

UNIVERSITY OF SOUTH FLORIDA COLLEGE OF PUBLIC HEALTH
INTERNATIONAL FIELD EXPERIENCE

APPLICATION AND AGREEMENT

*This document must be completed in full, contain original signatures from all parties, and be returned to the International Field Experience Coordinator before registering for International Field Experience. To obtain your CLASS PERMIT, present a copy of this page to Academic Affairs in Room 1134. They will issue an electronic permit within 24 hours allowing you to register in OASIS.
(1 Credit Hour = 45 Contact Hours)*

Date: _____ Field Experience Credit Hours: _____
Name: _____ UID#: _____
Address: _____ Telephone: (_____) _____ - _____
E-mail: _____ Term for FE: Fall Spring Summer **20**____
Concentration: _____ Advisor: _____

Department: Community & Family Health Epidemiology & Biostatistics Global Health
 Public Health Practice Environmental & Occupational Health Health Policy & Management
 Professional MPH Weekend Program

_____ (agency name)
located at _____
(street, city country) agrees to accept _____ (student name) as an intern
during the _____ 20 ____ semester. The student will earn ____ credit hour(s) by working ____ hours per
week for a period lasting ____ weeks for a total of ____ contact hours. The international field placement will begin
on _____ and end on _____. The student will be under the direct agency supervision of
_____ (Host Country supervisor) who will assist the student in carrying out
assigned duties and cooperate in evaluating the student's performance.

_____ Student's signature	_____ Print Name	_____ Date	_____ Telephone # (local)
_____ Academic Advisor's signature	_____ Print Name	_____ Date	_____ Telephone #
_____ Host Country Supervisor's signature	_____ Print Name	_____ Date	_____ Telephone #
_____ IFE Coordinator's signature	_____ Print Name	_____ Date	_____ Telephone #

SITE SELECTION CRITERIA

The Site:

- Is an organization, agency, or community that provides policy, planning or services relevant to public health.
- Enables the student to further develop and apply specific skills or competencies learned in the academic program (For example: communications & informatics, diversity & culture, leadership, public health biology, professionalism, program planning, systems thinking)
- Provides a supervisor who is able to spend regularly scheduled time with the student and provide guidance
- Affords the student regular/daily contact with public health practitioners
- Provides a dedicated workspace, and appropriate equipment.
- Is a good match with the needs of the student
- Offers a uniquely valuable experience

DESIRABLE SUPERVISOR TRAITS

The Host Country Supervisor:

- Is a public health practitioner or development administrator
- Is interested in the academic and career goals of student
- Helps the student meet International Field Experience goals
- Provides resources to allow the student to complete assigned tasks
- Monitors student through regular communication
- Provides feedback on a regular basis
- Mentors the student and introduces him/her to others who can help with his/her career
- Integrates student with the regular staff
- Gives the student the opportunity to learn new skills
- Allows the student to take part in projects where he/she can be involved from beginning to end
- Provides expertise in area of student interest
- Gradually increases student responsibility and independence over the duration of the field experience

ROLES AND RESPONSIBILITIES

Host Country Supervisor:

1. Explains the structure and function of the agency
2. Helps student in carrying out activities related to his/her field experience goals and objectives
3. Introduces student to other community agencies
4. Supervises student during planning and presentations
5. Invites student to professional meetings and encourage presentations at those meetings
6. Mentors for professional work habits and attitudes
7. Provides work experiences that are academically challenging and merit graduate level credit
8. Monitors time student spends with the agency
9. Evaluates performance on forms provided

Host Country Supervisor's Signature

Date

Email address

University Representatives (Academic Advisor and IFE Coordinator):

1. Advise students
2. Contact and approve agencies for placement of students
3. Consult with agency concerning student selection and placement to assure optimal match for agency and student
4. Conference with student and site supervisor to monitor progress of student
5. Act in consultation with Site Supervisor to prepare evaluations
6. Keep individual student files for contracts, reports, logs, timesheets and plans
7. Assist in debriefing process

Academic Advisor's Signature

Date

IFE Coordinator's Signature

Date

Student:

1. Contacts agency to confirm the placement
2. Determines (in writing) objectives and goals; incorporates as many ASPH Competencies, both discipline-specific and interdisciplinary, as possible; discusses with Site Supervisor during first meeting
3. Dresses professionally for role and responsibilities and cultural appropriateness during the international field experience
4. Adheres to agency regulations
5. Maintains professionalism, confidentiality, and ethical standards
6. Keeps a record of time spent at the agency or agency related activities. Keeps a daily log of activities
7. Participates in professional and in-service activities at the site
8. Organizes the mid-point conference call with Site Supervisor, Academic Advisor and IFE Coordinator
9. Complete all required reports and assignments

Student's Signature

Date

STUDENT PLAN

The student plan should be typed and double-spaced, using a 12-point font such as Times Roman. The student is responsible for seeing that his/her Academic Advisor receives copies of all reports and paperwork. **Submit IFE Plan to IFE Coordinator one to five months before departure as outlined on your Checklist.**

