



V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

HUMPHREY FELLOWSHIP PROGRAM

2016-2017

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

VCU Humphrey Fellows Program for 2016-2017

ARRIVAL INFORMATION

Please plan to arrive in Richmond, Virginia on **Wednesday, August 10, 2016**. You will be met at Richmond International Airport (RIC) by a VCU staff person or volunteer who will take you to your housing. Someone will be waiting to meet you in the baggage claim area holding a sign that reads “VCU HUMPHREY PROGRAM.” If you have any problems during your travel to Richmond, please contact Dwight Hedges at **804-828-7819 (office) or 804-305-9500 (cell)**.

If for some reason you will be arriving before August 10, or if you must arrive at some location other than the Richmond airport, please let us know.

Please complete the Arrival Information Form (at the end of this document) and e-mail/fax it to the address/number listed on the form. This will ensure that we are able to pick you up upon your arrival. If for some reason you miss a connection and you will not arrive as scheduled, please call Dwight Hedges at **804-828-7819 (office) or 804-305-9500 (cell)**.

Please bring a sufficient amount of cash to last you the first 10 days of your stay in Richmond. It will take approximately 10 days for your first stipend check to clear the bank so that you can have access to this money.

Finally, we have a few suggestions about flying in the United States. First, if your luggage is damaged by the airlines, the airline will provide you with a new piece of luggage, repair your luggage, or give you a voucher for you to purchase new luggage. However, you must report it to the airline **immediately** after your flight. This applies to all types of damage except external wheels. Second, flights **within** the United States do not typically serve free meals/snacks. So, you may want to eat before your flight and take something with you to eat during the flight.

FAMILY

We understand that it is very difficult to be away from your family for 10 months or more, and that you may want to bring them with you to Richmond. However, as noted in the IIE Humphrey Fellows guidelines, you must consider this matter carefully. The stipend provided by the Humphrey Program, although sufficient to support only you, is not adequate to cover the additional costs for family members such as housing, food, and health insurance. The cost of bringing family members to the United States may **add as much as \$550 to \$650 per month for each** family member.

Bringing school age children (ages 5 to 18 years old) with you also presents some challenges. Most importantly, you must enroll them in school. You may find that the U.S. educational system is very different from your home countries, and your children may have some difficulties adjusting to this. In addition, if you have middle and high school aged children, we would

recommend that you enroll them in one of the counties surrounding the City of Richmond. However, this would require you to live a significant distance from VCU and **would require that you purchase a car**, which would be another expense. Public transportation is very poor in Richmond (e.g., there is little or no bus service on weekends). If you want to bring your school-age children with you, this will take some very careful planning and we ask that you let us know immediately so that we can make appropriate plans.

You should also remember that while in the United States you will be participating in many activities; the majority of which your family members will be unable to join. For example, there will be meetings and conferences in other cities, as well as excursions to social and cultural events. In addition, if you choose to do a professional affiliation at a site outside of Richmond, there will be no funds to support your family's travel to and living expenses in this other city. In general, you will be very busy, and the time required to attend to family matters may make it difficult to fully take advantage of the Humphrey Fellowship experience and meet your professional goals. There are, however, two holiday breaks during the academic year when you may wish to have your family visit you. Winter Break will be at the end of the fall semester from December 21, 2016 through January 17, 2017. Spring Break will be in the middle of the spring semester from March 5, 2017 to March 12, 2017. In addition, you will also have a 30-day grace period at the end of the program when you can travel in the United States as a tourist. This would be another time when your families could join you before you return home.

In general, fellows who have brought their families with them have told us that it significantly limited their ability to benefit fully from the fellowship program.

If after considering all of the above, you do decide to bring family members, IIE generally requires that they not arrive until September 10, 2016. This will give you time to become familiar with the university and the Richmond community, determine the financial implications, and begin your Fellowship program without having to worry about getting your family settled in at the same time. However, if you have children who will need to enroll in school, it may be better for them to arrive earlier.

For more information and advice on bringing a family member over to the United States, please contact the Humphrey Fellowship Program office at the Institute for International Education, since the DS2019 paperwork for the F2 visa is processed through that office.

ORIENTATION TO VCU AND THE CITY OF RICHMOND

During your first several days at VCU, there will be a variety of activities to help you settle into VCU and Richmond communities and prepare for the busy Fellowship year ahead. The orientation is being jointly organized and led by the Global Education Office and the VCU Humphrey Fellowship Program. A preliminary outline of orientation activities is presented below (see Table 1).

Table 1. Humphrey Fellows Orientation Schedule (Draft)

Day 1	
1:00-2:00	LUNCH
2:00-5:00 pm	Housing Search and Campus Orientation
6:30-10 pm	Flying Squirrels Baseball Game
Day 2	
10-noon	VCU ID's
12:00-1:30	Banking in the U.S.A Distribute Stipend Checks Open Bank Accounts Deposit funds
1:00-2:00	LUNCH
2:00-4:00 pm	Housing Search for Fellows living off-campus Walmart for others
5:00-7:30 pm	Shopping/Groceries
Day 3	
9:00 – 10:00 am	VCU IDs Tour of Humphrey Fellowship Office Office Assignments Distribution of keys/security passes Computer / email time
10:00 am - noon	Food Options Tour & Campus Tour
12:00-1:00 pm	LUNCH
1:00-3:00 pm	Intercultural Interaction Session
6:00 – 8:00 pm	Shopping / Cell Phones / Laptops
Day 4	
10:00 am -12 pm 1 pm – 3 pm 4 pm – 7 pm	Shopping Cary St. Gym Tour & Membership Welcome Reception at Bob's House
Day 5	
10:00-2:00 pm (Includes Lunch Break/)	Orientation - Welcome and intro to staff - Fellows' introductions - Program description - Role of GEO - Academic Requirements - Program Advisors - Review Program Requirements and Timetable
2:30-5:00 pm	Housing Search (if needed)
3:00-5:00 pm	Campus Tours starting at Monroe Park to MCV Campus

Day 6	
8:30-10:00 am	IIE Administrative Paperwork
10:00-12:00 noon	Student Health Wellness Services
12:00-2:00 pm	Picnic at Maymont Park
3 pm – 5 pm	River Canal Cruise
Day 7	
8:00-9:00 am	IIE Administrative Paperwork
9:00-11:00 am	Review IIE Policy and Procedures - Travel - Health Services and Policies - Student Health Services - Vaccinations - IIE Accident and Sickness Insurance - IIE Terms and Conditions
10:30 am	James River Hiking Club
11:00-12:30 pm	Professional Photos / Group Photos
12:30-1:00 pm	LUNCH
1:00-3:00 pm	Individual Academic Advising
	Individual meetings with Advisors
3:00-5:00	VMFA Tour
Day 8	
10:00-12:00 pm	VCU IT Training -email -security/computer scams -VCU computing resources
1:00 – 2:00 pm	Individual Meetings with Advisors / Randy / Bob & Alison Meetings
2:00 pm -3:30 pm 4:00 pm – 6 pm	Life and Vision of Hubert H. Humphrey Off Campus Food Tour
Day 9	
9:00-12 noon	Individual Academic Advising/Individual Meetings with Advisors / Randy / Bob / Alison Meetings
12:00-1:30 PM	Professional Photos
1:30-2:30 PM	IPP Review
3:00-5:00PM	State Capitol Historical Tour
Day 10	
6 – 9 pm	Byrd Theater Movie with Globe Participants

