



Global Independent Study “To-Do” List

This is a timeline for applying for the Global Independent Study Grant offered through the Office of Global Activities (OGA).

Students in all curriculum tracks are eligible. Please note that 16-month and Advanced Standing students will have limited time to travel due to the spring/summer class and field schedule (usually 2-3 weeks in early to late August). 20-month students are able to participate for a larger period of time (during spring/summer term). To complete a global independent study students must secure a faculty instructor. **This is a competitive process with selected students being awarded up to \$2,000. Applicants are not guaranteed funding.**

FALL TERM

September

- Attend the Global Independent Study Information Session. This event usually takes place 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.
- Attend the Global Social Work Poster Fair to learn about Global Independent Study projects students completed the previous year. This event usually takes place during the end of September or early October.
- Students should begin contacting potential faculty early in the fall term. To complete a Global Independent Study students **must** have a faculty instructor. Faculty instructors must be [clinical-track](#) or [tenure-track](#). (Please note research faculty cannot serve as an instructor). If students need help identifying an appropriate faculty instructor they may arrange a meeting with OGA staff (ssw.oga@umich.edu) early in the fall term.

September-November

- Students should meet with their faculty instructor to develop the plan for their experience abroad and discuss how it fits within their larger educational goals. Students and instructors need to determine the amount of credit hours they will receive for the independent study.
- Review other funding opportunities and deadlines at <http://ssw.umich.edu/finaid/oga>.

November-December

- After securing a faculty instructor complete the [Global Independent Study Instructor Signature Form](#). Please note that the faculty advisor signature is not needed to apply for the grant. However, the **faculty instructor’s signature is required**. Students will upload a copy of this form to [MCompass](#) as part of the application.

First Friday in December

- Deadline: Submit all application materials through [M-Compass](#).**

Third Friday in December

- Award notifications will be sent no later than the third Friday in December.
- 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 independent study students. This 1-credit course meets five times during the winter term before students depart for their spring/summer travel.

WINTER TERM

January

- Complete the [Independent Study Recording Form](#). Once the registrar has processed the form students will receive email permission to register for the independent study course (SW 528).
- 20 month students must register for SW 528 in the winter term **before** their departure. The number of credits will be determined with the student's faculty instructor.
- Complete required post-decision materials in M-Compass.** Further information will be sent through email.

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.**

January-March

- Apply for additional funding if needed. <http://ssw.umich.edu/finaid/oga>.
- If enrolled in SW 648, attend course sessions throughout the winter term.
- If there is a [U-M Travel Warning or Travel Restriction](#) in effect for the country of planned travel, 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.
- Begin making trip preparations (refer to [Travel Planning Resources guide](#)):
 - 1) Research placement and country
 - 2) Get passport and/or visa if necessary
 - 3) Purchase flights
 - 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) Develop and discuss emergency safety plan with faculty instructor

February

- Grant 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.**

March

- Advanced Standing and 16 month students need to register for SW 528 in the spring/summer term. The number of credits will be determined with the student's faculty instructor.
- 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 independent study students. This 1-credit course meets the fall term after students return from their global independent study.

April

- Attend the mandatory Pre-Departure Orientation. More details will follow through email.

September/October

- Create and present a poster for the Global Social Work Poster Session. This is a requirement for all students funded through the Global Independent Study grant.

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