

ROLLINS SCHOOL OF PUBLIC HEALTH GLOBAL FIELD EXPERIENCE

HOSTING A ROLLINS SCHOOL OF PUBLIC HEALTH STUDENT FOR A GLOBAL FIELD EXPERIENCE

GUIDE FOR HOST ORGANIZATIONS

What is GFE?

Global Field Experiences (GFE) allow students to apply the skills and knowledge they have gained through their first year at the Rollins School of Public Health (RSPH) in real world settings around the globe. Students typically undertake international work during the summer between years one and two of their degree program. They then return to their coursework with greater understanding of how to engage in public health practice, more confidence in their abilities, and more focused career goals.

In past years, students have carried out a wide variety of projects on topics ranging from HIV voluntary counseling and testing, food consumption patterns, the spread of avian flu, and health savings account use. The scope and impact of the research projects is limited only by the creativity and enthusiasm of RSPH students as they work to develop international opportunities.

Hosting a RSPH Student

Hosting an RSPH student for a GFE can be a valuable experience for both the student and the host organization. The student obtains “real-world” experience in his/her chosen field, and the host organization benefits from the skills and knowledge the student has acquired at RSPH.

We have found that students and host organizations report the best outcomes from a GFE when:

- The student has a clearly defined role in a project that is relevant and important for the organization and/or community, and expectations regarding this role are clearly communicated
- The student’s role makes use of his/her existing abilities and provides an opportunity for developing new skills under appropriate mentorship
- The student is producing some deliverable that is of value for the organization and/or community, not merely completing tasks for the sake of learning skills or having experiences

Host Organization Responsibilities to RSPH Students

❖ Proposal Development

The host organization should work closely with their student to develop a project that:

- Serves as a meaningful learning experience for the student
- Produces something of value for the host organization and/or community
-

The host organization should also be available to consult with the student on matters related to:

- IRB or ethics committee approval
- Financial and logistical issues such as in-country transportation, housing, and materials for the research project
- Level of funding available for the student from the organization, and additional funding needs that are the student’s responsibility

ROLLINS SCHOOL OF PUBLIC HEALTH

GLOBAL FIELD EXPERIENCE

❖ **Pre-departure Planning**

Before arrival at the project site, the student and host organization should communicate clearly about logistics for the project.

- The host organization should set clear expectations as to the level of assistance the student can expect from the organization in setting up housing, in-country transportation, and project needs such as translators, office space, or other materials.
- The host organization and student should communicate clearly about who will be taking financial responsibility for any relevant expenses.
- The host organization and student should work closely to determine the exact role of the student in the project, and the host organization should be responsive to the student's concerns and questions.

❖ **In-country Project Phase**

- The host organization should provide support as agreed upon during pre-departure planning (see above)
- The host organization should assist and advise the student with any questions or issues he/she may have while at the project site
- The host organization should set clear expectations for the completion of any deliverables, and ensure that the student is able to share these with the organization and/or community in a meaningful way

❖ **Post-project Phase upon Return to RSPH**

- The host organization should maintain contact with the student about further developments in the research project.
- The host organization should provide support as agreed for next steps (such as publication of findings)

RSPH Student Responsibilities to Host Organizations

❖ **Proposal Development**

- The student must work to develop a meaningful, feasible project proposal, while coordinating with his/her host organization and RSPH faculty mentor.
- The student is responsible for finding out if his/her project requires IRB or ethics committee approval, and obtaining this approval if necessary.
- The student should work to obtain any necessary funding for the project, including applying for GFE, GHI, or GEMMA Awards, finding additional outside funding if needed, and arranging his/her personal finances accordingly

❖ **Pre-departure Planning**

Before arrival at the project site, the student and host organization should communicate clearly about logistics and expectations for the project:

- The student should coordinate with the host organization to establish clear expectations about the assistance the organization will provide in setting up housing, in-country transportation, and project needs such as translators, office space, or other materials.
- The student and host organization should communicate clearly about who will be taking financial responsibility for any relevant expenses.

