

Steps to Participate in an International Experience and Receive VDPAM 7496 Credits

1. Review the **VDPAM 7496 International Preceptorship course syllabus**.
2. Obtain approval to receive credits from your international experience. **Email** both the VDPAM 7496 course coordinator Dr. Yuko Sato (ysato@iastate.edu) and Xiaoshuang Wei (xswei@iastate.edu) and provide this information:
 - Program organizer and webpage of the program
 - Dates of the program
 - A summary of the Vet Med-related activities in the program
 - Request the number of credits you'd like to receive (generally 1 credit per week)
3. After you have received an email approval from Dr. Sato, follow the below steps to **register for VDPAM 7496** (you are not able to register for VDPAM 7496 yourself).
 - a. If your international experience is scheduled during your **VM4 rotation year**, please email Chloe Petersen (<mailto:cmpete@iastate.edu>) and Mindy Schminke (schminke@iastate.edu) to add VDPAM 7496 to your rotation schedule.
 - b. If your international experience is scheduled during your **VM1-3 year**, please email Mindy Schminke (schminke@iastate.edu) and ask to be registered for VDPAM 7496. If your experience takes place from **December through May**, you should be registered for the **Spring term** (registration opens in late October). If your experience takes place from **June through November**, you should be registered for the **Fall term** (registration opens in late March). Please email Mindy only AFTER the registration is open for the respective term.
 - c. It is your responsibility to make sure you are enrolled in the VDPAM 7496 and for the correct term. Please email Xiaoshuang Wei (xswei@iastate.edu) if you have any questions.
4. Complete your **International Travel Registration**. You'll also apply for **CVM International Programs Scholarships** within this travel registration.
5. Review the **LVMC Foreign Travel Policy** and ensure that your post-travel plans meet quarantine requirements. Per this policy, you will need to complete a **Departure Form** to an external site. at least 2 weeks prior to departure, and an **Arrival Form** to an external site. as soon as possible on your return.
6. Make travel preparations, including any necessary visas. Please review this **Pre-departure Checklist**.
7. Prior to or within 1 week of returning from the program, provide the **on-site veterinarian mentor's contact information** to Dr. Yuko Sato and Xiaoshuang Wei.
8. Within 30 days of returning from your program: meet with Dr. Sato for an **exit interview**; submit the **International Experience Report** to both Dr. Yuko Sato and Xiaoshuang Wei via email; have your on-site veterinarian mentor email the **Mentor Evaluation form** to Dr. Sato. These submissions are required to receive credit.