CHECKLIST for Students traveling abroad to do field experience projects during the Winter break 2018-2019

REQUIRED THINGS TO COMPLETE

Fill in and sign the Graduate Student Release Form and return it to Lisa Lassiter in the MPH office by December 20th.

Assess whether your project requires IRB approval by completing the IRB Worksheet.

The appropriate IRB approval may need to be obtained for any project that uses data gathered from human subjects. Even in cases where the data are de-identified, a determination should be sought from the IRB office. The deadline for submitting for IRB approval is Friday, November 9th. Thomas Bradsher is the MPH contact in the IRB office.

Create a travel profile record and itinerary in the Johns Hopkins International Travel Registry (JHITR).

If you haven’t already informed us about your travel, please let us know as soon as possible and we will give you access to the JHITR. If you have informed us about your travel, you will soon receive an automated email message with the link to the JHITR. Your travel profile information will help University administration to ensure your safety and well-being in the event of an emergency. This is a secure site and your information will only be accessed in the event of an emergency. Anything could happen such as losing important documents, a medical problem, natural disaster, political unrest, etc., and your record will contain critical information which could be accessed by University representatives to assist you. It will not be used for other purposes. Please fill in the Itinerary before departing for the winter break (by December 20th). You will be able to print the trip itinerary and you should share a copy of it with a family member or friend– in the case of an emergency.

Print your International SOS Card.

ISOS is a traveler assistance program that provides 24-hr assistance in the event of an emergency. The ISOS coordination is free to JHU students and there is nothing you need to do to activate the membership. Print a copy of the ISOS card which provides the JHU membership number. Make sure to have the card with you at all times when traveling. If you need assistance, contact one of the emergency phone #s on the card. You can access the ISOS information at anytime in the JHITR. Services include: Dispatch of medication and medical supplies; Medical and dental referrals; Lost document advice; Emergency personal cash advances; Translations and interpreters; Emergency evacuation.

(For Field Experience Fund Award Recipients)

Submit a brief summary about your experience (no longer than 2 pages in length) by February 4, 2019 to Lisa Lassiter. If you have any photos that you would like to share, please send them to Lisa with your summary.

Media Permission form (adult and minor child)

If you plan to include photographs of people in your project summary, you will need to have the person(s) complete a Media Permission form for an adult and minor child for photos that may be posted on the website. The MPH Program may post information about selected field experience projects on the website.

Plan to prepare a poster no later than March 27th & to be presented at the March 28th Global Health Day poster session. Abstracts are due March 1, 2019

On Thursday, March 28th (Global Health Day), there will be a keynote speaker to give the keynote address, and a Student Experience Fair will take place with students from across university divisions contributing to a diverse exhibit of students’ personal and academic experiences overseas. MPH Field Experience Award recipients are required to participate and will need to register for the Global Health Day Poster Presentation. Detailed instructions about the poster presentation requirements will be forthcoming in February 2019.

Complete the Practicum Learning Plan if you plan for this experience to fulfill all or part of the MPH practicum requirement. Submit the Plan to the Practicum office for review and approval prior to the start of the experience. The Practicum Learning Plan outlines the roles and responsibilities of the student, field counterpart preceptor, and JHSPH, as well as the practicum project description, specific goals and objectives, and proposed timeline. More information and all forms can be found on the Practicum website.
IMPORTANT RESOURCES

Travel Preparation Courses:

MPH Students must successfully complete either course:

**International Travel Preparation, Safety and Wellness Course** in CoursePlus (220.680.01): This course provides information on University and departmental travel approvals and procedures, safety, health information and guides students in answering questions they have about traveling abroad. Students in other departments who are engaging in work with IH Faculty or in IH projects must take this course. **We have passed the last day to register for 2nd Term. (Any MPH students supervised by IH faculty must sign up for this course in 2nd Term. Students who do not take this course will not be allowed to travel.)**

If you have missed the deadline to register for the course (220.680.01), you are **REQUIRED** to take the **International Travel Preparation, Safety and Wellness Course in Coursera** ($29 to take the course and get the credit/certificate). The certificate of completion is required for students supervised by IH faculty. You will need to complete the “honors” option and make a final country profile. Otherwise, you would be viewed as not completing the course. Please forward your certificate to the course instructor: Anna Kalbarczyk. Learners can see all Course Certificates earned on their Accomplishments page. From there, download, print, or share Certificates. This course is highly recommended for those students working with faculty in other departments.