Day 11	
9 am -11:30 am Noon-1:00 pm 1:30 – 2:30 2:30 – 4:30 5:00 – 8:00 pm	Virginia Historical Tour (Valentine Museum) Lunch Welcome Week Community Service Kick Off Event Dwight Individual Meetings Bowling Night
Day 12	
10:00-noon	GEO Orientation <ul style="list-style-type: none"> • Welcome • Overview of GEO and GEO Services • Personal safety and security <ul style="list-style-type: none"> ○ E-mail scams ○ Store credit cards • Salutations and Greetings in the United States • Gender and interpersonal communication/space <ul style="list-style-type: none"> ○ VCU policies • Friendship/Host Families • Shopping in Richmond • VCU organizational structure
1:00-3:30 pm	Introduction to Humphrey Seminar -introductions -overview of us educational system -over view of us government
3:45-5:15 pm	Dwight Individual Meetings
Day 13	
9:30-12:00 8:30 – noon 1-4 pm 5:00-7:00 pm	Individual Academic Advising Social Security Office #1 (6 fellows) Faculty Advisors Meetings Salvation Army Food Kitchen
Day 14	
8:30 - noon 9:00 - noon	Trip #2 to Social Security Office (Half of the Fellows) Faculty Adviser Meetings
Day 15	
9-11 am 11:30 am – 2:00 pm 1-4 pm	US Foreign Policy Word Tracking and Powerpoint Training Faculty Adviser Meetings

THE VCU HUMPHREY FELLOWS PROGRAM

The VCU Humphrey Fellows Program is a **non-degree** program designed to provide advanced leadership training that combines academic, practical and cultural activities. VCU Fellows focus on a broad range of health problems with an emphasis on understanding the behavioral, psychological, social and cultural factors that affect people's health, and the use of behavior change interventions to promote positive health outcomes. Specific health problems addressed may include alcohol, drug and tobacco use, HIV/AIDS, mental health, developmental disabilities, obesity, violence, and eating disorders among others. The program emphasizes the use of culturally appropriate, science-based prevention, treatment and policy interventions. Consistent with our multi-disciplinary approach to addressing health problems, candidates may work with faculty from a broad range of disciplines including medicine, psychopharmacology, toxicology, public health, psychology, public administration, social work and counseling. You will have access to strong university-based research programs as well as contacts with community, state and national professionals and provider groups in the health fields.

Humphrey Fellows who have a background and interest in substance use will also be linked with the National Institute on Drug Abuse (NIDA), one of 27 research institutes and centers of the National Institutes of Health (NIH). All of the fellows in this interest area will be part of the joint programming offered by NIDA, including attendance at the NIDA International Forum and the College on Problems of Drug Dependence held in June, 2017.

Please visit our website, <http://www.psychology.vcu.edu/humphrey/> to be introduced to the previous classes of Humphrey Fellows. In addition, each of you will be matched with one of our former Humphrey Fellows ("alumni buddy") who has agreed to serve as another resource for you. We will "introduce" you to this person by e-mail, and you may then contact this person with questions you may have about any aspect of the Program and life in Richmond, Virginia.

One thing that you will notice about the VCU Humphrey Program is that it is relatively unstructured. Therefore, much of your time is unscheduled. This provides you with maximum flexibility to pursue your individual program objectives by attending workshops/conferences, engaging in special projects, reading/studying, meeting with local professionals, participating in community cultural events, and doing your professional affiliation. While most Fellows find this flexibility desirable, it also places the responsibility on you to take initiative and manage your time wisely. We believe that these are important leadership characteristics that will be important to your long-term success.

Program Organization

Healthcare delivery and research are regularly identified as areas of excellence at VCU. The VCU Humphrey Fellowship program provides a university-wide experience that includes many opportunities for contact with faculty from throughout the university.

The VCU Department of Psychology serves as the administrative home to the VCU Humphrey Program. The Humphrey faculty coordinates your individualized program plans, assists you in developing professional affiliations and supports your professional development. The VCU

Humphrey Fellowship Program is also supported by the VCU Global Education Office (GEO). The GEO will assist you in moving to Richmond, help you find housing, identify “friendship” families and offer many opportunities for cultural experiences in the Richmond area.

VCU has many faculty in several departments, centers, and schools that have significant international scientific and leadership experience in all areas of health, including substance abuse research and training, who can serve as mentors. Relevant departments, centers, and schools are listed below:

- Department of Psychology: <http://www.psychology.vcu.edu/>
- Department of Psychiatry: <http://www.vcu.edu/psych/about/start.shtml>
- Department of Family Medicine and Population Health, Division of Epidemiology: <http://www.epidemiology.vcu.edu/>
- Department of Health Behavior and Policy: <http://hbp.vcu.edu/>
- Department of Health Administration: <http://www.had.vcu.edu/>
- Department of Pharmacology and Toxicology: <http://www.vcu.edu/pharmtox/>
- Department of Rehabilitation Counseling: <http://sahp.vcu.edu/departments/rehab/index.html>
- Center for Public Policy: <http://www.vcu.edu/cppweb/>
- School of Social Work: <http://www.socialwork.vcu.edu/>
- School of Nursing: <http://www.nursing.vcu.edu/>

Humphrey Program Staff

There are five key personnel responsible for conducting the VCU Humphrey Program: Coordinator, two Associate Coordinators, Assistant Coordinator, and the GEO Liaison. In addition, several other VCU personnel dedicate portions of their effort to this project for performing specific functions as described below.

Coordinator: J. Randy Koch, Ph.D. is an Associate Professor in the Department of Psychology. Prior to joining VCU in 2003, he was the Director of Research and Evaluation for the Virginia Department of Behavioral Health and Developmental Services, a position he held since 1989. Dr. Koch has served on several national committees and work groups including (e.g., the Outcomes Roundtable for Children and Families and the Forum on Performance Measures in Behavioral Healthcare and Related Service Systems, and he has done work with the World Health Organization and the United Nations office on Drugs and Crime. Dr. Koch has conducted research in university, state government and private-for-profit organizations. He is a community psychologist with expertise in program development and evaluation. Dr. Koch’s research interests include co-occurring substance use and mental health disorders, adolescent substance abuse, the etiology and prevention of youth tobacco and other substance use, program performance and outcome measurement, and the dissemination of evidence-based practices. He is a co-investigator at the Center for the Study of Tobacco Products at VCU and a Co-Principal Investigator of the Virginia Youth Tobacco Products Research Core.

