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You are viewing the current version (version #5) of *Engineering - IPE: International Project Proposal*.

Note: this is a read-only view of the questionnaire.

Engineering - IPE: International Project Proposal:

Instructions:

Please answer the following questions about your proposed group travel.

(*) Indicates the question is required.

1. Name Student Org or Department (*)

Enter the name of associated U-M Student Organization or U-M Department

2. Name and Title of Official U-M Advisor (*)

3. What is your group's recognition status with U-M? (*)

Please select one

4. Your Organizational Role (*)

Please indicate your role in the student organization (president, travel coordinator, treasurer).

5. In-Country Student Leader (*)

Please indicate the name and email address of the student(s) who will serve as the in-country group leader(s).

6. Trip Name (*)

Provide the official project name or title for this international experience.

7. Travel Start Date (*)

Enter official start date of group travel.



(Format: mm/dd/yyyy)

8. Travel End Date (*)

Enter the official end date of group travel.



(Format: mm/dd/yyyy)

9. Anticipated Number of Undergraduate Student Participants (*)

Provide the estimated number of undergraduate students who will travel with this project.

10. Anticipated Number of Graduate Student Participants (*)

Provide the estimated number of graduate students who will travel with this project.

11. Placement agency (*)

Did you arrange your experience through a placement agency? If yes, provide the name, primary contact person, address, phone number, and email address.

Please select one

12. In-Country Host or Organization (*)

Provide the name of your host institution, foreign organization, conference, or competition:

13. In-Country Host or Organization Contact information (*)

Provide the name and information for a contact person at your host institution or placement agency. Include the contact name, phone number and email address:

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14. On-Site Accommodations (*)

Please select the type of housing accommodations the group will utilize while in-country (select all that apply).

Homestay (private residence)
Hotel/Hostel
Other
Community Partner (church, school)

15. On-Site Accommodations Details and Contact Information (*)

Provide the physical address of your in-country accommodations. If you will be staying in multiple locations, list each accommodation with estimated check-in / check-out dates. For each, include the contact name, address, phone number and email address. If you answered "Other" in question 14, elaborate on your accommodation type.

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16. Type of Project / Experience (*)

Please select one

17. Experience Description (*)

Provide a brief description which outlines the purpose of your international experience. If you selected "Other" in question 16, also describe your type of project / experience.

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18. Goals & Objectives (*)

List your team's goals and objectives. Why is this project important for your student organization? Explain how the mission of your student organization and the purpose of this international experience align.

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19. Participant Learning (*)

By the end of this trip, what knowledge and skills will participants gain?

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20. Team Success (*)

Considering your goals, how will your team measure success?

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21. Community Impact (*)

Will your project contribute to a community need? If so, what community need will your project contribute to? How has your team identified this need?

Please select one

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You are viewing the current version (version #3) of *Engineering - IPE: Project Safety Plan*.

Note: this is a read-only view of the questionnaire.

Engineering - IPE: Project Safety Plan:

Instructions:

Answer the following questions about your proposed travel to address health and safety measures surrounding your activities abroad. We understand that many engineering projects are complex and have inherent risks associated with doing business. Please answer these questions completely so that we can partner with you to mitigate these risks where needed.

(*) Indicates the question is required.

1. Equipment Description (*)

List and describe the materials and equipment required for your project. Indicate which items will be transported from U-M, how you will transport them, which items will be locally sourced, and where/how your team will acquire them.

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2. Equipment Transportation Risk Factors (*)

Describe potential risk factors with transporting and obtaining your materials or equipment in-country as well as bringing them back to the USA.

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3. Project Risk Assessment (*)

Describe your project in terms of risk, personal injury, and property damage (i.e. start up, operation, shutdown, emergency shutdown/egress, waste disposal, clean-up).

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4. Project Risk Mitigation (*)

How are these project risks mitigated? Include safety procedures, pre-departure trainings, personal protection equipment, etc.

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5. Safety-Critical Systems (*)

Briefly list the safety-critical systems whose failure increases project risks.

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6. Safety Inspection Process (*)

Is there a safety inspection process at your site? If so, what is the safety inspection or scrutineering process? Who performs the inspection?

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7. Project Safety Officer (*)

In your team, who will act as Project Safety Officer(s)? What responsibilities will the Safety Officer(s) have to mitigate project risk and respond to emergency situations in-country. If applicable, also include the host officials charged with safety roles. Who can disqualify your team for safety reasons?

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8. Safety-Related Rules Required (*)

Does your placement agency, host organization, or competition include safety-related requirements, rules, or regulations? If yes, you are required to upload a copy of the rules in the next question.

Please select one

9. Safety Rules Upload

Name your file using the following format: Student Organization Name_SafetyRules.



