

Overview of the process for global health experiences

Purpose: UMMS students can use this document as a checklist for a global health experience.

1. Background

Definition

- **Global health experience:** Any global health learning experience during medical school (including summer experiences after 1st year, Flexible Clinical Electives in 3rd year, and 4th + 5th year electives).
Global health experiences include all types of global health experiences (including clinical, research, public health, community service, cultural and language training).
- **Host Institution:** The institution, organization, agency, school or entity where the UMMS student will complete the global health experience
- **Supervisor at the Host Institution:** Typically the individual at the Host Institution who is aware of the student's learning objectives, is responsible supervising the student during the global health experience, and is a contact person at the Host Institution for any questions.
- **OGH:** UMMS Office of Global Health
- **OSA:** UMMS Office of Student Affairs
- **OUME:** UMMS Office of Undergraduate Medical Education
- **UMMS Elective Advisor:** A UMMS faculty member who agrees to be the student's advisor for the global health experience

Types of Agreements between UMMS and the Host Institution

- **LOA:** Letter of Agreement (typically valid for 1 year. New sites typically complete an LOA before an MOU)
- **MOU:** Memorandum of Understanding (typically valid for 3 years)
- **GHEN:** Global Health Experience Notice (only for global health experiences at a Host Institution that don't have an MOU or LOA, and do not have a clinical component to the global health experience)

Responsibilities of the UMMS Elective Advisor

Before the student experience:

- Review the description of the student's global health experience and learning objectives, and deem that they are appropriate for the student's level of training.

During the student experience:

- Act as student's contact at UMMS for questions or concerns that cannot be addressed by the *Supervisor at the Host Institution* while the student is participating in the global health experience.

After the student experience:

- Review the **International and Intercultural Education Opportunities Form**, which the student completes at the end of the global health experience. This form provides basic information about the global health experience, which can help UMMS and future students.
- Review the **Global Health Reflection** which is written by the student towards the end of the global health experience, and provides the student the opportunity to reflect on what they have learned from the experience.

Student identifies a global health experience & reviews the OGH policy regarding international travel [Step #1] * ☐

The student learns about an experience that matches their interests from the following sources:

- Other UMMS students and faculty ☐ Student does independent search
- LC global health specialty advisor ☐ Student talks to Host Institution



Student meets with their LC Mentor to ensure the global health experience is on their Proposed Education Plan if the experience will occurring during an Advance Studies year [Step #5a] ☐



Student completes a [Global Health Experience Request \(GHER\) Form](#) [Step #2]

This includes:

- Review by *UMMS Elective Advisor*
- Identification of a *Supervisor at the Host Institution*

For experiences without a clinical component (e.g., a language elective):

In addition to the GHER Form, the student also completes a [Global Health Experience Notice \(GHEN\)](#) if UMMS does not have a MOU or LOA with the Host Institution [Step #3] ☐

The student submits the completed GHER Form (and GHEN and LOA, if applicable) **to OUME** [Step #2i], and may submit the [UMMS Pre-Travel Authorization](#) to OUME [Step #6] ☐



OUME reviews the global health experience [Step #2j]

If OUME approves the experience: then OUME notifies the student and OGH ☐



OGH reviews the global health experience [Step #2k]

OGH verifies that the experience is acceptable according to OGH policies.

If necessary, OGH will either:

- Verify there is a current MOU or LOA between UMMS and Host Institution, or
- Help UMMS and Host Institution to approve an MOU or LOA
(Typically new sites complete an LOA before entering into an MOU)

If OGH approves the experience: then OGH notifies the following:

- The student ☐
- OUME
- Global Health Pathway Co-directors (if student is in the Global Health Pathway)
- OSA



OSA adds the elective to the students schedule in Peoplesoft [Step #2.k (iv)]



Student fulfills OGH and UMMS policies before leaving on global health experience

- Complete a UMMS [Pre-Travel Authorization](#) and purchase travel ticket [Step #6] ☐
- Register travel on the [U.S. State Department's Smart Traveler Program](#) [Step #7] ☐
- Complete the OGH on-line [International Travel Registration Form](#) [Step #8] ☐
- Attend a UMMS Travel Preparation Workshop [Step #9] ☐

1. Student completes a reflection and site evaluation

The student sends these two things to their *UMMS Elective Advisor*:

- Global Health Reflection [Step #10a] ☐
- [International and Intercultural Education Opportunities Form](#) [Step #10b] ☐

After the *UMMS Elective Advisor* reviews these two documents, the student then:

- submits them on the UMMS Library's website (to benefit future students) ☐

The student completes OGH's **Site Information Form** (which provides information about the site and the student's experience) [Step #10e] ☐

The student notifies OGH and OUME:

The student emails OUGH and OUME with the completed **Site Information Form**, and notification that they have submitted the two documents (i.e., the Global Health Reflection and the International and Intercultural Education Opportunities Form) on the UMMS Library website after their *UMMS Elective Advisor* has reviewed them [Step #10f] ☐



2. Supervisor at the Host Institution completes evaluation of student

The Supervisor or student submits the completed 1-page Elective Evaluation Form to OUME [Step #5d] ☐



3. OUME notifies the UMMS Registrar's office

OUME sends the Elective Evaluation Form to the UMMS Registrar's office



4. Registrar's Office issues credit and grade for the student transcript

* Each step is described in more detail in the document entitled, "Steps in getting approval for global health experiences for undergraduate medical students."