Dr. Koch provides overall leadership and direction for the VCU Humphrey Fellowship Program, while also directing the administrative and organizational aspects of the program. In addition to

his management responsibilities, he conducts individual professional advising (including individual program plans and professional affiliations), directs and coordinates the interactions with outside agencies (including the associate campus program), arranges field trips to local and national organizations, facilitates the active involvement of the VCU Humphrey Alumni in our program, and supervises all program staff.

Associate Coordinator: Robert L. Balster is the Butler Professor of Pharmacology and Toxicology, and Research Professor of Psychology and Psychiatry. He has authored over 300 scientific journal publications, books and book chapters. His research was funded by the National Institutes of Health and other agencies beginning in 1976 and he is the recipient of an NIH MERIT Award. He has participated in many multidisciplinary activities including the Robert Wood Johnson Research Network on the Etiology of Youth Tobacco Dependence and serving as Editor-in-Chief of *Drug and Alcohol Dependence*, an international multidisciplinary journal with a heavy concentration in the areas of behavioral and clinical sciences and epidemiology. Dr. Balster also has extensive experience in international research and training. He was the co-PI of an NIH Fogarty Center grant with Pavlov Medical University in St. Petersburg, Russia. He has hosted international scholars in his laboratories from Mexico, the Czech Republic, Colombia, Russia and France. In 2006, he received a Mentorship Award from the National Institute on Drug Abuse International Program. He was a member of the Executive Committee of the European Behavioral Pharmacology Society and has been an advisor to the WHO for over 20 years, participating in several Expert Advisory Panels, authoring two WHO documents and working with the pharmaceutical industry to improve the functionality of international drug control treaties. Dr. Balster also brings extensive leadership and policy experience to this project. This includes being President of the College on Problems of Drug Dependence and the Psychopharmacology and Substance Abuse Division of the American Psychological Association, and Chair of the Board of Scientific Affairs of the American Psychological Association. From 1994 to 1999 he served as the chief Public Policy officer for the CPDD, working with their Washington lobbying organization to bring science to bear on national drug abuse policy. Dr. Balster is a founding Co-Director of the International Programme on Addiction Science, which includes an online master's degree program in addiction studies. He has had significant federal government advisory responsibilities, including service as Chair of the FDA Drug Abuse Advisory Committee which provided recommendation on drug abuse control of new medications and on the approval of new drug abuse treatments, and serving as a science policy advisor to the Global Health Bureau of the U.S. Agency for International Development. Dr. Balster is the past Coordinator of the VCU Humphrey Fellowship Program.

Dr. Balster assists Fellows with the development of their individual program plans and the identification of professional affiliations.

Associate Coordinator: Dr. Alison Breland is an Assistant Professor in the Department of Psychology at VCU. She is trained as a research psychologist and has three primary research interests, all related to tobacco: (1) the evaluation of novel tobacco products, (2) tobacco use treatment among adults and adolescents with other behavioral health issues (substance use disorders and mental health disorders), and (3) tobacco use prevention. She has also conducted research in other areas, such as medications for alcoholism, and the use of evidence-based practices among substance abuse treatment providers. She is a co-investigator at the Center for

the Study of Tobacco Products at VCU and a Co-Principal Investigator of the Virginia Youth Tobacco Products Research Core. Dr. Breland has also taught courses in general psychology, tests and measurement, physiological psychology, and tobacco control.

In her role as an Associate Coordinator for the Humphrey Program, Dr. Breland has a variety of responsibilities, including developing and conducting the Humphrey Seminar Series, and helping Fellows identify and register for coursework appropriate for their development. Dr. Breland also assists Fellows with the development of their individual program plans and the identification of professional affiliations.

Assistant Coordinator: Dwight Hedges is the Assistant Coordinator and works directly with Fellows on a daily basis. Mr. Hedges plans volunteer and community service activities for the Fellows as well as cultural and historical excursions. He also coordinates the day-to-day activities of the Program and helps Fellows with the non-professional aspects of their fellowship. Mr. Hedges has a Bachelor's degree in Behavioral Sciences and a Master's degree in Education.

GEO Liaison: Pam Haney is the Student Engagement Coordinator in the Global Education Office. She will assist the Humphrey Fellows with housing, provide a cultural orientation and serve as a liaison between Humphrey Program and the GEO.

Humphrey Program Staff Contact Information

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Program Components

The Humphrey Fellowship Program at VCU has many components and required activities, and it also provides many opportunities for you to explore your individual interests. The Program components are described below; and a list of major Program activities/projects are attached to this document (see *Summary of Major Program Activities*).

Individual Program Plan: You will work with your advisor and the Humphrey Program Coordinator and/or Associate Coordinator, to develop an individual program plan (IPP). The IPP will describe your goals and activities for the Fellowship. This plan will be flexible, but it will have measurable goals for progress during the year. IPPs will address seven areas: 1)

Professional Knowledge, Skills and Abilities; 2) Leadership Skills; 3) Understanding and Knowledge of Development Issues; 4) Contributing to Mutual Understanding; 5) Establishing and Enhancing Partnerships with U.S. Counterparts; and 7) Personal Goals.

Humphrey Seminar Series: The Humphrey Seminar Series is intended to provide you with the opportunity to develop your knowledge in a variety of areas including United States government, leadership, and substance abuse and other areas of health care. The series varies somewhat from year to year based on the interests and goals of the current group of Fellows. In addition, during the seminar, you will also have the opportunity to learn from your classmates about international experiences with health issues. The major objectives of the Seminar Series are:

- To familiarize you with the US and Virginia government, health care, and educational systems
- To help you better understand basic epidemiology, scientific research methods, monitoring and evaluation systems, and to critically evaluate scientific literature
- To provide information about health care issues relevant to particular populations as well as particular focus areas (epidemiology, prevention, treatment, and policy)
- To assist you in developing leadership skills, such as intercultural communication, understanding their personal leadership style, team building, strategic management, conflict management, creating change, and the use of social media.
- To help you gain skills in grant writing, and developing poster presentations and oral presentations for professional conferences.

The Seminar Series is held in both the fall and spring semesters; meeting twice a week in the fall semester, and once a week in the spring semester. Sessions last from 3 hours to all day, depending on the topic. While the fall Seminar is generally set prior to your arrival, the spring semester offerings are guided, in part, by your and the other Fellows' interests.

Lecture topics for previous years of the Humphrey Seminar are listed below. Lectures are delivered by VCU faculty, local leaders, and/or nationally-known speakers.