Travel Resource Websites:

**Johns Hopkins University International Programs - Travel Resources:** Johns Hopkins students, faculty and staff travel the world in pursuit of research opportunities, business ventures, and scholarly experiences. These resources provide essential information for travel planning, risk awareness, emergency assistance, and more.

**Center for Global Health – Travel Resources:** These resources provide essential information for travel planning, risk awareness, emergency assistance, and more.

**JHU Travel Center:** JHU has made arrangements with a few designated travel agencies for discounts (of up to 25% off) of published air fares. The discounts are available for tickets issued directly with the designated travel agencies. These costs would be charged directly to you; not through the University. There are likely to be service fees associated with purchases through travel agencies.

Health Clinics:

*Please note that the Student Health Plan does not cover costs for travel-related vaccines & medication.*

**JH Travel Medicine Clinic:** The clinic provides pre-travel related prescriptions, immunizations, destination-specific consultation, and post-travel diagnosis & treatment. Clinical days are generally Tuesdays, Wednesdays, & Fridays. The last clinical day before the winter break is Thursday, December 20th (by appointment only). The office will be closed from Friday, 12/21/18 through and including Friday, 1/7/19. Contact the clinic to schedule an appointment, 410-955-8931 (located in the JHSPH basement, Room WB031).

**Student Health Clinic at 933 N Wolfe St** provides Hepatitis A, Meningitis, and TDap vaccines. Other than Hepatitis A, the Clinic does not provide travel related vaccines.

You may find **lower-cost** travel medicine options through the Maryland State Health Department.

The Centers for Disease Control and Prevention (CDC) website has a list of **Yellow Fever Vaccination Centers** which offer international travel health and vaccinations information.
**Trip Insurance:**
These are 2 options for travel medical insurance shared with us by previous MPH students:

- **DAN (Divers) Alert Network**: Offers trip insurance (about $150), even though they are an insurance company dedicated to the needs of divers.
- **Global Underwriters**

**Student Airfare:**
Two sites for cheaper student fares:

- **Sta.com** and **studentuniverse.com** offer student deals that are sometimes hundreds of dollars less than the competition.
  - May require the purchase of an ISIC ID card (for $25 but given the savings it is probably worth it)
  - Pro tip- The cancellation fees for sta.com fares, especially those with “a blue tag” next to the fare, are often lower than those on airline websites.
  - Disclaimer- STA Fares often don’t let you accrue miles on your ticket
  - These sites also offer ‘adult’ fares for non-students that may be cheaper than market value, but not usually.

**Travel Advisories:**
If you are a U.S. citizen, you may also want to register with the **U.S. Department of State Smart Traveler Enrollment Program**. This is a free service for U.S. citizens to register information about their overseas trip. In the event of an emergency, the State Department will be able to assist you. **If you are not a U.S. citizen, you may want to check with your own country’s embassy for a similar service.**

**U.S. Department of State Travel Information:**
For those traveling to high-risk areas of the world, you should be aware of any travel advisories. The State Department provides country-specific security travel warnings and other information.

**Centers for Disease Control & Prevention Travelers’ Health** provides health-related travel advisories and information for staying safe including a vaccinations link with country-specific recommended and required vaccination information. The CDC provides a list of **Yellow Fever Vaccination Centers** in the state of Maryland.

**For international students here on visa**, the Office of International Student Services (OIS) reminds you that you will need a travel signature on your I-20 or DS-2019 if you do not already have one. The OIS JHMI will hold a travel workshop (Date to be determined). Students and scholars are encouraged to bring their documents (I-20/DS-2019) to obtain a travel signature.