 or 28.			
	Positive Hepatitis B surface antibody			
	Meningococcal vaccine. Give 0.5 ml SC.			
	Cipro 500 mg, p.o., bid, for severe traveler's diarrhea x 5-7 days.			
	Yellow fever vaccine.			
(additions)				

NOTE: This record is verification that the student has completed all health requirements for international travel to location listed above.

Signature of health provider (include clinic stamp)

APPENDIX E

Northeast Ohio Medical University
Student International Experience

EMERGENCY CONTACT FORM

Student's Name _____

Dates of Travel _____ Site Location _____

Current Address _____

Phone Number _____ Email Address _____

Foreign Site Emergency Contact _____

Foreign Site Address _____

Foreign Site Phone Number _____ Fax Number _____

Foreign Site Email Address _____

U.S. Emergency Contact _____

Your Relationship to this Person _____

Current Address _____

Home Phone _____ Office Phone _____

Fax Number _____ Email Address _____

U.S Consulate at site of International Experience Phone Number _____

In the event of an emergency, NEOMED has my permission to contact the appropriate individuals listed above.

Print Name Signature Date

APPENDIX F

**Northeast Ohio Medical University
Student International Experience**

WAIVER AND RELEASE AGREEMENT

For use prior to participation in a university-approved international experience

This is a release of legal rights—this must be read and understood before signing.

I am a student at the Northeast Ohio Medical University (NEOMED) and have asked for and been granted permission to participate in a University-approved international experience.

Title of International Experience _____

Dates of International Experience _____

Program Contact Information: _____

In consideration for being permitted to participate in the University-Approved Program (“Program”), I agree to the following (student must initial each paragraph and sign and date the final page):

- (1) I have secured health insurance, from one of the agencies as stated in the Student International Travel Policy, to provide coverage for any injuries or illness sustained or experienced while participating in University-approved international experiences. At a minimum, my insurance provides for the following international coverage:
 - (a) Medical Expense (accident/sickness)—\$100,000 per incident
 - (b) Accidental Death/Dismemberment—\$10,000
 - (c) Emergency Medical Evacuation—\$50,000
 - (d) Repatriation of Remains—\$25,000

I have provided documentation of the insurance coverage to the Office of Student Affairs. In addition to providing documentation as required by the Student International Travel Policy, with my signature below I certify that I have confirmed my health care coverage meets the above-stated requirements, and hereby release the University, its officers, employees, faculty, and agents from any responsibility or liability for expenses or damages incurred by me for injuries or illnesses (including death) that I may incur. _____

- (2) Acknowledgment and Acceptance of Risk. I have no known medical or mental health condition that would risk my health or safety by my participating in the course or Program abroad.

I recognize that participation in the Program is voluntary and that participants voluntarily assume certain inherent risks, I acknowledge and agree that neither the University, its employees, its Board members, officers, employees, the Student Organization, nor any cooperating institution (collectively the “University”), assume any responsibility for damages to or loss of my property, any personal illness, any personal injury, or death

caused by my participation in the Program. By voluntarily participating in the Program, I freely assume any risk associated with or arising out of traveling, studying, conducting research, engaging in community service, and living abroad. Some programs involve high levels of physical activity and exertion. I may be exposed to cultural norms and practices that may differ from my own. These practices and norms may be disturbing. I have had the opportunity to raise any questions or concerns about the risks for the Program and any questions or concerns have been addressed. I have no physical, mental, or emotional condition, limitation, or disability that would preclude me from participating in the Program. _____

- (3) Notwithstanding any agreement by the University to award academic credit for the course of study I undertake, the University has not required me to participate in the Program in any way, and my academic progress at the University will not be adversely affected if I decide not to participate. I understand that the University has not undertaken any kind of control or supervision over the Program institution, my Program of study, my itinerary, travel arrangements or accommodations. _____
- (4) I understand that there are unavoidable risks in travel and living abroad—including the risks of transportation, foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions and other unanticipated risks. I have read all current recommendations and advisories issued by the U.S. State Department and the Center for Disease Control as to the risks of travel to and within my Program location. Knowing these risks, and in consideration of being permitted to participate in the Program, I hereby release and waive the right, on behalf of myself, my family, heirs and personal representative(s), to any claims or potential claims whatsoever for any and all liability for harm, injury, damage, claims, demands, actions, causes of action, costs and expenses of any nature that I may have or that may accrue to me, arising out of or related to my participating in this Program. I further agree to save and hold harmless the University, its officers, employees, faculty and agents, from any claim made by me or my family or personal representative(s) arising out of or related to my participation in this Program and any travel I undertake in connection with it.