The Plan and all Reports should include:

- Title page with your name, telephone number, email address, IFE site name, location and country,
 - Host Country Supervisor's name, telephone number and email address, and the month, day, year of the Report,
 - Your name and date in the header of all reports to ensure that information is on each page
-

Students pursuing an IFE are required to complete an IFE Plan in collaboration with their Academic Advisor and Host Country Supervisor based on the criteria listed below. The plan includes a goal, learning objectives, specific strategies and activities for accomplishing those goals, timeline for completing goals, foreign language competency, and any other considerations that may impact their international field experience, and methods of evaluating goal accomplishment. The relevance of the Field Experience site should be addressed, as well as specific responsibilities with regard to public health and department concentration.

It is important that the student objectives, strategies, and evaluation methods be realistic, appropriate, meaningful, and measurable. Objectives should take the form of statements that begin with action verbs and are specific, measurable, and time-limited. Strategies should describe specific activities, projects, and/or tasks. Details of the student plan are developed and agreed to jointly by the student, Host Country Supervisor, and Academic Advisor. It represents the heart of the three-way agreement that is integral to the international field experience.

The following interdisciplinary/cross-cutting competencies are expected of public health practitioners. Incorporating as many as possible, together with discipline-specific competencies, into the Plan will facilitate a successful IFE.

- **Communications and Informatics**
The ability to collect, manage and organize data to produce information and meaning that is exchanged by use of signs, and symbols; to gather, process, and present information to different audiences in-person, through information technologies, or through media channels, and to strategically design the information and knowledge exchange process to achieve specific objectives.
- **Diversity and Culture**
The ability to interact with both diverse individuals and communities to produce or impact an intended public health outcome.
- **Leadership**
The ability to create and communicate a shared vision for changing future; champion solutions to organizational and community challenges; and energize commitment to goals.
- **Public Health Biology**
Is the biological and molecular context of public health.
- **Professionalism**
The ability to demonstrate ethical choices, values and professional practices implicit in public health decisions; consider the effect of choices on community stewardship, equity, social justice and accountability; and to commit to personal and institutional development.
- **Program Planning**
The ability to plan for the design, development, implementation, and evaluation of strategies to improve individual and community health.
- **Systems Thinking**

The ability to recognize system level properties that result from dynamic interactions among human and social systems and how they affect the relationships among individuals, groups, organizations, communities, and environments.

Source: Association for Schools of Public Health located at: <http://www.asph.org/userfiles/WordFormat-DomainsandCompetenciesOnly.doc>

The IFE Plan is the student's opportunity to declare what he or she wants to learn, how objectives will be pursued, and how he or she will know when the objectives are reached. It is the Host Country Supervisor's, Academic Advisor's, and IFE Coordinator's opportunity to document how they expect the student to meet the expectations. It forms the basis for academic and work assignments from which the student will learn. The plan justifies granting academic credit for an IFE, so it should be academically challenging. Revisions to the initial IFE Plan should be agreed to and submitted to the IFE Coordinator **no later than the end of the second week of the placement.** Failure to have a student plan in place will jeopardize the student's academic credit for the IFE.

Organizational Background: The student describes the host organization/department background where the IFE is located. The description should include target population served and the professional/educational background of the people with whom the student will work.

Learning Objectives: The student states specific knowledge and/or skills to be learned through this experience. This should be jointly done with the Host Country Supervisor. The student is to be specific and bold. Does the student want to improve or develop skills, expand knowledge of a specific topic, apply or test a particular body of knowledge? Is the student interested in validating a specific career interest and their own suitability for that career? The student sets specific goals focused on knowledge, skills and abilities; personal/professional development; and career exploration. True objectives are SMART... specific, measurable, achievable, realistic/tangible and provide a time frame.

Activities: The student describes specific actions, processes, and work assignments that will allow him/her to achieve each objective. Will he/she attend training sessions about the subject? Will he/she perform specific tasks or accomplish a specific project related to one or more of them? Will he/she read supplemental books, articles, and/or other materials that relate to them? Will he/she do a general field and agency-specific analysis? Does he/she plan to interview professionals in the field?

Timeline: The student states the expected dates for involvement in and completion of the activities; provides a temporal view of the entire lifetime of the project and shows when tasks will take place. This will be useful for tracking his/her progress: How does the actual progress compare with the planned schedule? The student's timeline can graphically show how much of each task has been completed at a given time. The student revisits the timeline as the project progresses and compares the planned and actual schedules.

Other Considerations: The student notes any additional information that is necessary for defining his/her IFE plan or expectations, roles and relationships of all parties involved, final outcome, papers or projects.

