

Yale University Travel Checklist

Advisor Checklist

A. Background Information

- _____ 1) Program Development
- _____ 2) Advising
- _____ 3) Orientation
- _____ 4) Evaluation
- _____ 5) Country-Specific Issues
- _____ 6) Special Topics

B. Health/Medical Care

- _____ 1) Screening (Health Clearance)
- _____ 2) Information Resources
- _____ 3) Advising (Health Orientation)
- _____ 4) Pre-departure Medical Care
 - _____ a) Inoculations
 - _____ b) Prescriptions and over-the-counter medications
- _____ 5) Health Services Abroad
 - _____ a) Common Illnesses (Diarrhea/Malaria, etc.)
 - _____ b) Health Care Systems Abroad
- _____ 6) Support/Access for Special Needs/Disabilities
 - _____ a) Physical
 - _____ b) Psychological
 - _____ c) Allergies
- _____ 7) Food and Drink Safety
 - _____ a) Water
 - _____ b) Food

C. Insurance Coverage

- _____ 1) Major Medical
- _____ 2) Evacuation
- _____ 3) Repatriation
- _____ 4) Liability

D. Personal Safety and Adjustment

- _____ 1) Travel/Transportation
- _____ 2) Risk-Limited Activities
- _____ 3) Sexual Harassment
- _____ 4) Discrimination
- _____ 5) Cultural Adjustment Abroad and Re-Entry
 - _____ a) Knowledge, understanding, and communication
 - _____ b) Re-entry
 - _____ c) Appropriate behavior in a cross-cultural context
 - _____ d) Training and Orientation Resources
- _____ 6) Behavior, Responsibility, and Student Conduct
 - _____ a) Drugs and Alcohol
 - _____ b) Participation in Political Activities (Demonstrations/Strikes)
 - _____ c) Local Laws
- _____ 7) Crime and Violence

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E. Program Administration

- _____ 1) Communication
- _____ 2) Privacy Rights
 - _____ a) Notifying Parents
 - _____ b) US Center Notification by Foreign Institution
- _____ 3) Crisis Management
- _____ 4) On-Site Orientation
 - _____ a) Housing
- _____ 5) Risk Management
- _____ 6) Legal Issues
 - _____ a) Release Form
 - _____ b) Student Agreements
 - _____ c) Host Institution Agreements
 - _____ d) Policy Manuals
 - _____ e) Foreign Laws
 - _____ f) Student Codes
 - _____ g) Liability Insurance
- _____ 1. Institutional
- _____ 2. Personal