- The US Government System
- The US Healthcare System
- US Foreign Policy
- US Elections
- Conducting qualitative research
- Scientific Evidence—Reading the Literature
- What is Evidence-based Practice?
- Medication-Assisted Treatment for Addiction
- Epidemiology
- Substance Abuse Policies
- HIV/AIDS
- Community Coalitions
- Substance Abuse Services for Women
- Co-occurring Disorders
- Program Logic Models

- Program Monitoring and Evaluation

The Humphrey Seminar also includes several workshops. Previous workshops have included:

- Intercultural communication
- An Introduction to Library Services
- Creating change
- Creating poster presentations
- Program evaluation
- Grant writing
- Motivational Interviewing
- Substance Abuse Prevention Skills Training
- How to Obtain Data to Inform Policy and Practice
- Leadership (several sessions covering a variety of topics related to leadership, such as determining personal leadership style, team building, strategic management, and using social media)

Leadership training and knowledge are also interwoven throughout the lectures, activities, and discussions of the Humphrey Seminar, in addition to workshops that focus on leadership specifically. Through the Seminar, you will have opportunities to interact with both junior and senior leaders in the field who serve as lecturers.

In addition to attending the seminars, you are expected to give two presentations during the year: first, a presentation about your home country, including a brief introduction to the country (e.g., demographics, geography and government), the epidemiology of public health concerns, and your Fellowship goals; and second, a final project.

The final project focuses on your top priority for change upon returning home along with step-by-step activities describing how these changes will be implemented. Final projects are presented at the end of the spring semester. Projects can vary and may include: a description of a research project they plan to conduct in their home countries, a strategy for changing an important policy affecting public health, an adaptation of an evidence-based prevention or treatment program; grant application with a U.S. collaborator for research to be conducted in their home countries; a plan for a program evaluation or needs assessment in their home countries; or some other project of particular value to you.

You will begin developing the topic for your final project during the fall semester, and turn in a short PowerPoint presentation with your ideas, including the rationale and background, at the end of the fall semester. Mid-spring, you will turn in a draft of the project (also in PowerPoint form). In the spring, the last three sessions of the seminar series are devoted to presentations of final projects. All of the Fellows' advisors and other VCU faculty will be invited to attend these presentations.

Finally, as part of the Humphrey Seminar, you are also required to take a web-based course on research with human participants. In addition to providing you with valuable information about ethical issues in the conduct of human research, successfully completing a web-based test on this material is a prerequisite for participating in any VCU research project involving human

participants. This year, you will be required to submit a certification of completion by **December 1, 2016**.

The Humphrey Seminar is a critical component of the VCU Program. However, it is recognized that there may be other professional development opportunities that may conflict with the scheduled class time. Therefore, you are **allowed one absence per semester in order to attend other professional development activities**.

Academic Coursework: Many courses are available that can be taken for credit. Additional courses that may be of interest are offered by the Departments of Pharmacology/Toxicology, Health Administration, Health Behavior and Policy, Rehabilitation Counseling, Epidemiology, and Psychology, among others. Fellows may register for 3 credits of coursework each semester (this is usually one, 3-credit course). Please note that if you prefer not to take traditional academic courses, opportunities exist for doing independent study with a VCU faculty member. If you are interested in this option, you should discuss it with Dr. Breland.

Professional Development Activities (short-term): A wide variety of training and professional development activities are available to enhance your skills in specific areas. These include various on-campus seminars, short courses on such topics as information technology (e.g., software classes, library usage), teacher training, grant writing, and others. Somewhat less formal professional development will occur through attendance at local and national meetings and conferences and field trips to a variety of public health and substance abuse treatment programs, state and local agencies, and advocacy organizations. In addition, if you are interested in substance abuse, you will have the opportunity to attend and make a presentation at the National Institute on Drug Abuse's International Forum, and to attend the annual meeting of the College on Problems of Drug Dependence (CPDD) in June, 2017. We anticipate that you will attend at least one additional conference or workshop during your Fellowship.

Of particular interest to some Fellows will be the opportunity to observe and participate in the legislative process. Each year, the Virginia General Assembly typically addresses several pieces of legislation related to substance abuse and other health policies and services. You will have an opportunity, if you desire, to discuss the intent of the legislation with its legislative sponsors and to talk to members of organizations with specific interests (both pro and con) in the proposed legislation. You will also have the opportunity to learn how to track legislation as it moves through the General Assembly both by using the State's web-based Legislative Tracking System and by attending committee meetings where public comments/testimony are provided. Through this experience, you will learn how the delivery of substance abuse and other health services are influenced by public policy and the political process.

Professional Affiliation: Each Fellow is required to participate in at least one Professional Affiliation (PA) for a minimum of 30 work days (approximately 6 weeks). PAs may be extended beyond 30 days to complete a project if both you and host organization agrees. PAs may either be located in the Richmond area (Local PA) or at a site located anywhere in the United States (Non-local PA). We encourage all VCU Fellows to have both a local and non-local PA.

You will meet with the coordinator or an associate coordinator and your individual advisor to identify potential PAs and to develop a plan for the affiliation. Specific tasks to be completed, schedule of activities, etc. are negotiated between you and the host organization. The emphasis for each affiliation is on obtaining practical experience and the development of leadership skills in the chosen area. Drs. Koch, Balster and Breland will monitor the quality of your PA experience through regularly scheduled discussions with you.

The Richmond metropolitan area is home to a large number of substance abuse and other health organizations that will be excellent sites for a local PA. These organizations cover a broad range of functions including prevention and treatment services, policy development and program planning, program evaluation, funding, and advocacy:

- Virginia Department of Health
- Richmond Public Health Clinic
- Substance Abuse and Addiction Recovery Alliance (SAARA)
- Drug Treatment Court, Virginia Supreme Court
- Governor's Substance Abuse Services Council
- Virginia Department of Behavioral Health and Developmental Services (DBHDS)
- Richmond Behavioral Health Authority (RBHA)
- McGuire VA hospital
- Chesterfield Juvenile Detention Facility

There are also opportunities to become affiliated with one of the substance abuse or health programs housed at VCU. These may include basic research laboratories in animal or clinical pharmacology, the Virginia Impaired Health Practitioners Program, the Massey Cancer Center, the Center for the Study of Tobacco Products, the Center on Health Disparities, the HIV/AIDS Center, the Virginia Youth Tobacco Projects or many others. In some cases, these opportunities may be used to satisfy the requirement for a PA. Or, you may choose to work on a project with a faculty member for academic credit or work with them on a more informal basis.

Non-local PAs are typically conducted at the end of the Fellowship year, usually starting in early May. The Humphrey coordinator, associate coordinators and advisors will assist you in identifying an appropriate PA. You are encouraged to begin the process of identifying possible sites for PAs shortly after you arrive at VCU.

Cultural Excursions: Over the course of your Fellowship, we will provide several opportunities for you to take advantage of the many historical and cultural resources in Richmond and the surrounding area. We are very fortunate to live in a city that is rich in history and culture, with several fine museums, art galleries, and historical homes and buildings. In addition, we are within easy driving distance of an amazing number of cultural, historical, and political resources in Washington, D.C. These experiences will greatly add to your enjoyment of your Fellowship and provide you with additional opportunities to learn about the United States.

