**Study Abroad Proposal Checklist**

* Submit Field Placement Abroad Proposal
* One on One Meeting with Internship Coordinator
* Internship Coordinator consultation with Director of Internship and Student Services, Associate Dean and MSW Director
  1. Contact Risk Management regarding insurance abroad
* Field Placement Site/Agency is contacted to discuss proposed internship and School internship requirements
* Internship Coordinator Contacts Office of International Programs
* Approval Field Placement Abroad Proposal
* Enroll in Locus, Appropriate Field Work Courses
  1. Configuration/Plan for Online Integrative Field Seminar

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Student contacts Office of International Programs
* Secure Airfare
* Secure Housing
* Secure CISI International Health Insurance
* Complete require health screenings or immunizations as needed
* Attend a Pre-Departure OIP training
* Potential meeting with Seminar faculty member before departure
  1. Blackboard discussion
* Cultural training referrals or preparation