Office of Global Activities
Global Special Studies “To-Do” List

This list is intended to provide a timeline for students applying for special studies funding through the Office of Global Activities; however any student interested in a global special studies can utilize this as a resource regardless of the funding source(s).

Students in all curriculum tracks may apply. It is worth noting that those students in 16-month and advanced standing will have limited time to travel due to the spring/summer class and field schedule (usually 2 – 3 weeks in mid-to-late August). 20-month students are able to participate for a larger period of time (during spring/summer term). To complete a global special studies course, students must secure a faculty sponsor. Students are not guaranteed funding. This is a competitive process with 10 students being awarded up to $2,000 each.

FALL TERM

September
- Attend the OGA information session on global social work options. Usually this event occurs during the first few weeks of class. Students who are unable to attend can contact ssw.oga@umich.edu to set up an appointment to discuss these options with a staff member.
- To register for special studies credit, students must have a faculty sponsor. Students should begin contacting potential faculty early in the fall term. Click here to review faculty profiles. If students need help identifying an appropriate faculty sponsor, they may arrange a meeting with OGA staff (ssw.oga@umich.edu) early in the fall term.

September-November
- Meet with your faculty sponsor and begin formulating the international experience and how it fits within your larger educational goals. Identify the amount of credit hours you’ll receive for this experience.
- Review other funding opportunities and deadlines at http://www.ssw.umich.edu/public/OGA/funding.html.

November-December
- After securing a faculty sponsor, complete the Special Studies Recording Form and turn it in to the Registrar’s office in 1772 SSWB. Students will upload a copy to MCompass as part of the application process. Once the registrar has processed the form, students will receive email permission to register for the special studies course.

First Friday in December
- Deadline: Submit all application materials through M-Compass.
- Register for the appropriate number of special studies credits in the appropriate term. The number of credits will be determined with the student’s faculty sponsor. Students should enroll in the special studies course (SW 528) during the term they complete their travel unless they are a 20-month student traveling during the spring/summer term. 20-month students traveling during the spring/summer must enroll in the special studies course (SW 528) during the winter term before their departure.
Third Friday in December
☐ Students will be notified of their acceptance and award amount no later than the third Friday in December. Acceptance letters will be provided to students in early January.
☐ If interested, enroll in SW 648 Issues in Global Social Work Practice for the Winter term. This course is highly encouraged, though not required, for global special studies students. This 1-credit course meets during the winter term before students depart for their global special studies.

WINTER TERM

January-March
☐ Apply for additional funding http://www.ssw.umich.edu/public/OGA/funding.html.
☐ If enrolled in SW 648, attend course sessions throughout the winter term.

January
☐ Begin making trip preparations:
   1) Research placement and country
   2) Purchase flights
   3) Get passport and/or visa if necessary
   4) Consult UHS travel health services and CDC for immunization and travel health recommendations
   5) Consult the State Department’s website for current updates on local conditions
   6) Students must get clearance from the UM International Travel and Oversight Committee (ITOC) and provide copies of all related documentation including the waiver and committee approval to OGA if there is a U.S. State Department Travel Warning in effect for the country they plan to visit
   7) Develop and discuss emergency safety plan with faculty sponsor
   8) Begin working on all post-decision materials in M-Compass

End of January
☐ Deadline: Submit all post-decision materials in M-Compass. These items must be submitted before any funds can be dispersed to student accounts.

February
☐ Grants monies will be dispersed to student accounts in February once all required paperwork has been submitted. Failure to submit the above paperwork on time will result in a delay of funds.
☐ If interested, enroll in SW 748 Issues in Global Social Work Practice: Re-Entry and Professional Practice for the fall term. This course is highly encouraged, though not required, for global special studies students. This 2-credit course meets the fall term after students return from their global special studies.

If you have any questions email ssw.oga@umich.edu or call 734-936-1964.