

Faculty Checklist for a Global Field Course

Directions – check each item off when complete

Faculty information to read:

- Guidelines for Global Field Courses Domestic and International

Form to be completed by faculty and returned to Dean Giménez with all signatures:

- Global Field Course Proposal Form

Forms to be completed by student (Originals given to Dean Giménez and a copy of each kept by faculty):

- Student Application Form **(Must be notarized)**
- Guidelines for Student Rights and Responsibilities and Judicial Procedures Agreement and Release Form
- Release of Liability and User Indemnity Agreement for Extra Curricular Travel During a Global Field Course Form

Forms to be completed by student's Primary Care Physician (Originals given to Dean Giménez and a copy of each kept by faculty):

- Student Medical History Form
- Statement of Fitness Declaration

Things Cont. Ed needs before a group departs (Originals given to Dean Giménez and a copy of each kept by faculty):

- Copy of each traveler's passport
- All contact information and locations where the group will be
- Emergency numbers for the travel insurance as a backup

Things the faculty needs before they depart:

- A copy of the student application (signed and notarized)
- Emergency contact phone tree
- Emergency number for the travel insurance
- Copy of each traveler's passport
- E-tickets confirmation for the group's flights

Things each traveler needs before they depart:

- Original passport (carry with you) and one copy of passport stored in your carry-on (not on you)
- Another official photo ID besides your passport, such as a driver's license (stored in your carry-on)
- Copy of the traveler's E-tickets confirmation for the flights
- Any medications the traveler may need for the duration of the trip