Associate Campus: The Associate Campus Program requires that each host university collaborate with another college or university that is either located in a rural area or serves students that might not otherwise be exposed to an international perspective. The Associate Campus program activities may include: (1) informal and formal meetings with faculty and

students, (2) lunchtime meetings where Fellows present information about their culture as well as issues facing their nation; (3) presentations or lectures given by Fellows in specific courses; and (4) conducting special team projects. Additionally, students from the associate campus are invited to participate in some of our field trips and workshops. Our associate campus is [J. Sargeant Reynolds Community College](#) located adjacent to VCU's Medical College of Virginia campus.

Special Team Projects: Collaboration and team work are important skills, and increasingly a critical part of creating change. Each Fellow will be expected to participate on at least one team with other fellows to design and implement at least one special project. Past examples include preparing a presentation for the Humphrey Global Leadership Forum, coordinating activities with our associate campus, planning and implementing activities for the NIDA Drug and Alcohol Facts Week, and conducting a university-wide symposium on a particular global health issue. This “hands on” experience will be supplemented with a leadership workshop on team work.

ABOUT VIRGINIA COMMONWEALTH UNIVERSITY

Virginia Commonwealth University is an urban, public institution enrolling over 31,000 undergraduate, graduate, professional and doctoral students on its two thriving campuses, located in the heart of Richmond.

More than 2,200 faculty members and approximately 1,000 adjunct faculty members comprise the University's teaching force. VCU faculty attracts nearly \$250 million in sponsored research funding, and it is ranked by the Carnegie Foundation as one of the nation's top research universities. The total workforce of the University — faculty, physicians, nurses and administrative and support staff — is nearly 22,000.

Research strengths at VCU include the basic and health sciences, business, behavioral sciences, public affairs, and the humanities. Among VCU's many national rankings are 23 programs in the top tier of the U.S. News and World Report review. In addition, VCU is ranked in the top 100 by the prestigious National Science Foundation ranking.

VCU includes Health Sciences (Schools of Medicine, Nursing, Dentistry and Allied Health), Engineering and Arts and Sciences (e.g., psychology, public policy, social work) and public health programs. VCU offers 62 baccalaureate, 72 master's, 41 doctoral as well as first professional degrees in medicine, dentistry, and pharmacy. International programs at VCU attest to the global engagement of the University, its faculty and students, and to the diversity of the campus itself. VCU hosts and employs more than 350 international scholars and educates an international student population comprised of over 1,500 undergraduate, graduate and professional students from 100 countries around the world in. For more information about VCU, see its website at www.vcu.edu.

ABOUT RICHMOND, VIRGINIA

Richmond, the capital city of the state of Virginia, has a metropolitan area population of nearly 1.3 million. Richmond combines the excitement and opportunities of a large urban and international business center with the pace and traditions of an historical and residential area. Within easy driving distance of **Washington, D.C.**, the U.S. capital, **Virginia Beach** and the **Atlantic Ocean**, and the picturesque **Blue Ridge Mountains**, Richmond's location offers many sites of interest outside the city as well. For more information about Richmond, see www.richmond.com.

THE DEPARTMENT OF PSYCHOLOGY

The Department of Psychology is part of the [College of Humanities and Sciences](#) on the Monroe Park Campus of Virginia Commonwealth University. The department has one of the largest [undergraduate programs](#) in the university, with more than 1,600 student majors. The department has four PhD granting [graduate programs](#): Clinical Psychology, Counseling Psychology, Health Psychology, and an Experimental Psychology program with three sub-specialty divisions (Biopsychology, Developmental Psychology, and Social Psychology). The Clinical and Counseling Psychology programs are accredited by the American Psychological Association. Forty-five teaching and research faculty, 12 adjunct faculty, six administrative and professional faculty, five post-doctoral fellows, eight classified staff members, and 123 doctoral students teach courses and conduct research through VCU Psychology.

The VCU Department of Psychology can be considered one of the strongest departments in the nation in the areas of health psychology and behavioral medicine, and in prevention science, including community-, school- and family-focused interventions. The department's research also focuses on issues of [diversity](#) across each of these research specialty areas.

The psychology department runs the [Center for Psychological Services and Development \(CPSD\)](#) which provides a wide range of therapy and assessment services to the community. Advanced graduate students in clinical and counseling psychology, as well as graduate students in social work, psychiatric nursing and rehabilitation counseling work closely with their licensed faculty supervisors to provide interventions based on the most current research in their discipline. A variety of specialty clinics are housed within the CPSD, including the Anxiety Disorders and Assessment Clinics. The CPSD also provides space for a variety of research activities, as well as numerous clinically-based graduate courses for the department of psychology. The department also houses a number of research and service centers and institutes, including the [VCU Clark-Hill Institute for Positive Youth Development](#), the [Hubert H. Humphrey Fellowship Program](#), the [Center for Cultural Experiences in Prevention](#), and the [Center for the Study of Tobacco Products](#).

For more information, go to the department's website at: <http://www.psychology.vcu.edu/>

THE GLOBAL EDUCATION OFFICE

The Global Education Office at VCU serves the needs of international students and scholars as well as students who desire an educational experience abroad. GEO administers international student and scholar programs, study abroad opportunities, the English language program and the VCU Globe living-learning community. Most importantly for you as a Humphrey Fellow, GEO will coordinate your housing and friendship families while at VCU. Find more information about GEO at: <http://www.global.vcu.edu/>

Please Note: Immigration advising for Humphrey Fellows is done directly through IIE and the Humphrey Fellowship Program, not through VCU's Global Education Office.

OFFICE SPACE

We will provide office space for you in the Franklin Street Gymnasium, a building located on Franklin Street on the Monroe Park Campus of VCU. It is very close to most classes and meetings you will need to attend, and it is very convenient to the bus lines. Office furniture and equipment (including shared photocopiers, and fax machine) will be provided at no cost. The Humphrey Fellowship suite includes computer stations, a conference/meeting room, and offices for the coordinator, associate coordinator and assistant coordinator.



Franklin St. Gymnasium, Richmond, Virginia

E-MAIL AND COMPUTERS

You will be provided with free e-mail and internet access at VCU. Your office will include PCs that are connected to a shared laser printer. If you already have a good quality laptop, you should consider bringing it with you.

SOCIAL SECURITY NUMBERS

Before you can apply for a social security number (SSN), you have to be validated in the SEVIS system. It takes 10 days from the time you are validated in the SEVIS system before the Social Security Administration can issue the SSN.

Therefore, IIE asks that within 10 days of your arrival, you send them the following documents:

- 1) DS2019 Form
- 2) I-94
- 3) U.S. visa
- 4) First pages of your passport

We also need to receive your current street addresses in the U.S., even if it is temporary.

