2019-2020 GLOBAL FIELD EXPERIENCE PARTNER ORGANIZATION GUIDEBOOK

Emory University Rollins School of Public Health
Atlanta, Georgia, United States of America
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Introduction

Dear partner:

Thank you for exploring a partnership with Rollins School of Public Health (RSPH) students as they search for opportunities to apply their public health skills in the field.

A student’s proposed global field experience project must be of measurable value to the host organization/community; well-defined, rational and feasible; integral to the student’s public health training; and based in a clearly articulated, mutually beneficial partnership. In addition to enhancing students’ skills and experiences, a successful global field experience can increase the capacity of host organizations, strengthen faculty/Emory ties with host organizations, contribute to faculty research and attract outstanding students to RSPH.

This guide provides more information on what our students are seeking and outlines steps to become a partner site/organization if that meets your needs.

This guidebook is a new initiative. If you have suggestions on other topics to include in the future, please let me know. If you have any questions, please reach out to me at heather.zesiger@emory.edu or WhatsApp: +1-404-664-9167.

Sincerely,

Heather A. Zesiger

Heather A. Zesiger, PhD, MPH, MCHES
Senior Director, Student Engagement
Office of Admission and Student Services
Emory University Rollins School of Public Health
**Timeline**

Students will begin reaching out to prospective partners in Fall 2019. This is also when partners should post opportunities in order to reach the largest pool of applicants. See more on posting a position description later in this guide.

**Important Dates 2019-2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 2019</td>
<td>Partners post opportunities online and students begin searching for projects</td>
</tr>
<tr>
<td>December 2019</td>
<td>Applications for funding will be available to students online</td>
</tr>
<tr>
<td></td>
<td>Partners begin screening applications and interviewing students</td>
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<tr>
<td>January 2019</td>
<td>Partners should be finalizing their selection of students and providing host site documentation in support of the student’s application for funding</td>
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<tr>
<td>February 20, 2020</td>
<td>Applications for funding due</td>
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<tr>
<td>March 6, 2020</td>
<td>First round acceptance letters sent to students</td>
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<tr>
<td>March 20, 2020</td>
<td>Revise and resubmit applications due</td>
</tr>
<tr>
<td>March 27, 2020</td>
<td>Final notification letters sent to students</td>
</tr>
<tr>
<td>Mid-May through Mid-August, 2020</td>
<td>Students are collaborating with partners in the field</td>
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Tips for Success: Partner Organizations

- Communicate your expectations to the student regarding project goals, what needs or assets of the community are to be addressed, what materials and supplies will be needed, language-skills necessary and translation options, how you define success in the project. (See also components of host letter later in this guide)

- Advise the student on local IRB processes if necessary for your project

- If your organization requires a Memorandum of Understanding or an Educational Agreement please contact heather.zesiger@emory as soon as possible.

- Respond to messages from student and RSPH personnel in a timely manner

- Provide regular supervision and mentorship for the RSPH student on-site in-country at least weekly for the time they are there. This supervision can be in-person or via phone/WhatsApp/etc.

- Discuss local norms about safety, hours of operation, dress-code, holidays, attendance, and transportation and respond to questions from the student about how they can best prepare for success in the field.

- Adhere to Emory’s Non Discrimination Policy

- Communicate any concerns with performance or behavior to the student and to the GFEFA program administrator: heather.zesiger@emory.edu

- If there are any safety, security, natural disaster or health-related concerns, please contact Heather Zesiger AND our security vendor International SOS, toll-free, at +1 215 942 8226.
Components of a Global Field Experience Position Description

Please include the following information in your position description. A Sample is provided in Appendix A.

- Position Title: include [2020 Global Opportunity] and then add the specific title for your project
- Host organization:
- Mission of the Host Organization:
- Goals of the position/outcomes to be achieved by the student:
- Duration of field experience (at least 6 weeks, no more than 12):
- Setting for the field experience (such as clinic, health department, local organization, national organization, research site, multiple locations for data collection, etc.):
- Exact dates of field experience (if known):
- Community needs and assets that inform the project:
- Expected impact of the project:
- Student activities:
  - Pre-field
  - In the field
  - Post-field
- Preferred Qualifications of Student Applicants:
  - Knowledge/Expertise
  - Education/Experiences
  - Language fluency
  - Other skills and abilities

- Contact information to receive applications:
  - Email, skype or WhatsApp, phone, and preferred contact language
Posting a Position Description

1. You may either post your position directly to Handshake, the RSPH student opportunity posting site (please put “Summer Global Opportunities” in the job title). In this system you will be the “employer” but you can post unpaid positions;

   Or

2. Send heather.zesiger@emory.edu your position description and we will post it for you.
Selecting a Student

- Be sure to check your email (the address you provided in the position description) regularly for applications from students.

