Background
The School of Medicine offers curricular opportunities for students to participate in International Health Electives at two different times during the medical school curriculum:
   a. Summer between Year 1 and 2 (up to 8 weeks)
   b. Year 4 (4 week elective)

Grading and Transcript Entry
Students who perform the elective in the summer between Years 1 and 2 will have an entry on their transcript for zero credits and will be graded using a Pass/Fail system. The International Health Advisor on the Lubbock campus will assign these grades. Students who perform the elective during Year 4 will be graded according to the current Year 4 elective grading scheme. The International Health Advisor on the student’s home campus will assign these grades.

Eligibility Criteria
Applicant:
1. Must be in good academic standing as validated by the Office of Student Affairs.
2. Must devote a minimum of four weeks to the elective work.

Application Process
The application process will proceed in two stages. In Stage 1, any student who wishes an International Health Elective to appear on their transcript will submit a brief on-line application. These applications will be reviewed for consistency with the mission of the Global Health Program of the School of Medicine and qualifying proposals will receive approval within two weeks. In Stage 2, students who receive approval will complete a full application and may at this time apply for financial support for their elective. Students who seek financial support will be required to describe a specific project that will be undertaken during the elective. These proposals will be reviewed by the International Health Committee of the SoM and funding will be approved for the highest ranked projects.

General Requirements for receiving Curricular Annotation
For an International experience to appear on a transcript, it must fulfill certain requirements based on institutional Operating Procedures.
Most importantly, the site for the experience must conform to the requirements for an approved site as described in TTUHSC operating Procedures as follows:
Approved Sites

(1) Universities or institutes of higher education with which TTUHSC has formal agreements or MOUs,
(2) International organizations such as WHO, PAHO, UN, etc. where the USA has representation,
(3) Teaching hospitals or health care organizations approved by the dean of the school and the VPIMA, and/or
(4) One-time-sites of special pedagogic interest; provided prior approval of the dean of the school and the VPIMA

If the site for the experience falls into category one above, the student should contact the International Health Advisor prior to submitting an application for information on the capacity of the site and guidelines for times available for the experience. If the site falls into one of the other categories, the student should contact the International Health Advisor to determine the likelihood that the site could be approved. For example, it may be possible to initiate and complete a Memorandum of Understanding with the host institution in time to complete the experience. However, the student is reminded that this is a legal document and completion of an agreement can take some time.

Student Evaluation

Student must have an evaluation form (MSIV) completed by the supervising host physician overseeing the clinical experience in the country where the elective is conducted.

Student will keep a daily journal of their activities, insights, and lessons learned. Students will be given the opportunity to share some of these insights upon their return.
Stage 1: Application for Elective Approval

Students who are interested in participating in an International Health Elective and wish to receive curricular annotation on their transcript should submit an application at: https://hscweb.ttuhs.edu/som/curriculum/EPCApplication/Default.aspx.

This application will request information in 5 different areas:

1. Demographic Data: Contact information for the applicant
2. Destination Details: Enter information about the country where the elective will be performed and specific locations within that country; the type of elective and proposed dates of travel
3. Contact Information: Enter names and contact information for any or all of the following:
   A. TTUHSC Faculty Sponsor: this could be a TTUHSC faculty member with whom you will travel
   B. Organization: If you will travel with a health-related organization (e.g. WHO, CDC, etc), enter the full name of that organization
   C. Host Institution: If there is a host institution with which TTUHSC has a Memorandum of Understanding or Affiliation Agreement covering International Health experiences, enter the name of the institution here
   D. Faculty Contact at Host Institution: Insert the name of a faculty member who will be responsible for overseeing your program in the host country. Ideally, this will be a faculty member at a medical school in the host country.
   E. Other: If you cannot identify an individual who fits categories 4A-D, or wish to list other contact individuals, enter their contact information here.
4. Pre-elective Explanation of Proposed Site Environment: Describe what you intend to do during your elective experience in 200-500 words. For example, describe specific clinics in which you will participate, or existing programs you will join.
5. Required Data for Destination
   A. State Department Information
      http://www.state.gov/misc/list/index.htm
      Navigate to the page for the country to which you intend to travel and copy and paste the URL for the front page for this country. Summarize any travel warnings that are listed for this country.
      The Centers for Disease Control also publish information about travel warnings. Go to: http://wwwnc.cdc.gov/travel/destinations/list.aspx, select your country of interest and click on the “Travel Notices in Effect” link. Make sure that you final list of travel warning include information from both sites (they should be the same).
   B. Immunization Requirements: The CDC also publishes recommendations for immunization requirements for every recognized country. Using the same page that you used to collect travel notices, click on the “Preparing for your trip to _____” link and provide a list of immunizations recommended for this country. (Note that your standard immunizations will also need to be up to date)
Stage 2A: Completion of Application

Upon receipt of approval, each student should submit a complete application to the International Health Elective Coordinator (Sophia Pena, Sophia.pena@ttuhsc.edu).