As soon as IIE receives these documents, they will validate you in SEVIS. We will then provide a “sponsor letter” for you so that you can apply for an SSN. By the time these are prepared and sent to you, you should be validated in SEVIS and the Social Security Administration should be able to access that validation in order to provide you an SSN.

If you are assigned to attend pre-academic training, we encourage you to obtain your SSN during this time. It will help things go more smoothly after your arrival at VCU. Otherwise, we will help arrange transportation for you to obtain your SSN from the Social Security Administration Office located at:

1834 W. Cary St.
Richmond, VA 23220
(804) 771-8125

HEALTHCARE

Health Insurance: As you know, you will receive accident and sickness coverage through the Humphrey Fellowship Program through Seven Corners Insurance. However, this will **not cover all pre-existing conditions**. Given this, **if you do have any pre-existing medical conditions that may require treatment while you are in the U.S., we strongly encourage you to keep your current insurance if that option is available to you.** The Humphrey accident and sickness coverage requires a co-payment for each insured health care incident. This year the co-pay was \$15 for office visits, urgent care or hospitalization. All insurance claims must be handled by each Fellow with assistance by the Humphrey staff if problems arise.

Please note that the accident and sickness coverage provided through the Humphrey Fellowship Program provides minimal coverage. Previous Fellows have suggested that you should consider getting supplemental health insurance, but you must decide this for yourself.

As a part-time student, there is a \$103.00 student health fee requirement which is **paid by the program**. This fee will allow you to use the university student health clinic for the entire semester. Also, please remember that **VCU's Student Health Clinics do not accept insurance**; services provided there will be billed to you directly. See below the services which are and are not covered by the fee.

Pre-existing Conditions: As an option, we encourage anyone who may have a pre-existing health condition to consider a supplemental insurance policy with VCU or another approved supplemental insurance carrier.

Services covered by the Health Fee:

- All services, examinations, consultations and minor procedures by USHS nursing, nurse practitioners, physician assistants and physician staff
- Most laboratory tests associated with acute illnesses ordered by USHS staff
- After-hours phone advice for urgent medical problem
- Health education activities sponsored by USHS (There may be a minimal fee for specific classes)
- Allergy injections--students must supply serum and instructions from their allergists

Services not covered by the Health Fee:

- Emergency room visits, emergency transportation or hospitalization for any reason
- X-rays ordered by USHS staff
- Prescriptions and over-the-counter medications
- Laboratory tests associated with chronic illnesses, routine gynecological care, STI screening tests and tests not medically indicated
- Referrals to specialists outside of USHS
- Birth control
- Allergy skin testing, evaluation and cost of serum for hypo sensitization
- Expenses incurred as a result of accidental injury if treatment is needed outside of the Student Health clinic
- Dental care, routine eye examination and refraction for eyeglasses, prosthetic devices, speech therapy, physical therapy, psychotherapy or any items not listed under covered services
- Immunization vaccines

Prescription Medications: If you are currently taking any prescription medications, if possible, please bring an adequate supply with you. Also bring copies of prescriptions or information regarding dosage in case you need to obtain an additional supply while you are in Richmond—an original prescription written in English by your physician would be best. In addition, since the **Humphrey Program accident and sickness coverage will not cover dental services**, try to have all necessary dental work done before you leave for the United States.

Immunizations: Before arriving to VCU you should make sure to have:

- 2 MMRs (measles, mumps and rubella) after the 1st birthday
- 1 Tetanus within the past 10 years
- 1 Meningococcal vaccine or a signed waiver
- 3 Hepatitis Bs or a signed waiver

As part-time, out-of-state, masters-level students, you are required to have a **TB skin test screening** once you arrive to Richmond. During orientation, you will have the opportunity to go to Student Health to have the TB skin test done. The cost of the test is \$15 which you will be required to pay at the time of service. You'll return 2 days later for your results. Should student health find that a chest x-ray is necessary; the cost will be covered by your insurance.

Please note, if you bring family members with you, they must have health insurance that is in effect the day that they arrive. You are responsible for paying for this.

TRANSPORTATION

As a medium sized city, Richmond does not have the same highly developed mass transit system available in many large cities. However, it is also free of most of the traffic congestion common in larger cities and many of the places that you will need to travel to are conveniently located.

Richmond does have a public bus system that will take you to most places in the City of Richmond. In addition, there is a free campus bus system ("Campus Connector") that will take you to several different locations on both campuses.

The VCU campuses and your office are also located a short bus ride away from several state and local agencies where you are likely to have meetings and where you may choose to do your Professional Affiliation. There are also many restaurants, nightclubs historical sites and art galleries located nearby. You will find that there are numerous recreational, athletic and cultural resources on both campuses, typically free or at minimal cost, that are easily accessible by the VCU bus system or within easy walking distance.

The greatest transportation challenge you are likely to have is traveling to low cost shopping areas. Most shopping malls and discount stores are located outside the city center. Although it may be more convenient for you to shop on weekends, bus service to these areas is very limited at this time. While we will coordinate some shopping trips, you will need to consider these things when planning other shopping outings.

Previous Fellows have recommended that you **consider purchasing a car** for use during your Fellowship. They found that this greatly increased their ability to take advantage of the various professional, cultural and recreational resources within the greater Richmond metropolitan area.

An alternative to purchasing a car is the [Zipcar](http://www.zipcar.com). Zipcar is an American membership-based [car sharing](http://www.zipcar.com) company providing automobile reservations to its members. You pay for the car by the hour (\$8.50/hour) or day (\$69/day). Members can reserve Zipcars online or by phone, 24 hours a day, seven days a week. Reservations can be made minutes or up to a year in advance. Zipcar members have access to Zipcars using an access card called a “Zipcard.” The Zipcard works with the car's technology to unlock the door, where the keys are already located inside. The \$50/year membership fee includes insurance and gas and cars. There is a Zipcar location right on the **Monroe Park Campus near the Cabell Library** (<http://www.zipcar.com/vcu>).

Another popular option for transportation around Richmond is UBER, which is considered one of the best ways to get around Richmond when you don't have a car. This is a service where using a mobile phone app you request a driver to come pick you up and take you to a location at a minimal cost. Here is a link where you can learn more about UBER : <https://www.uber.com/cities/richmond/>.

You will be required to hold a valid driver's license from the Department of Motor Vehicles in order to purchase or operate a car in the state of Virginia. You have several options for doing this:

- If you have a valid driver's license from your home country, you can obtain an “international driver's license” as well. With both, you would be able to drive here in the United States for the duration of your stay. However, if you purchase a vehicle and therefore own a vehicle title in the state of Virginia, you will be required to obtain an official Virginia's Driver's License within 60 days. This is an excellent option for those of you interested in using the ZipCar option. For more information about international driver's permits please see this link: <http://www.aaa.com/vacation/idpf.html>
- If you have never held a valid driver's license from your home country or have intentions of purchasing your own vehicle and therefore owning a title in the State of Virginia, you must study the VA Driver's Education Manual and take the knowledge test. After passing the knowledge test you will receive a Learner's Permit which you must hold for 30 days. During this time you are free to operate a vehicle with another licensed driver in the car. After 30 days, you would then take all of the required documents with you to DMV and complete the road skills test. After passing the road skills test, you will receive the official driver's license for a fee of \$32.
- You will NOT be able to acquire a driver's license without a government issued social security number. We will apply for these early in the Fall semester.