- Check with your organization’s Human Resources office for their guidance. Be sure to follow all applicable laws and policies as well as Emory’s Equal Opportunity and Discriminatory Harassment Policy.

- Determine your priorities in advance regarding student skills, experience, schedule availability and apply consistent screening considerations when reviewing resumes and interviewing candidates. Use the same rubric, same interview questions and same interview method (phone, Skype) for each candidate.

- Because students apply to and accept positions on a rolling basis throughout the fall and early winter, you may want to review applications and interview candidates on a rolling basis.

- Please expire your job posting on Handshake (or notify Heather) once you have an accepted offer. Otherwise, students will continue to apply to your position in vain.

- You do not have to interview all applicants, but please have a rationale for what criteria a student must meet to advance in the process.

- Past performance often predicts future success. Students may need on-the-job training in specific software or skills they have not learned yet in the curriculum. But, if there are behaviors or experiences that you feel they must demonstrate to be successful, be sure to ask about those, including examples. If your HR policy permits, you can ask for and check references, especially if you have finalists who are both highly qualified.
Global Field Experience Financial Awards (GFEFA)

Nearly all global field experiences are unpaid. However, if a student finds and is selected for an opportunity early enough in the cycle, they may apply for funding from RSPH. These funds are referred to as the Global Field Experience Financial Awards. The funding process is competitive and not all students will receive an award.

The funding application is the responsibility of the student. However, they should consult with you to make their application as strong as possible and you will need to provide a host/site letter.

We are including the full application in Appendix B as a reference for you. You do not need to complete it. But, your selected student may ask you questions to assist them in filling it out.

GFEFA Student, Project and Site Eligibility and Exclusion Criteria

Student

- The GFEFA applications are open to RSPH MPH and MPSH students pursuing summer fieldwork, usually between their first and second years.
- The field experience must be a minimum of six weeks but average field experiences are between 10--12 weeks.
- Students must be enrolled at RSPH or Emory for the semester following their field experience to qualify for a financial award (and to meet award requirements).

Project

- For the purposes of GFEFA, a field experience is defined as applying public health knowledge and skills in partnership with a community to advance the wellbeing of a population(s); this includes but is not limited to research projects.
- Funding is not provided for student travel that can be categorized as medical- or public health-"tourism;" short term mission opportunities; or shadowing clinicians in settings abroad. Students are also warned not to fall prey to third-party companies that "sell" experiences in LMIC and call these APE even though they do not offer public health supervision nor a specific
implementation/research partner. Such organizations often charge for a service such as tuition, enrollment or registration. If you are not sure if your site is eligible, please contact Dr. McFarland or Dr. Zesiger.

- If a project will consist only of data analysis or lab-based work, the applicant will need to justify why those activities require a student to be in-country.

Site

- The review committee gives priority consideration to eligible fieldwork that takes place in low- and middle-income (LMIC) nations as defined by the World Bank or within indigenous regions, e.g. tribal designated statistical areas (TDSAs), land base or reservations.
- Consideration will be given to projects in the United States and other high-income countries for specific projects related to underserved or marginal populations, e.g. refugee populations in Belgium, post-hurricane environmental data collection in Puerto Rico or Zika virus education and surveillance in the U.S. Virgin Islands.
- The review committee will not consider applications to countries with a U.S. State Department Level 4 warning at the time of application. Should the risk of a project site escalate after funds are awarded, additional criteria may apply and there is a chance the trip may not occur at all. In addition, travel to all countries under trade or economic embargoes by the United States government (OFAC) and Afghanistan require a specific endorsement by Emory's international insurance carrier.
Host/Partner Letter

- Once you have selected a student to work with you, please provide a letter of invitation with the following components:

  □ Name and position of supervisor and/or mentor in the organization and the individual’s contact details. (NOTE: The letter must be signed by an official representative of the organization but if there is another representative who will serve as your main contact in the field, that information must also be included.)

  □ Statement that the organization knows about and approves of the student’s project and the timing of the student’s visit.

  □ Statement of value that the student’s project will have for the organization/community and any agreement of expectations for what the student will provide as deliverables for their project or during their stay.

  □ Support or resources the organization may be able to provide or that they are able to help identify (i.e. local transport, office space, translators, assistance finding housing) NOTE: This letter is intended to appropriately communicate expectations and available resources and does not serve as a guarantee that any support or materials will be provided upon arrival.

  □ Statement of whether local IRB/ethics committee approval is required and if so, whose responsibility it is to complete this and when it will be submitted.

  □ A description of the student’s specific role in the project and how it complements other collaborators.
Applied Practice Experience (APE, aka Practicum)
As a requirement for graduation, RSPH students must complete an Applied Practice Experience. Some students will ask their department to approve their field experience as an APE. In this case, the student should have your permission and you will be asked to serve as their field advisor. The student will initiate this process.

More information can be found online:

https://www.sph.emory.edu/rollins-life/community-engaged-learning/ape/index.html
Appendices