- (5) If the U.S. State Department issues a Travel Warning for the location of my Program prior to travel, I understand my eligibility to travel to the Program location may be revoked at the consideration of the University and I will incur all monetary fees and penalties resulting from travel cancellation. In the event a U.S. State Department warning is issued while I am abroad, a determination of the appropriate action will be made on a case-by-case basis, with the University having the authority to require me to return to the United States. I understand that if it is required that I must return to the United States early, I will incur all fees and penalties for altering my original travel arrangements. _____
- (6) I understand that each foreign state has its own laws and standards of acceptable conduct. I recognize that behavior which violates those laws or standards could harm the University, as well as my own health and safety. I have informed myself to the best of my ability of the local laws and standards and I understand I am solely responsible for the consequences of any violations I incur at the location of

the Program. I will assume the risk of any legal problems I may encounter with any government or controlling administration at the Program location. The University is not responsible for providing any assistance under such circumstances. _____

(7) I agree that should any provision or aspect of this agreement be found to be unenforceable, all remaining provisions of the agreement will remain in full force and effect. _____

(8) I represent that my agreement to the provision herein is wholly voluntary, and further understand that, prior to signing this release, I have the right to consult with the advisor or attorney of my choice. _____

(9) I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, that the laws of the State of Ohio will govern. _____

(10) I have read and understand the Student International Policy (including all procedures contained therein) and the Student International Experience Guidelines. _____

(11) This agreement represents my complete understanding with the University concerning the University's responsibility and liability for my participation in the Program, supersedes any previous or contemporaneous understandings I may have had with the University on this subject, whether written or oral, and cannot be changed or amended in any way without written concurrence from both myself and the University. _____

For the purpose of these documents, emergencies will be defined as serious, unexpected, and often dangerous situations requiring immediate action.

I HAVE CAREFULLY READ THIS RELEASE FORM AND INITIALED AFTER EACH PARAGRAPH BEFORE SIGNING IT.

Student Signature

Student Name Printed

Date

APPENDIX G

Northeast Ohio Medical University
Student International Experience

STUDENT EVALUATION OF PROGRAM
Return to Global Engagement Office Library L-214

Program Name _____

Program Location _____

Program Dates _____

Program Evaluation (1-very poor to 10-excellent)

Educational Value 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 10

Cultural Value 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 10

Organization 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 10

Safety 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 10

Comments: _____

Your preparation for the experience (1-not at all to 5-excellent) 1 ----- 2 ----- 3 ----- 4 ----- 5

How could you have been better prepared: _____

Did you receive a scholarship or other financial assistance: ___ Yes ___ No

Source: _____

How did you find out about the experience: _____

Would you recommend this program for other students: ___ Yes ___ No

Why/Why Not: _____

Additional Comments:

APPENDIX H

ONLY TO BE USED FOR THE APPROVAL OF INTERNATIONAL EXPERIENCES TO DESTINATIONS THAT REQUIRE ADDITIONAL APPROVAL, PER UNIVERSITY'S STUDENT INTERNATIONAL TRAVEL POLICY

**Student International Experience
Student International Experience Committee Report
Return to Global Engagement Office Library L-214**

Title of Proposed International Experience _____

Dates of International Experience _____

Scheduled Meeting Date: _____

Members Present: _____

_____ Petition Pending

_____ Petition Approved by Committee

_____ Petition Rejected by Committee (if rejected, comments must be submitted)

Comments _____

(Chair, International Experience Committee)

(Date)

A letter indicating the Committee's decision (approval or rejection) will be sent to submitting person(s) within five business days.