BANKING/CREDIT CARDS

It is recommended that you arrive with a Visa or MasterCard attached to your bank account back home. If you are not able to obtain a credit card before coming to the U.S., be sure to bring a current bank statement, translated into English, so that you can obtain a card a little more easily once you are here.

Within the first 2 days of your arrival, we will help you set up a bank account. Your initial stipend check will have arrived by then. A bank representative will come during orientation to help you open your account and give you an overview about banking and budgeting in the U.S. There are several banks that you can choose from, including [Wells Fargo](#), [Bank of America](#) and [SunTrust](#). These banks have branches located throughout the United States which may be important at the end of your Fellowship year if you move to another city to complete a non-local Professional Affiliation.

CELL PHONES AND COMMUNICATING WITH FRIENDS AND FAMILY

Since we must be able to get in touch with you during an emergency, we require that all Fellows have a functioning cell phone with operating voice mail. At the start of orientation we will make time to purchase cell phones.

If you purchase and obtain a cell phone and U.S cell phone number while at pre-academic English training, you can use that phone during the rest of your Fellowship.

Generally, as international Fellows with no U.S. credit history and not enough time to commit to an annual or 2-year contract, you will be limited to a pre-paid plan. A **prepaid mobile phone** (also commonly referred to as **pay-as-you-go**, **pay-as-you-talk**, "**pay and go**", or **prepaid wireless**) is a [mobile](#) phone for which credit is purchased in advance of service use. The purchased credit is used to pay for mobile phone services at the point the service is accessed or consumed. If there is no available credit then access to the requested service is denied by the mobile phone network.

If you are interested in investigating some available options ahead of time or even purchasing online, we strongly encourage you to do so. Having a cell phone that will allow you to make international calls during your first few days may be important. Your family will be waiting to hear from and you will want to contact them as well. Please review these popular options:

- [AT&T](#)
- [T-Mobile](#)
- [Sprint](#)
- [Ntelos](#)
- [BoostMobile](#)
- [VirginMobile](#)

If you are not familiar with Skype, it is software that allows users to make telephone calls over the internet. The computers in the Humphrey office are equipped with Skype for your use. Calls to other users of the service and to certain other numbers are free, while calls to other landlines and mobile phones can be made for a small fee. Additional features include instant messaging, file transfer and video conferencing. You may find it helpful to set up a Skype account prior to leaving home so that you can contact your family when you first arrive. However, Skype is not a replacement for your ordinary telephone and cannot be used for emergency calling. It should be used in addition to a cell phone account you have purchased. You can download the software for free at www.Skype.com

EXTRACURRICULAR INTEREST SURVEY

Although you will be very busy with your professional development activities, we recognize that you will want to continue to pursue your individual hobbies and other recreational activities. You may also want to explore some new interests. Fortunately, VCU and the Richmond community have the resources available to meet almost any interest. To help us begin to identify what resources will be of particular interest to you, please complete the short *Extracurricular Interest Form* attached to this document and e-mail it to jrkoch@vcu.edu.

We think you'll find that there are many recreational and cultural activities at VCU and the greater Richmond community. These include sporting events, ethnic festivals, art museums and galleries, dance, music and much more. We will organize several recreational and cultural events during your time in Richmond, but the best way to take advantage of what the community has to offer is to be adventurous! Get out and explore! When you do, you'll make new friends, learn more about our culture and have opportunities to share your culture with others. To help you get started, below are a couple of web sites that you'll want to check on a regular basis to see what is going on in Richmond and at VCU.

www.usca.vcu.edu/

www.styleweekly.com (see "Arts and Culture" and "Calendar")

WEATHER

The weather in Richmond during the summer (June to September), when you will be arriving, is hot and humid. During early fall, (October to November), daily high temperatures will be much cooler. In the winter, (December to March), temperatures are colder, but still relatively mild. Snowfall is infrequent and rarely amounts to more than one or two inches. When it does snow, it usually melts away within a day or two.

Richmond, VA average temperatures (in Fahrenheit) and precipitation is presented below.

	Jan	Feb	Mar	Apr	May	Jun
Average high in °C:	8.6	10.7	15.6	21.3	25.5	30.1
Average low in °C:	-2.1	-0.8	2.8	7.8	12.8	18.1
Av. precipitation in mm:	77	70	103	83	96	100
Days with precipitation:	10	9	11	10	11	9
Hours of sunshine:	144	166	211	248	280	296

Average snowfall in cm:	10.2	7.6	2.5	0	0	0
	Jul	Aug	Sep	Oct	Nov	Dec
Average high in °C:	32.1	30.9	27.3	21.7	16.3	10.4
Average low in °C:	20.5	19.7	15.6	9.1	4.1	-0.3
Av. precipitation in mm:	115	118	105	76	82	83
Days with precipitation:	12	10	8	8	9	9
Hours of sunshine:	286	263	230	211	176	152
Average snowfall in cm:	0	0	0	0	0	5.1

DRESS

When packing clothing, you should consider preparing for all types of weather during the program year. Light clothing is recommended for your arrival, as August can be very warm in Richmond. For winter you will need a warm coat, hat, scarf and gloves. It is possible to purchase all types of clothing in Richmond after you arrive, but they may be less expensive in your home country.

Dress for classes at the university is generally casual. Jeans, skirts, shorts and athletic shoes (sneakers) are acceptable. Professional dress will be essential for meetings off campus, formal events, conferences and Professional Affiliations. This can include suits/sport coats and ties for men, and skirt suits, pant suits and dresses for women. Both dress and casual shoes are needed and should be comfortable for a lot of walking. You may also want to bring clothing that is specific to any sports or hobbies in which you participate.

There will be opportunities during your Fellowship to wear clothing currently or historically typical for your country. You are welcome to bring these with you (see below).