10. Written SOP (*)

Do you have written Standard Operating Procedures (SOPs)? If yes, briefly describe how team members are trained to execute the SOPs.

Please select one

11. Design Review Process (*)

Has your project gone through the design review process? If yes, provide a brief explanation of the process, who was involved, and outcome. If no, explain why not. If not applicable, type N/A.

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You are viewing the current version (version #1) of *Engineering - IPE: Group Travel Safety Plan*.

Note: this is a read-only view of the questionnaire.

Engineering - IPE: Group Travel Safety Plan:

Instructions:

Answer the following questions about your travel in regards to health, safety, and risk management. Answer these questions completely so we can partner with you in pre-departure planning as needed.

(*) Indicates the question is required.

1. Embassy Address (*)

Enter the address of Nearest U.S. Embassy or Consulate:

<http://www.usembassy.gov/>

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2. Embassy Main Phone (*)

(include country code + city/area code)

3. Embassy Emergency After-Hours Phone (*)

(include country code + city/area code)

4. Do you require Embassy or Consulate contact information for non-U.S. travelers? (*)

If yes, list which countries in the space provided.

Please select one

5. City/Country 911 Emergency Equivalent Number (*)

http://studentsabroad.state.gov/content/pdfs/911_ABROAD.pdf

<http://www.hthstudents.com/index.cfm>

6. Name and Address of Nearest Hospital (*)

<http://www.hthstudents.com/index.cfm>

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7. Hospital Main Phone (*)

(include country code + city/area code)

8. Local Mobile Phone (*)

Will your team have a local mobile phone number? If yes, explain how and when you will obtain this. If you already have the number available, include it in the space provided.

Please select one

9. In-Country Communication Plan (*)

What is the in-country communication plan between your team? With your local contacts / hosts?

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10. U-M Communication Plan (*)

What is the communication plan with your advisor / CoE? Indicate with whom from U-M you will contact and how often.

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11. Emergency Communication Plan (*)

In the event of an emergency, what is your team's communication plan (with each other, your in-country hosts, and U-M)?

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12. Travel Risk Assessment (*)

Describe your international travel in terms of health and safety risk. List potential risk factors in the host country (crime, disease, political unrest, transportation systems, conflict areas, gender inequalities, etc).

Resources include, but are not limited to:

CDC: <http://wwwnc.cdc.gov/travel/destinations/list.htm>

HTH Insurance: <http://www.hthstudents.com/index.cfm>

State Department Travel Warnings: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

State Department Country Profiles: http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html



13. Travel Risk Mitigation (*)

What strategies will you and your team take to mitigate these travel risks?

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14. Transportation (*)

Describe the transportation methods you will use during the program.

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15. Vaccinations (*)

Have all travelers received the recommended vaccinations for travel to this destination? If not, indicate the anticipated date that travelers should receive vaccinations.

CDC <http://wwwnc.cdc.gov/travel/destinations/list.htm>

Please select one

16. Language(s) Needed for Experience (*)

What is/are the primary language(s) spoken in your host country?

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17. Language Barriers

If your host country is not primarily English-speaking, explain how your team will plan for language barriers.

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18. Student Leader Communication Skills (*)

How would you rate the Student Leader(s)' verbal communication skills in the host language?

Please select one

19. Student Leader Experience (*)

Describe the Student Leader(s)' global and leadership experience (i.e. previous travel to the destination, experience leading student travelers, etc).

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20. Pre-Departure Preparation / Training (*)

In addition to the CoE Pre-Departure Orientation, what pre-departure sessions or trainings has/will your team organize to prepare for cultural, social, and safety issues abroad?

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21. Arrival Orientation (*)

Describe the plan for in-country orientation. Who will deliver the orientation? Provide topics covered including health, safety, and security risks and mitigation strategies.

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22. Post-Trip Programming (*)

Describe plans for post-trip debrief meetings, evaluations, and reporting.

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You are viewing the current version (version #1) of *Engineering - IPE: University Travel Warning Destination Safety Plan*.

Note: this is a read-only view of the questionnaire.

Engineering - IPE: University Travel Warning Destination Safety Plan:

(*) Indicates the question is required.

1. Academic Relevance (*)

Explain the academic relevance of the program for the students in light of the University Travel Warning or Restriction.

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2. Destination Listing (*)

Provide a list of all cities and towns to be visited and anticipated time per location, including in-transit cities.

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3. Destination Overview (*)

Provide a brief overview of the community and accommodations you will be staying in.

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4. On-Site Support Resources (*)

Describe the onsite health, safety and security support resources and services.

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5. Emergency Information (*)

In the event of an emergency, how can CoE / U-M contact you?

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