

## Appendix B: INTERNATIONAL COMMUNITY DEVELOPMENT (OT862) PLACEMENT PROCESS SUMMARY

Student name: \_\_\_\_\_

Student identifies interest in an international community development (CD) placement by completing the letter of intent and collecting two references (one faculty and one clinician—forms found on the LMS). Submit to the course coordinator once complete. Must include CD site of interest. Course coordinator will review the student file (academic record, placement history, etc.) to confirm eligibility and obtain program faculty approval.

6-7 months  
prior to start  
of placement

Initials: \_\_\_\_\_  
Date: \_\_\_\_\_



If eligible to proceed, student will be asked to complete the “Risk Management Plan” (section 4) of OCASP (<http://webapp.queensu.ca/safety/ocasp>). Student must go to the Department of Foreign Affairs Trade and Development (DFATD) website (<http://travel.gc.ca/travelling/advisories>), examine the risks identified, and outline how each individual area of risk will be managed. Student will submit the incomplete OCASP form to the course coordinator and SRT Director for further review. The International Placement Committee will review the plans and make a decision about the proposed country.

5-6 months  
prior to start  
of placement

Initials: \_\_\_\_\_  
Date: \_\_\_\_\_



Student signs “Acknowledgement of Risk” form (found on the LMS).

5 months  
prior to start  
of placement

Initials: \_\_\_\_\_  
Date: \_\_\_\_\_



Student investigates and secures required visas, immunizations, travel/medical insurance, airfare, accommodations at their expense. (Note: may need to start visa process earlier depending on country)

As per  
immunization  
and visa  
schedules

Initials: \_\_\_\_\_  
Date: \_\_\_\_\_



Student completes the online OCASP form, including a review of the DFATD website for changes (Higher Risk Activity). Information will automatically be sent to the Course Coordinator and SRT Director for review once completed by the student online. Note: the placement may be cancelled if the risks in the region have changed.

2 months  
prior to start  
of placement

Initials: \_\_\_\_\_  
Date: \_\_\_\_\_



Student leaves on placement!

Department of Foreign Affairs Trade and Development (DFATD) Levels (<http://travel.gc.ca/travelling/advisories>)

**Level 1 = Exercise normal security precautions**

**Level 2 = Exercise high degree of caution**

**Level 3 = Avoid non-essential travel**

**Level 4 = Avoid all travel**