# International Fieldwork Preparation Checklist

**Approximately 4 months prior to Fieldwork Placement commencement date:**

<table>
<thead>
<tr>
<th>Fieldwork Coordinator is to:</th>
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<tr>
<td>• Consult <a href="#">Curtin Fieldwork Manual</a> and review <a href="#">Curricular or Co-curricular Fieldwork FlowChart</a></td>
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<tr>
<td>• Liaise with host organisation and finalise placement (including dates of placement and student numbers)</td>
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<tr>
<td>• Send copy of <a href="#">WIL Guide for Host Organisations</a> to host organisation</td>
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<tr>
<td>• Host organisation to complete <a href="#">Fieldwork Preliminary Risk Identification</a> form (in conjunction with Fieldwork Coordinator)</td>
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<tr>
<td>• Determine risk level based on completed <a href="#">Fieldwork Preliminary Risk Identification</a> form and complete <a href="#">Fieldwork Risk Matrix</a> if required</td>
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<tr>
<td>• Work with Head of School to approve placement based on completed <a href="#">Fieldwork Preliminary Risk Identification</a> form</td>
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<tr>
<td>• Determine need for overnight travel (most international travel will be overnight and Student Travel Approval will be required from Head of School)</td>
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<tr>
<td>• Draft <a href="#">Fieldwork Agreement</a> and arrange for translation into host organisation language if required</td>
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<tr>
<td>• Send copy of <a href="#">Fieldwork Agreement</a> to host organisation for signing</td>
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<tr>
<td>• Recruit students for the Fieldwork Placement</td>
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<tr>
<td>• Commence spreadsheet to track all student/host organisation details</td>
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<tr>
<td>• Determine withdrawal procedure; termination of placement; and process for underperforming/failing student</td>
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<tr>
<td>• Obtain written acceptance of placement from student (deposit may be required)</td>
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<tr>
<td>• Advise student of need to commit to all pre-briefing sessions</td>
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<tr>
<td>• Ensure student submits copy of passport (or advise student to begin passport process)</td>
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<tr>
<td>• Provide student with <a href="#">Travel Approval Form - student travel</a> and <a href="#">Fitness to Travel Medical Certificate</a> (to be completed by student with pre-existing disability or medical condition or if student requires reasonable adjustments based on their pre-existing disability or medical condition). Advise to return ASAP.</td>
</tr>
<tr>
<td>• Submit completed <a href="#">Travel Approval Form - student travel</a> and <a href="#">Fitness to Travel Medical Certificate</a> (if applicable) to Head of School for approval</td>
</tr>
<tr>
<td>• Once approved, submit <a href="#">Travel Approval Form - student travel</a> to <a href="#">Faculty Travel Facilitator</a> to be entered onto Travel Tracker</td>
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**Approximately 3 months prior to Fieldwork Placement commencement date:**

<table>
<thead>
<tr>
<th>Fieldwork Coordinator to provide student with the following:</th>
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<tr>
<td>• Instruction to access <a href="#">Fieldwork Education Policy</a> and <a href="#">Fieldwork Manual</a></td>
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<tr>
<td>• Instruction to complete <a href="#">Fieldwork Preparation Online</a> prior to departure</td>
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<tr>
<td>• Advice to read Curtin University’s <a href="#">Student Charter</a>, the <a href="#">Guiding Ethical Principles</a>, the <a href="#">Curtin Student Conduct booklet</a></td>
</tr>
<tr>
<td>• Advise student to seek medical advice (re: vaccinations, physical and mental health) from a Travel Doctor</td>
</tr>
<tr>
<td>• Advise student to contact <a href="#">Disability Services</a> and/or Fieldwork Coordinator prior to placement if student requires “reasonable adjustments” to fieldwork due to disability or medical condition(s)</td>
</tr>
<tr>
<td>• Instruction on how and when to book travel (may be dependent on program)</td>
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## Approximately 2 months prior to Fieldwork Placement commencement date

**Fieldwork Coordinator to:**

- Execute **Fieldwork Agreement** with host organisation (language specific if required)
- Submit **Fieldwork Agreement** to Head of School for signing
- Make arrangements for signed **Fieldwork Agreement** to be entered onto Curtin Contracts and Agreements Register and local area hard drive
- Submit all travel/itinerary details to **Faculty Travel Facilitator** (where flights booked outside of Curtin’s travel provider)
- Request Business Visa “Letter of Invitation” for student from host organisation (if required)

**Fieldwork Coordinator to provide the following to student (for completion or review):**

- Instructions on how to apply for visa and “Letter of Invitation” from host organisation (if required)
- Any school specific or curriculum requirements associated with the fieldwork placement
- Copy of **Emergency contacts – students/staff**
- Copy of **Student International Fieldwork Preparation Checklist**
- Copy of **Fieldwork Preliminary Risk Identification** form (to complete on arrival)
- Copy of **Local Area Host Site Induction Checklist** (to complete on arrival)
- Copy of **WIL International Accommodation and Site Safety Assessment** form (to complete on arrival)
- Copy of **Curtin University Communication Plan for Emergency Incident or Illness/non-Emergency Incident or Illness** (staff to insert relevant phone numbers)
- Copy of **Travel Insurance Brochure** and **Certificate of Currency**
- Copy of **Talent Release Form**
- Request student complete **Working With Children Check** and/or **National Police Clearance** (if required)
- Advise dates to attend pre-briefing