1. Review HSC OP 77.08; Student Travel Policy (Appendix A)
2. Complete Personal and Logistic Information Form (Appendix B)
3. Description of Elective Activities (either as part of Appendix B or on a separate sheet)

Due Date for MSI/II electives: April 14, 2010

Due Date for Year 4 electives: April 28, 2010
Stage 2B: Application for Financial Support

Financial support for International Health Electives may be available from several sources. However, students are advised not to rely on the availability of funds as a deciding factor in applying for an International Health Elective:

1. School of Medicine Scholarships: Scholarships of up to $1,500 have been provided in the past and are organized through the Office of Development at TTUHSC. In the past, donors have included individual donors, the Office of the President and the F. Marie Hall Office of Rural and Community Health (http://www.ttuhsce/ruralHealth/). The exact number of SoM scholarships for 2010-2011 may vary from year-to-year as fund-raising is an ongoing process. As of March 31, 2010, there is approximately $4,500 available for these scholarships. At least $1500 will be available for students traveling to Ethiopia for Year 4 electives.

2. TTUHSC Center for International and Multicultural Affairs (CIMA: http://www.ttuhsce/cima/) will fund scholarships from funds collected as part of student fees. $4,000 will be provided to the SoM from this source and $3000 has been committed to the new MSI/II elective activity in Santiago De Compostela, Spain.

3. Deans Scholarships: Two $1000 scholarships have been provided by the Dean for students traveling to Thailand in summer 2010.

In order to qualify for a scholarship programs, applicants should complete Appendix C: Research Project Description. Students should describe a research project that will be performed as part of the elective. In 1000 words or less, the applicant should provide the following:

a. Background for the project, describing the area of need being addressed
b. Hypothesis to be tested
c. Specific activities to be performed
d. Method for reporting of results.

The International Health Committee will review the proposals and top ranked proposals will be eligible for scholarship awards.
Stage 3: Preparation for Trip

Each student will present the following documentation to the International Health Elective Coordinator prior to travel:

- Required travel documentation (valid passport, visa for host country)
- Travel Release and Indemnification Agreement (HSC OP 77.08a; see Appendix D)
- Authorization for Emergency Medical Treatment (HSC OP 77.08b; see Appendix E)
- Release and Hold Harmless Agreement and Authorization for Emergency (see Appendix F)

*These three forms should be witnessed by a Notary Public*

- Emergency Contacts (see Appendix G)
- Proof of Immunizations to be completed by _____________ (2 weeks pre-departure)
- MEDEVAC coverage, international insurance to be completed by ____ (2 weeks pre-departure; see Appendix H)
- Register with US embassy in host nation (Register online @ https://travelregistration.state.gov/ibs/ui/)
Stage 4: Post-Trip Requirements

A. Contact International Health Advisor

Student must schedule a meeting with his/her TTUHSC faculty mentor/advisor for debriefing within two weeks of return.

B. Host Sponsor Evaluation to be completed by ___ / ___ / ____ (1 month post-return)

C. Submit Post-elective report for use by future students

*Medicine in a foreign country can be just as foreign as the language, food, and culture at times.*

*Students are highly encouraged to keep a journal while they are away in hopes of retaining the detail of their experience. This debrief is designed to assist you in evaluating your experience. Upon returning please describe your experience in a two to four page paper including the following information.*

- Describe your experience with medicine in a foreign country. Touch upon the environment in which you worked and the people with whom you worked.
- Describe the health care system in the country of intent. Briefly compare it to that of the United States.
- What was the most difficult part of working in a foreign country?
- How did participating in the International Health Elective change you?

The written debrief must be turned into the International Health Advisor within one month of return from the international health experience. Students will share presentation/poster with campus colleagues and/or at national convention within two months of return.

D. Make presentation to students on your campus

Student is encouraged to share their experiences at an annual TTUHSC International Medicine Club meeting. Student is encouraged to help with orientation for future students and to participate in global health related educational activities within the SoM curriculum.