Pre-departure Trainings for International Travel

UVU faculty, staff, and students traveling internationally on UVU business are required to attend up to three (3) pre-departure trainings. Not all international travel is deemed the same. Below is a summary of each training as well as an outline to determine which trainings must be attended. Travelers must make arrangements to attend required trainings. Trainings are not available online.

Please note:
- Attendance at training #1 for faculty/staff is valid for two years.
- Students are required to attend training #1 each time international travel occurs.
- For faculty/staff, if separate international travel occurs more than once within a two-year period, waivers & release forms must still be signed & submitted to IMS.
- For faculty/staff & students, attendance at trainings #2 & #3 is required each time travel occurs.
- Trainings do not have to be attended in order.
- In order to successfully complete trainings, attendees are required to stay for the entire duration of the training. Arriving more than 10 minutes late and/or leaving early will result in having to re-schedule.

How to RSVP:
- Please email Emily.tooy@uvu.edu & indicate which training(s) (#1, 2, or 3) & which date(s) you plan on attending. Please write in the subject line “RSVP for Pre-departure training.”

SUMMARY OF TRAININGS
(Dates, times, & locations are updated once a semester).

#1- Travel & Safety Compliance
Summary: In this first training, the following topics will be covered:
- Title IX
- Safety
- Clery Act
- Export Control
- Risk & liability
- Medical assessment
Conducted by: Melissa Frost & Nancy Bartlett
Location: CB 106
Duration: 1.5 hours
Dates & times of training:

March 2016
- Friday 3/4 – 12:00-1:30
- Wednesday 3/9 – 3:00-4:30

April 2016
- Wednesday 4/6 – 3:00-4:30

Last updated 2/19/2016
#2- Self-cultural Awareness and Processes of Acculturation

Summary: The purpose of training #2 is to help participants in IMS programs understand culture and cultural biases more fully and why an awareness of these topics can help when going into international or domestic multicultural environments. The following topics will be addressed:

- Working definition of culture
- Expanding our lenses of cultural difference
- Perspective
- Self-cultural understanding and awareness

Conducted by: Dr. Bryan Waite
Location: SB 139
Duration: 1.5 hours

Dates & times of training:

February 2016
Monday 2/29 - 4:00-5:30

March 2016
Monday 3/21 - 4:00-5:30
Thursday 3/24 - 3:00-4:30
Tuesday 3/29 - 4:00-5:30
Wednesday 3/30 - 2:00-3:30

#3- IMS International Outbound Programs Training

Summary: The purpose of training #3 is to provide participants information about the following:

- Classes & registration
- Final payments for program fees/tuition
- Policy overview of HTH insurance
- Passports
- Sensitive cultural information
- Emergency Cards
- Enrollment in STEP
- International Photo Contest
- International Essay Contest

Conducted by: IMS
Location: SB 139 (with the exception of Friday, March 4th)
Duration: 1 hour

Dates & times of training:

March 2016
Friday 3/4 - 1:30-2:30 (in CB 106)

April 2016
Tuesday 4/5 - 4:00-5:00
Friday 4/8 - 2:00-3:00
Wednesday 4/13 - 4:00-5:00

Last updated 2/19/2016
Which training(s) must I attend?  
✔ indicates attendance is required

<table>
<thead>
<tr>
<th>Type of travel</th>
<th>Training #1</th>
<th>Training #2</th>
<th>Training #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/staff traveling alone (without students)</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty/staff traveling with other faculty/staff</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty/staff traveling with students on non-credit bearing program</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Faculty/staff traveling with students on credit bearing program</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Student traveling alone (internships, exchange programs)</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Student traveling on non-credit-bearing program</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Student traveling on credit-bearing program</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

Please contact The Office of International & Multicultural Studies with any questions or concerns.

Emily Tooy  
Associate Director  
(801) 863-8709  
emily.tooy@uvu.edu