**Fieldwork Coordinator to provide the following to host organisation:**

- Copy of completed and signed **Fieldwork Agreement**
- Copy of **WIL International Accommodation and Site Safety Assessment** form (to be completed for any on-site accommodation being provided or accommodation being booked or arranged by the host organisation)
- Copy of **Curtin University Communication Plan for Emergency Incident or Illness/non-Emergency Incident or Illness**
- Copy of **Travel Insurance Brochure** and **Certificate of Currency**
- Copy of students flight/travel itinerary
- Copy of **Host Organisation Detail of Work Placement/Internship Experience Form** to be completed and returned

## Approximately 1 month prior to Fieldwork Placement commencement date

**Host organisation is to provide to Fieldwork Coordinator:**

- Completed **WIL International Accommodation and Site Safety Assessment** form
- Review the completed **WIL International Accommodation and Site Safety Assessment** form in context with the **Fieldwork Risk Matrix**. Seek advice from Risk Management or Insurance if any concerns have been identified
- Completed **Host Organisation Detail of Work Placement/Internship Experience Form** (to be forwarded to student)
- Project ideas and basic itinerary for student
Student to attend pre-briefing session #1 covering the following:

- Fieldwork Supervisor contact details – 24 hour contact details for x 2 Curtin staff
- Description of program/aims/objectives/risks/strategies to minimise risk
- Overview of host site – name of host, contact details of supervisor, location, work hours, transport, meals etc.
- Professional preparedness – behaviours, time management, uniform, communication, confidentiality, privacy, cultural competence, global perspectives, benefits of Fieldwork Placement to both student and host organisation
- Health Advice - General advice, Vaccinations recommended, Gastro, Avian Flu, Malaria, Dengue, Rabies, HIV/AIDS, STI, TB, Illegal drug use and trafficking, Mental health

Student to attend pre-briefing session #2 covering the following:

- Pre-departure safety – travel with copies of important documents, register with Department of Foreign Affairs and Trade (DFAT), pack International SOS wallet card
- Safety in country - Travel, Scams, Pickpocketing, Drink spiking, After dark travel, Travel in groups (when possible), Local phone, Emergency phone numbers, Personal Protective Equipment, Emergency Communication flow chart
- Insurance and post trip travel insurance cover
- Emergency Planning – Emergency Communication plan flow chart
- What to do on arrival - Who to call, Familiarise self with emergency exits etc., Set up internet, Attend host site induction, Complete paper work and return to Fieldwork Coordinator, Maintain regular contact with Fieldwork Coordinator
- What to bring - Clothing, Food, Text books, Gifts, First aid kit, Usual medications (with script if needed), Toiletries/sanitation products, Computer devices, Power adaptors, Curtin promotional materials, Tourist guide book, Lock for suitcase
- Items you may need to purchase and List of tourist activities
- Arrange student support - weekly Skype sessions for first two weeks, then weekly email updates

Student to attend pre-briefing session #3 covering the following:

- Preparing for Culture Shock
- Language and Culture preparation (provide local language speaker if available)
- Working with Interpreters (if needed)

Fieldwork Coordinator check student has completed the following and ensure documentation up to date:

- Submitted copy of passport and visa
- Completed and submitted Emergency contacts – students/staff and ensure up to date in Student One
- Completed and submitted Student International Fieldwork Preparation Checklist
- Completed and submitted Working With Children Check and/or National Police Clearance (if required)
- Given written consent for Fieldwork Coordinator to release medical declarations to host organisation (if required)
- Notified Fieldwork Coordinator and Faculty Travel Facilitator of any changes to original travel itinerary
- Declared all accommodation and airport transfer arrangements
- Attended pre-departure counselling if required
• Identify name of discipline specific support person willing to support them for the duration of their fieldwork

• Liaised with Centrelink if benefits will be affected by their overseas travel

• Made contact with host organisation regarding: location, address, transport, work hours, work day etc.

**On arrival in host country**

Student is to:

• Contact and advise 1) Fieldwork Coordinator, 2) Next of Kin, and 3) Host Organisation supervisor of safe arrival

• Set up internet and phone access

• Attend Local Host Site Induction – or complete self-induction using Local Area Host Site Induction Checklist

**Within 3 days of commencing Fieldwork Placement**

Student is to complete and return to Fieldwork Coordinator:

• Fieldwork Preliminary Risk Identification form

• Local Area Host Site Induction Checklist form

• WIL International Accommodation and Site Safety Assessment form

**During Fieldwork Placement**

Student is to:

• Maintain planned contact with Fieldwork Coordinator via email/Skype/telephone

• Advise Fieldwork Coordinator and Faculty Travel Facilitator of any alterations to existing travel plans

Fieldwork Coordinator is to:

• Review completed forms and discuss with Risk Management or insurance if any concerns raised

• Maintain planned contact with student

• Make contact with host organisation supervisor at beginning, midway and conclusion of placement for feedback

**Prior to departure from Fieldwork Placement**

Student is to:

• Collect all Talent Release Forms

• Finalise documentation required for assessments

• Conduct exit meeting with host and thank host organisation with small gift

**At conclusion of Fieldwork Placement**

Student is to:

• Inform Fieldwork Coordinator of their return via email or phone

• Submit Talent Release Forms and any assessments if required

• Attend debrief post placement and complete post placement survey/feedback

• Make an appointment with Counselling for a post-placement debrief (if necessary)

Fieldwork Coordinator is to:

• Conduct de-brief session and identify if counselling is needed and refer as required

• Review process, make any changes as required, provide any reporting data as required

• Send thank you email to host site

<table>
<thead>
<tr>
<th>Student name and student number</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Curtin Fieldwork Coordinator name and staff number</td>
<td>Signature</td>
<td>Date</td>
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