ROLLINS SCHOOL OF PUBLIC HEALTH

GLOBAL FIELD EXPERIENCE

- The student and host organization should work closely to determine the exact role of the student in the project, and the student should be responsive to the concerns and questions of the host organization.

❖ In-country Project Phase

- The student must fulfill his/her responsibility to complete the objectives outlined during proposal development and pre-departure planning
- The student should clearly communicate with the host organization about questions and issues that may arise during the project
- The student should complete agreed-upon deliverables in a timely manner, and share these with the organization and/or community in a meaningful way.

❖ Post-Project Phase upon Return to RSPH

- The student should maintain contact with the host organization about further developments in the research project.
- The student should complete agreed-upon next steps (such as publication of findings) in a timely manner, and acknowledge the role and contributions of the host organization appropriately

Student Proposal Process

To obtain funding for their GFE project, RSPH students must complete and submit an application that includes a detailed proposal outlining their proposed project. The completion of this application is the student's responsibility, but he/she should work closely with the host organization to develop a project that meets the goals of both student and organization. The submitted application must include the following elements:

1. Detailed proposal

- ❖ Essential background, context, and motivation for the work the student will be doing.
- ❖ Project objectives
- ❖ Project methods and deliverables
- ❖ Student's learning objectives and career goal statement
- ❖ Project timeline
- ❖ Project budget

2. Letter of Support

As part of their application, students must include a letter of support from their host organization as evidence that the organization understands and agrees to the responsibilities and expectations outlined above. This letter of support must contain the following elements:

- ❖ Name and position of student's supervisor and/or mentor in the host organization
 - Contact information for this individual
 - **NOTE:** The letter must be signed by an official representative of the organization but if another representative will serve as the student's main contact in the field, this person's information must be included as well.
- ❖ Statement that the host organization knows about and approves the student's project and the timing of their visit.
- ❖ Statement of value that the student's project will have for the organization or community

ROLLINS SCHOOL OF PUBLIC HEALTH GLOBAL FIELD EXPERIENCE

- Any agreement of expectations for what the student will provide as deliverables for the project or during their stay.
- **NOTE:** It is important that this discussion and any necessary negotiations happen early during the project development stage.

- ❖ Statement of support that organization may be able to provide or help identify
 - i.e., Local transport, office space, translators, assistance finding housing, etc.
 - **NOTE:** This letter is intended to appropriately communicate expectations and available resources and does not 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 done.

Please See Sample Letter Below

ROLLINS SCHOOL OF PUBLIC HEALTH GLOBAL FIELD EXPERIENCE



[Redacted]
Department of F [Redacted]
School of [Redacted]
Faculty of [Redacted]
University of the [Redacted]
Tel: [Redacted]



6th March 2012

To Whom It May Concern;

I would like to express my full support of the projects proposed by Ms. E [Redacted] and Ms. [Redacted] for the period May 27-July 29, 2012. They will be working directly with the [Redacted]. The proposed studies are components of an ongoing larger programme of research (F [Redacted]) in urban and rural S [Redacted] to improve the health of adolescents. The proposed studies are pivotal pieces of formative research to better understand how young people experience community health services.

Prior investigations have examined the perception of nurses and health workers on the [Redacted] F [Redacted] initiative through the [Redacted]. The proposed studies build upon this by examining the perception of young people towards [Redacted] and the underlying social constructs and networks that affect their perception and access to these services. As the projects will involve in-depth interviews with human subjects, the study will obtain local ethical approval as an amendment to the existing study with the help of PhD candidate, F [Redacted] and me. Additionally, review by the Emory Institutional Review Board (IRB) will be sought, as necessary, by the students. It is expected the findings of these studies will be written for peer-review and published.

[Redacted] will provide housing, vehicle for transport to and from the study site, office space and materials, and research assistance (fieldworkers) to carry out the interviews in the local language. Ms. [Redacted] and Ms. [Redacted] will be responsible for acquiring funding for their tickets to and from J [Redacted] all meals and incidentals, passports, and insurance. Ms. [Redacted] and Ms. [Redacted] will also seek additional funding to supplement costs of the field staff.

Thank you for your consideration,



F [Redacted]

Director

S [Redacted] DW [Redacted]