

## SID Practicum Checklist

<b>Practicum Search &amp; Obtaining Practicum</b>	
<b>Activity</b>	✓
Identify development question or issue for in-depth examination	
Research organizations actively working on development problem or issue	
Approach several organizations (e.g., via phone and/or email inquiries, formal application process)	
Secure host organization for practicum	
Submit Terms of Reference (TOR) to the SID academic adviser	
Submit Release & Waiver form to the SID academic adviser	
<b>Pre-departure</b>	
<b>Activity</b>	✓
Obtain any required <b>visa</b> , permits, or other travel documents (including emergency travel & medical insurance)	
<b>Research practicum destination</b> (e.g., local history, politics, culture, traditions, professional etiquette, climate, transportation options, quality health care options, safety concerns)	
International students on an F-1 visa who are doing a practicum in the US or with a US organization have met all ISSO requirements, including an approved <b>CPT form</b> .	
Obtain CHUBB <b>emergency medical &amp; travel insurance card</b> (proof of coverage) from the SID academic adviser	
Obtain Brandeis <b>health insurance coverage</b> or other health insurance policy that meets the standards set forth by the university, regardless of practicum location.	
Register for practicum course <b>HS230a</b> for each term that you are completing a practicum	
<b>Notify financial institutions</b> of travel plans; ensure <b>ATM has four-digit PIN</b> ; pack extra credit card and/or emergency cash	
Make <b>extra copies of important documents</b> (e.g., passport, credit cards, and other travel documents) — leave one copy with family member or friend and bring one copy with you	
<b>Register with home embassy</b> ; US students should enroll in STEP (Smart Traveler Enrollment Program)	
Know <b>rules for packaging and traveling with prescription or over-the-counter medicines</b>	
Obtain <b>SID academic adviser's cell phone #</b>	
Send SID academic adviser your <b>cell phone # (WhatsApp #)</b> , <b>emergency contacts</b> (name, relationship, phone #, email address)	
Schedule a pre-departure meeting with the SID academic adviser (after practicum has been approved); the meeting can be in-person or via Zoom	
Submit second-year proposal by <b>August 1, 2019</b>	
<b>During Practicum</b>	
<b>Activity</b>	✓
Check in regularly with faculty adviser during the practicum via email, phone, or Skype	
Check in regularly with SID academic adviser during the practicum via email, phone, or Skype (contact anytime)	
Keep a journal (reflect on learning experience)	
Stay connected to the SID community	
Attend SID webinars focused on the master's paper	
Ensure practicum supervisor completes your online performance evaluation	
Complete student evaluation exit survey	