

HEALTH DEPARTMENT PROCESS FOR COMPLETING HLH 498 ABROAD

Step 1

- Student indicates to Health Dept. Fieldwork Coordinator (HDFWC) the intent to complete HLH 499 abroad.
- Advisor and/or HDFWC informs student about potential scholarship monies available

Step 2

- Student goes to Study Abroad staff within International Programs Office to obtain appropriate paperwork.
- Student will have to attend a Study Abroad Workshop if has not previously

Step 3

- Student completes paperwork and submits to HDFWC for **academic** approval of the internship experience.
- HDFWC will notify student of academic decision in writing as soon as possible and forward paperwork to IPO.

Step 4

- IPO will review for **logistics**, health & safety and give final approval if warranted.
- IPO will forward a final copy of paperwork to HDFWC who will place a copy in student academic file.

Step 5

- HDFWC will send Health Department approval letter to host agency with the link to the Health Department Fieldwork Manual.

Step 6

- IPO will inform the student, the HDFWC, and the student's advisor when to register and what course in which to enroll.

Step 7

- Upon successful completion of the fieldwork IPO will change SAB course to HLH 499.