WHAT TO BRING WITH YOU

As you know, your Humphrey Fellowship will include a combination of professional, academic, and cultural activities. To fully participate in these activities and to ensure that your experiences here are as relevant as possible to the work you will do when you return home, we suggest that you consider bringing the following with you:

1. Information about the healthcare system in your home country, particularly focusing on your area of interest (e.g., substance abuse, cancer prevention, HIV/AIDS), with specific information about a problem or program that will be the focus of your work as a Humphrey Fellow. During the course of the Humphrey Fellows seminar, you will be required to make a presentation on this topic. The information you bring should include data on the epidemiology of the healthcare issue of interest to you and information related to your country's programs and/or policies that address this issue. The format of the information you bring could include summary data you have assembled, government and academic reports, PowerPoint slide presentations you have prepared, etc.
2. Any data files that you may want to work on while you are here. You will have access to excellent computer facilities, statistical software, and consultation to help you to analyze your data.
3. National dress and handicrafts, recipes, and other items native to your country. There are many cultural fairs and other activities that will provide you with opportunities to share your culture with others. You may also want to bring photographs, slides, and DVDs that will help you share your native culture. One of the social-cultural activities we have is **“movie night”** in which each Fellow shows a DVD from their home country. The movie may be a documentary, a comedy, drama or anything that you think will provide your colleagues with greater insight into your culture.
4. An adapter for electrical appliances. It will be much easier for you to find this in your home country.

ATTACHMENTS/FORMS

- Summary of Major Program Requirements
- Humphrey Fellowship Professional Interest Inventory
- Extracurricular Interests Form
- Dietary Restrictions
- Arrival Information Form

VCU Humphrey Fellowship Program

Summary of Major Program Activities 2016-17

Listed below, along with tentative due dates, are the major activities VCU Humphrey Fellows are expected to accomplish for 2016-17. There will be many other activities that will be planned for your professional and personal development. Those activities that are required by IIE have an asterisk by them.

Activity	Due Date
*Submit copies of processed DS-2019 Form, J-1 Visa, I-94 form and passport-face page and current address	mid-Aug
*Presentation on home country for Humphrey Seminar	mid-Sept
*Submit initial Individual Program Plan (IPP)	Oct 1
*Attend Global Leadership Forum in Washington, DC	Oct
Submit brief PowerPoint summary of idea for final project	Dec
Complete web-based human subjects training and submit certificate (participation in a human research study may require that this be completed earlier)	Dec
Submit ITIN or SSN	Dec 15
*Update Individual Program Plan (IPP)	Dec 15
Submit abstract for NIDA International Forum	Feb 1
*Update Individual Program Plan (IPP)	March 1
Last date to submit requests for computer-subsidy reimbursement	March
Submit draft Humphrey Seminar Project (PowerPoint)	March 15
*Deadline for submitting Professional Affiliation Proposal	March
Submit Grant Tax forms	March 31

Attend training on poster presentations	March
Present Humphrey Seminar Project	April
*Attend Year-End Retreat	April
*Attend VCU Humphrey Fellowship Graduation	April
*Submit Year-End Evaluation Forms to IIE	May/June
*Submit Year-end Report/Final IPP	June 10
*Complete Professional Affiliation	June 14
*Update contact information in home country	June 30
Attend NIDA International Forum and CPDD June 16-22, 2017 : Palm Springs, California	June 16-22

Humphrey Fellowship Professional Interest Survey

Fellow's Name: _____

Dear Fellows:

Each year, we ask our new group of Fellows about their professional goals for their Fellowship to help us plan activities for the coming year and identify professional contacts. Please complete the three questions below. You do not need to provide long, detailed responses. Brief responses are preferred.

1. During your Fellowship, we strongly encourage all VCU Fellows to design or develop a project that they will carry out when they return home. We find that this is a good way to help you prioritize your Fellowship work and give you something that can use to improve things in your country at the end of your Fellowship. We will help you work on these projects during your Fellowship. Please **briefly** describe two or three projects that you would like to carry out in your home country after your Fellowship. It can be any type of project that you think will be useful. Examples include: 1) establishing a new prevention or treatment program, 2) evaluating an existing program or policy, 3) changing a current policy, 4) conducting a study that will provide useful information to decision makers in your country, and 5) changing how your organization operates.

a. _____

b. _____

c. _____

2. A large part of your Humphrey Fellowship will be spent learning new **skills** (that is, the ability to do something) that you can use when you return home. Examples of skills include such things as public speaking, conducting a needs assessment, preparing a grant application, managing projects, conducting a public health campaign, conducting a survey, learning a specific counseling or treatment technique, etc.). Please list three new skills that you would like to learn during your Fellowship.

- a. _____
- b. _____
- c. _____

3. Humphrey Fellows also spend a lot of time developing new knowledge or learning about new things. For example, Fellows may want to learn about evidence-based treatment programs for women with substance use disorders, how the US health care system is organized and financed, sources of funding available to address particular public health issues, how to develop a public media campaign, and so forth. Please list three types of knowledge that you would like to gain during your Fellowship.

- a. _____
- b. _____
- c. _____

Thank you!

VCU Humphrey Fellowship Program Extracurricular Interests Form

Although you will be very busy with your professional development activities, we recognize that you will want to continue to pursue your individual hobbies and other recreational activities or perhaps explore some new interests. Fortunately, VCU and the Richmond community have the resources available to meet almost any interest. To help us begin to identify what resources will be of particular interest to you, please complete the short *Extracurricular Interest Form* attached to this document and e-mail it or fax it to: (804) 828-7862.

Please list all of your **current** recreational interests (hobbies, athletics, art, music, swimming, ballroom dancing, etc.) that you would like to continue to participate in during your stay in the United States.

1. _____
2. _____
3. _____
4. _____
5. _____

Please list any **new** recreational interests (hobbies, athletics, art, music, swimming, ballroom dancing, etc.) that you would like to try during stay in the United States.

1. _____
2. _____
3. _____
4. _____
5. _____

Thank you very much!

**VCU Humphrey Fellowship Program
Dietary Restrictions Form**

Please describe any dietary restrictions you may have. In particular, indicate if you are a vegetarian or vegan.

Vegetarian: _____

Vegan: _____

Other Dietary Restrictions:

HUMPHREY FELLOWSHIP PROGRAM

TRANSPORTATION FROM RICHMOND INTERNATIONAL AIRPORT

The Richmond International Airport is located eight (8) miles from the city.

For additional information, please contact:

Dwight Hedges
Assistant Coordinator, VCU Humphrey Fellowship Program
Virginia Commonwealth University
806 West Franklin Street
PO Box 842018
Richmond, Virginia 23284-2018
Cell: 804-305-9500
ldhedges@vcu.edu

It is important that you fax or e-mail Dwight **by July 30, 2016**. If we do not receive your information by this time, we cannot guarantee your pick-up. Please e-mail all of the following information or complete the form below and return as soon as it is available.

AIRPORT TRANSPORTATION FORM (For use at Richmond International Airport only)

This form should be returned to the Dwight Hedges: e-mail
ldhedges@vcu.edu

NAME: _____

DATE I WILL ARRIVE: _____ TIME: _____ AM ___ PM ___

NAME OF AIRLINE: _____ FLIGHT NO. _____

BRIEF DESCRIPTION OF YOUR APPEARANCE (or attach a recent photograph):

*** If there is a change/delay in your flight schedule or you miss a connecting flight, please call Dwight Hedges at 804-305-9500. Dwight will be coordinating your pick-up at the airport.**