

Policy S-1.18
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

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TITLE: **STUDENT SELECTION FOR INTERNATIONAL TRAVEL**

POLICY: The College of Nursing shall maintain a written policy for selection of students wishing to participate in international study experiences sponsored by the College of Nursing.

RATIONALE: Each international study experience provides a unique opportunity for students to learn about the health care and culture of other countries. Students and faculty members also represent the University of Florida College of Nursing and the United States on these trips. There are limited resources for implementation of these experiences and thus, only a limited number of students can participate at any one time. For all these reasons, the College of Nursing must screen applicants in order to select the most appropriate candidates.

PROCEDURES:

1. Student Informational Session

The Office Academic and Student Affairs will notify students of available international study experiences at least three months in advance, whenever possible. Students interested in the experience will be expected to attend an informational meeting about the study opportunity which will include:

- a. Objectives
- b. Location
- c. Time
- d. Estimated cost
- e. Student application and selection process

2. Criteria for student selection

Students who apply must meet the UF College of Nursing criteria for international study experiences (See Attachment #1).

3. Student application

Students must:

- a. Submit an application to designated faculty member (See Attachment # 2).
- b. participate in an interview as requested by the designated faculty member (See Attachment #3).
- c. Request two faculty members to submit faculty reference forms to designated faculty member (See Attachment #4) prior to interview.

Interviews will be conducted, at minimum, by the faculty member/s who will lead the study experience. A member of the International Affairs Committee may also participate in interviews.

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4. Selection and notification

- a. Information from the student application, interview, and faculty references will be evaluated for congruence with eligibility requirements for the study experience. The selection committee will consist of the faculty member/s responsible for the international study experience and the Assistant Dean for Student Affairs, and may include a faculty member from the International Affairs Committee. The committee will determine selection of students for the study experience.
- b. The Assistant Dean for Student Affairs will complete Attachment #1 and notify students by letter or e-mail that they were or were not selected for the study experience.
- c. Selected students will complete all University of Florida forms and other requirements necessary for international travel.

5. Canceling the trip

The College of Nursing reserves the right to cancel the international study experience at any time due to safety, health, cost or other relevant circumstances. Students will be given as much advance notice as possible of cancellation.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Approval	International Affairs Committee	12/06	12/11		
Review	Leadership Council	12/06	1/12		
Approval	Dean	1/07	1/12		

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*Attachment #1
Criteria for International Study Experience*

Student Name: _____

		Yes	No	Maybe*
1.	At least one semester successfully completed in undergraduate or graduate nursing program or health profession major (as relevant to the experience.) The faculty leader may recommend more academic experience.			
2.	Good academic standing.			
3.	Compliance with University of Florida and/ College of Nursing Code of Conduct or relevant college code.			
4.	Completed student application.			
5.	Faculty References (2)			
6.	Completed interview process.			
7.	Completed International Center orientation (if selected).			
8.	Provided confirmation of travel arrangements (if selected).			

**Provide an explanation for "maybe" responses:*

Support student's application: _____ Yes _____ No

Comments:

Committee members:

Date of Review: _____

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*Attachment #2
Application for International Study Experience*

Student Name: _____

Study Site: _____ Study Dates: _____

Current Date: _____

Course Number and Name (if applicable) _____

Credit: _____

Student Program: _____ # Semesters Completed: _____

E-mail: _____ Telephone: _____

CON Box Number _____ Home address: _____

- You have no known health problems that would jeopardize your safety and/or health during the experience.
- You accept responsibility for the identified costs of the trip.
- Faculty Reference #1 (name) _____
- Faculty Reference #2 (name) _____

Attach an essay to this form. The 250-350 word essay must address the following:

- Your reasons for wanting to participate in the international study experience.
- Your suitability for participation.
- Your openness to other cultures.
- Your leadership qualities.

The essay must be typed and written in APA format and be in compliance with the UF Honor Code.

Submit this application to: (designated faculty for experience).

Student Signature: _____

Date: _____

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*Attachment #3
Interview*

Student Name: _____

1. Student’s reasons for wanting to participate in the study experience.

2. Congruence between the student’s reasons for wanting to participate and objectives of the study experience.

3. Student’s suitability for participation in the study experience; including no known health problems that would jeopardize the student’s safety and/or health during the experience.

4. Openness to other cultures.

_____ Support student application for this experience.

_____ Do not support student application for this experience.

Faculty Name and Signature

Date

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*Attachment #4
Faculty Reference*

Applicant UFID (if known)	Applicant Last Name	Applicant First Name	Applicant Middle Name

To the student: It is our opinion that comments provided on a confidential basis will be helpful to us in judging important characteristics such as creativity, originality, independence and emotional maturity.

To the recommender: Please indicate the applicant's ability and competence in the following areas in comparison with other individuals whom you have known at similar stages in their academic studies.

	Below Average	Average	Above Average	Very Good	Outstanding	NOT ABLE TO JUDGE
Knowledge						
Motivation and diligence						
Creativity						
Intellectual ability and critical thinking						
Self-assured and independent						
Emotionally mature						
Socially mature						
Cooperative						
Well-mannered						
Responsible						
Effective team member						

Comments:

Faculty Signature: _____

Faculty Name: _____

Date: _____