



# I-Serve/Senior Mission Elective Request for an Alternative Elective Site

You are requesting a senior mission elective placement at a hospital that is not on the Global Health Institute's list of pre-approved elective sites. In order for your proposed site to be considered, please complete the steps below:

**Step 1:** Complete a SIMS Mission Elective application online at [www.lluserve.com](http://www.lluserve.com) (select SIMS, click Int'l Mission Service-Learning Programs, click on I-Serve/SME Registration at bottom of page) indicating your interest in an alternate site placement. A SIMS staff member may contact you to learn more about your interests.

**Step 2:** Prepare a formal request (two page maximum) that contains the following information:

- Hospital name and contact information (address, phone/fax numbers, email contacts, and website information, if any)
- Concise description of hospital/organization, including services provided at the facility and any noteworthy characteristics/strengths of the institution
- Name and title of proposed preceptor and contact information (if different from hospital contact information)
- Compelling rationale explaining why you have selected this particular site for a mission elective as opposed to a site on the pre-approved list (*Going to a popular tourist/vacation destination, visiting family/returning home, or other non-academic rationales are not viewed as compelling*).
- Brief description of rotation you are proposing
- Clearly stated learning objectives and how this particular hospital enables you to meet these objectives
- Risk Review of host country (is the country listed on the US State Department travel warning list? Describe any safety concerns and how you plan to mitigate risk). Visit [travel.state.gov](http://travel.state.gov) for information about international travel.
- Proposed elective dates/duration of trip
- Proposed housing/accommodations and meal plan
- Invitation letter from hospital with preceptor's signature (please attach)
- On site preceptor CV (please attach)
- Copy of your personal CV (please attach)

**Step 3:** Submit alternate site request and supporting documentation to the SIMS Office to initiate the trip approval process. SIMS will notify your school Dean's Office of your proposal and request any feedback, clarification, or support for your request if necessary.

**Step 4:** SIMS will present your alternate site request at the Global Health Institute's Global Outreach Administrative Committee (GOAC) quarterly meeting for review and discussion. If the GOAC committee has any concerns regarding the stated rationale, location of the mission elective, or risk levels at the proposed elective site, GOAC will communicate these concerns to the Dean's Office requesting further review of the proposed elective site. If GOAC has no concerns, the committee will approve the site. SIMS will notify you via email of GOAC's approval, at which time you may move forward with making travel arrangements. *Please do not make travel arrangements before receiving final approval from the GOAC committee.*

## Proposal Information Checklist

- |   |  |
|---|--|
| ✓ Hospital name and contact information           | ✓ Description of rotation                |
| ✓ Concise description of hospital                 | ✓ Defined learning objectives            |
| ✓ Name and title of proposed preceptor            | ✓ Proposed elective dates                |
| ✓ Safety & risk factors of site                   | ✓ Proposed housing and meal plan         |
| ✓ Compelling rationale for proposed elective site | ✓ Signed invitation letter from hospital |
|   | ✓ Preceptor CV                           |
|   | ✓ Your CV                                |

***To ensure timely processing of your proposal, please submit information to the SIMS Office six months in advance of your proposed departure dates. Thank you.***

**Loma Linda University Health**  
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