International Electives Deadlines

Deadlines
Electives for phase I students after the summer of their first year
• April 15th – Must have University of Colorado Office of Global Education application completed
• Must register during the early add/drop period for summer in order to receive appropriate financial aid

Electives for phase IV students
• 90 days prior to elective – Course director approval of the application
• 60 days prior to elective – Must have University of Colorado Office of Global Education application completed
• 28 days prior to elective – All information must be complete, reviewed by the International Electives Coordinator and the student must be registered in the phase IV system.

Role of the International Electives Coordinator
• Support course directors in vetting the clinical/research experiences to assure appropriate supervision
• Serve as the final check-point to assure that the student has completed everything needed before going abroad
• Serve as a resource for students interested in international electives, providing guidance on possible experiences and supporting them in the process
• Collate all evaluations from international experiences so they are available to help guide future students
• Serve as our liaison for the AAMC Global Health Learning Opportunities (GHLO)
Written Process for Phase IV students interested in an international elective

**Step 1: Find an elective and have it appropriately vetted by the course director in the department you will receive credit**
- Identify program and gather data about supervision and expectations – currently we do not have a resource for potential programs but hope to build that in the coming years.
- Complete International Electives Application and have it signed off by course director

***Complete this step 90 days before you anticipate leaving***

**Step 2: Complete application through Office of Global Education**
This step assures that you are traveling to a country that is safe and have plans in place to keep yourself safe throughout the experience. If there is a state department travel warning for the country you intend to work in, the Office of Global Education will likely deny your application.
- Your course director should email Catherine Bogle (Catherine.bogle@ucdenver.edu) and cc you on the email notifying her that you have been approved for an international rotation. The completed International Electives Application should also be included in this email.
- Catherine will then provide you with a link to complete the Office of Global Education application
- Once your application is complete and approved Catherine will email your course director/coordinator with confirmation of your approval.

***Complete this step 60 days before you anticipate leaving***

**Step 3: Complete the online module that provides information to help better prepare you for your experience**
- Email the Ed-Tech office to request access to the module in canvas
- Complete the module and pass the associated quiz with a score of at least 80%
- Notify your course director that you have passed the quiz

***This step can be completed concurrently with the Office of Global Education application and must be completed no later than 30 days before you anticipate leaving***

**Step 4: Office of Student Life will register you for the course**
- Once Katie Watts has received confirmation that you have completed all of the above steps she will register you for the appropriate course
- The international electives coordinator will review all information and can serve as a resource if question arise throughout the process

***This must be completed before the 28-day add/drop period ends***

**Step 5: After your return, complete evaluations of the course and assure that your supervisors assessed you in order to allow the course director to provide you with a grade.**
International Electives Process Map

1. Student decides to go abroad - lists location and experience and completes International Elective Form.

2. Course valued by Course Director - student will then require credit.
   - Course Director determines if the proposed experience has appropriate supervision and clinical experiences.
   - NO
   - YES

3. APPROVAL
   - Course Director then provides the student with Office of Global Education Application information and informs the student how to request Canvas access to the module.

4. Student must complete Office of Global Education Application.

5. Office of Global Education approves student's plan based on Office of Global Education Application.

6. Student must complete 100% score on online module in Canvas - International Experiences.

7. If plan is not approved, the student has options:
   - Appeal the decision
   - Revise their plan

8. Office of Global Education confirms completion with Course Director/Coordinator.

9. Student will receive completion documentation that they forward to the Course Director/Coordinator.

10. Verification
    - Course Director confirms that all requirements have been met and documented. This includes the following:
        - Appropriate experience/supervision as determined by Course Director
        - Office of Global Education Application completed and approved
        - Module completed with 100% score
    - Course director then notifies the International Electives Coordinator who also verifies that all requirements have been met.

11. Student lists course on transcript upon receipt of confirmation from the International Electives Coordinator.

12. After the experience, the student must obtain performance assessment form and complete an evaluation of the experience.

13. This student forms in performance assessment forms and evaluates into the Office of Evaluation and the International Electives Coordinator.