

Study/Travel /Research Abroad:

Study/Research abroad programs are varied and comprehensive experiences that require significant foresight in planning and their execution. The Padnos International Center is fully immersed in leading and developing such programs. Regardless of being involved with an academic program or simply going abroad to engage in scholarly pursuits they should be consulted in the planning and execution of your trip. Because of the varied programs that exist within study abroad it is appropriate to say that in addition to adhering to policies and procedures established by the PIC that the above information relative to field experiences and service learning can serve as helpful guides in your planning.

Please refer to the Padnos International Center for guidance. www.gvsu.edu/pic

Below are some helpful checklists specific to study abroad that may also assist you and your group in planning your experience.

A. Coordination

SI	Task	
1	PIC announced study abroad program at GVSU department/ institute electronically and displaying hardcopy	
2	Faculty orientation on study abroad – a virtual tour / hotline	
3	PIC sent task list to faculty to mentor students	
4	Important tasks by dates are displayed electronically and in hard copy in front of PIC / faculty office / dept. billboard	
5	Contact and agreement among PIC, study abroad faculty mentor and the university abroad	
6	Study abroad faculty mentor contacts study abroad students with a copy to PIC	
7	Study abroad faculty mentor gets IRB approval if s/he is to implement a research project	
8	Portfolio of teaching or research abroad sent to Dean's office	
9	PIC updates students, faculty mentor, department, Human Research Protection Committee about list of students, list of tasks to be done by dates	
10	Faculty to create email list-serve to contact students	

B. Passport, Visa, Ticket and travel

SI	Task	
1	Passport is valid for at-least 6 months till students get back to GVSU. For example it should be valid till December 31 st if the students get back to GVSU by June.	
2	Get visa and/or fulfill requirements of country the study abroad	

	is taking place	
3	Ticket confirmed. Insurance will make the travel riskless	
4	Student, faculty, PIC, and dept. know the team travelling abroad by name, passport, date of departure and date of arrival	
5	Each member of study abroad team has travel plan with him/her.	
6	Important/emergency contacts and their address/phone/email	
7	Convey travel plan with local contacts	
8	Students' local guardian updated about planned program	

C. Culture, Clothing, Lodging, and Food

SI	Task	
1	Orient students and faculty about important culture of the country they are visiting. For example, in many countries right hand is preferred, seniors are not called by their names.	
2	A list of cultural codes and related reference handed over to faculty and students	
3	Do not argue about cultural supremacy	
4	Wear culturally suitable clothes	
5	Know the place you will live, bed sheet to toilet pan	
6	In public, do not try to fix things in your own way	
7	Prepare to face unexpected situation	
8	Know about a food before tasting it	
9	Get ready for a food poisoning or stomach upset	

D. Health, Hygiene, Medicine and Treatment

SI	Task	
1	Check your health for international travel	
2	Buy recommended medicines	
3	Keep health tips given by US Center for Disease Control – CDC	
4	Get your personal hygiene stuff – toilet soap to hair brush	
5	Bring nail cutter and other personal hygiene items	
6	Take your medicines and other healthcare supplies	
7	No treatment from untrained healthcare provider	
8	Keep a phone/email/address of doctors for emergency contact	
9	Have pharmacy address/phone for emergency contact	

E. Professional and Social Updates

SI	Task	
1	Report local US Embassy	
2	Update faculty mentor regularly	
3	Finish assigned task/reports on daily basis	
4	Have social network with your diaspora/community	
5	Make local friend – ‘test before trust’ a hidden rule of thumb	
6	Keep contact with regular friends	
7	Update parents or legal guardian about your travel	
8	Keep updated your parents or legal guardian about your time in abroad	

F. Unexpected Situation

SI	Task	
1	Update faculty mentor/team mates about any tour/trip	
2	Be polite	
3	Respect the culture of the community/country	
4	Obey known laws of the land	
5	Contact faculty mentor asap	
6	Update local US embassy	
7	Keep witness for indirect payment	
8	If possible record situation in your diary/electronic device	
9	Follow the suggestions of faculty mentor and US Embassy	