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.
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.

<table>
<thead>
<tr>
<th>Review or Approval Authority</th>
<th>Responsible Party</th>
<th>Initial Approval / Review</th>
<th>Most Recent Approval / Review Of Changes</th>
<th>Editorial Changes</th>
<th>Policy A-01 Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval</td>
<td>International Affairs Committee</td>
<td>12/06</td>
<td>12/11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td>Leadership Council</td>
<td>12/06</td>
<td>1/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval</td>
<td>Dean</td>
<td>1/07</td>
<td>1/12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Attachment #1

**Criteria for International Study Experience**

Student Name: ___________________________________________________________

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Maybe*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Good academic standing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Compliance with University of Florida and/College of Nursing Code of Conduct or relevant college code.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Completed student application.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Faculty References (2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Completed interview process.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Completed International Center orientation (if selected).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Provided confirmation of travel arrangements (if selected).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Provide an explanation for "maybe" responses:*

Support student’s application: _________ Yes _________ No

Comments:

Committee members:

_________________________________             ___________________________________

_________________________________             ___________________________________

Date of Review: _______________________________
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: ____________________________
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
### Attachment #4

**Faculty Reference**

<table>
<thead>
<tr>
<th>Applicant UFID (if known)</th>
<th>Applicant Last Name</th>
<th>Applicant First Name</th>
<th>Applicant Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th></th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Very Good</th>
<th>Outstanding</th>
<th>NOT ABLE TO JUDGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation and diligence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intellectual ability and critical thinking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-assured and independent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emotionally mature</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socially mature</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Well-mannered</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective team member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Faculty Signature: ____________________________________

Faculty Name: ____________________________________

Date: ___________________