

UNIVERSITY OF UTAH COLLEGE OF SOCIAL WORK
GLOBAL TRAVEL CHECKLIST

Student information

Name: _____

Email: _____

Phone: _____

Practicum Coordinator: _____

CSW International Project Faculty Supervisor: _____

International University/Agency/Organization information

Name of University/Agency/Organization: _____

Name of Field Instructor/Contact: _____

Field Instructor/Contact Email: _____

Circle those that apply

BSW Practicum	MSW 1 st Year Practicum	MSW 2 nd Year Practicum
Optional Practicum	Study Abroad	Independent Study
Independent Research	Other	

Please complete the following at least 2 months prior to departure.

- A. Contact Brittney Todd at the University of Utah Center for Learning Abroad to receive pre/post-departure materials including information regarding Health Insurance, emergency evacuation, and security insurance; international travel medical clinics; and release of liability forms. Contact info: brittney.todd@utah.edu
- B. Acquire
- a. Passport
 - b. Visa (if required)
 - c. Proof of recommended inoculations/vaccines
 - d. International health insurance coverage (REQUIRED)
 - e. Airline tickets

C. Schedule an appointment to meet with the appropriate International SW Director.

MSW students meet with Prof. Helane Leta, College of Social Work Room 320.

Contact info: Helane.Leta@socwk.utah.edu; 801-585-3161

BSW students meet with Dr. Ruth Gerritsen-McKane, College of Social Work

Room 327. Contact info: Ruth.Gerritsen-McKane@socwk.utah.edu; 801-585-3162

PHD students meet with Dr. Caren Frost, College of Social Work Room 266

Contact info: Caren.Frost@socwk.utah.edu; 801-581-5287

All students may contact Delva Hommes, Project Coordinator, at

Delva.Hommes@socwk.utah.edu for additional assistance.

D. **Bring to the appointment with Helane, Ruth or Caren:**

- a. Travel itinerary
- b. Copy of passport/visa
- c. Summer contact information
- d. Emergency contact information
- e. Proof of international health insurance coverage
- f. Copy of signed University of Utah Waiver of Liability

E. Pick up the following forms from the MSW or BSW Practicum Office to take with you:

If completing a 2nd Year M.S.W. Practicum or B.S.W. Practicum:

Duplicate copies of:

1. Practicum Syllabus/Evaluation Form
2. Affiliation Commitment Form

If completing an Optional Practicum:

Duplicate copies of:

1. Optional Practicum Goals/ Evaluation Form
2. Affiliation Commitment Form

If completing a Study Abroad, Independent Study/Research

1. Independent Study Application Form

F. Register for the correct Practicum or Independent Study course. Check with BSW, MSW or PhD staff for assistance.