IFE Plan Evaluation: Evaluation is an important part of the IFE Plan and should be based on the learning objectives. How will progress toward each learning objective be measured and documented? How will the student, faculty advisor, host country supervisor and others know that the Plan's learning objectives are being achieved? Will the student keep a journal? Will the student compile records of activities and/or outcomes of activities throughout the IFE; e.g., reports on activities performed, summaries of statistics collected and analyzed, tests from training sessions, Supervisor feedback? Will the student's project be implemented or incorporated into something larger?

The IFE Plan is not static, but an ever-changing tool that can be revisited and revised. If the IFE moves in a different direction, the IFE Plan can still be valid but the student must document any revisions, the reasons for the revisions and the results. If the student is unsure about progress, he/she needs to talk with the Host Country Supervisor, Academic Advisor or IFE Coordinator.

RELEASE AND WAIVER OF LIABILITY AND ASSUMPTION OF RISK

USF COLLEGE OF PUBLIC HEALTH INTERNATIONAL FIELD EXPERIENCE

DATES OF PROGRAM: _____

I understand that travelers who go abroad are subject to the hazards of various modes of transportation, forces of nature, acts or omissions of foreign governments, terrorism, war and insurrection, and illness. Likewise, I am aware of the unstable world conditions which might require changes in the program schedule, or cause inconvenience or even harm to me.

In consideration of the permission granted by the University of South Florida College of Public Health to participate in the above program, I hereby assume the risk of inconvenience and harm and release the State of Florida, the State Board of Education, the Florida Board of Education, the University of South Florida Board of Trustees and the University of South Florida, as well as the agents, employees, and members of the aforementioned from all actions, causes of actions, damages, claims or demands which I, my heirs, executors, administrators or assigns may have against any and all of the aforementioned for any and all personal injuries known or unknown which I have or may incur by participation in the above stated program and for all damages to my property.

By registering to participate in this program, I certify that I am physically and emotionally capable of full participation. I realize that I am responsible for any injuries to persons or property that may be incurred as a result of my participation in this program.

The University of South Florida has the authority to establish rules of conduct necessary for the operation of the program during the entire period of the program, including free time. The use of illegal drugs during the entire period of the program is strictly prohibited. Should an official representative of the University decide that a participant must be separated from the program because of violation of stated rules, for disruptive behavior, or for any conduct that might bring the program to disrepute or its participants into legal jeopardy, that decision will be final. **Separation from the program will result in the loss of all academic credit. Persons dismissed from the program will remain responsible for all program costs incurred on their behalf.**

I acknowledge and understand that in the event that I fail to meet a departure, or become sick or injured, I will bear all financial responsibility and understand that I shall bear all costs attendant to contacting and reaching the international program site, or United States destination.

I expressly agree that the foregoing Release and Waiver of Liability and Assumption of Risk is intended to be as broad and inclusive as is permitted by Florida law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I understand that the University of South Florida requires that I demonstrate that I have adequate medical and evacuation insurance for illness or accidental injury valid outside the United States in consideration of the University of South Florida's approval of my travel.

I, the undersigned, am at least 18 years of age. I have read this Release and Waiver of Liability and Assumption of Risk and understand all of its terms and recognize and accept any risk associated with the program and its conditions.

IN WITNESS WHEREOF I have executed this Agreement on the day and year first written below.

(Student's Signature)

(Date)

(UID#)

(Insurance Company)

(Policy Number)

[Optional] (Emergency Contact Name)

(Relationship)

(Phone #)

UNIVERSITY OF SOUTH FLORIDA COLLEGE OF PUBLIC HEALTH
International Field Experience

PARTICIPANT CONTRACT

1. USF COPH international field experience (IFE) students conduct themselves in a manner that shows respect and consideration for their host country, showing courtesy and respect to their site supervisor, colleagues and host institution. Any international field experience student whose behavior is deemed detrimental to the functioning of the program or offensive to the host culture will be subject to dismissal.

_____ (initial)
2. USF COPH IFE students who travel independently during free time should notify their IFE Coordinator of their plans. Students assume responsibility for their personal safety and conduct when engaging in non-USF organized travel and/or activities.

_____ (initial)
3. The IFE is a structured academic course where classroom theory is applied in real-world public health work environments, often in resource-poor settings, making the course a significant educational experience. USF COPH IFE students are strongly discouraged from having non-IFE persons accompanying them.

_____ (initial)
4. USF COPH IFE students understand that services taken for granted in the United States, such as telecommunications, might be more difficult to access when abroad. It is also understood that citizens of other countries are strongly committed to the concept of energy conservation. The cost of electricity is very high. Students agree to use electrical appliances and water with discretion. Air conditioning should not be expected.

_____ (initial)
5. USF COPH IFE students understand that while their in-country program hosts will try to accommodate special requirements (such as vegetarian meals), they should not expect the same level of ability to meet or provide such requirements or special services as at home. Students agree to make an effort to adapt to the host culture and customs as much as possible.

_____ (initial)
6. The use of, possession, or commerce in illegal drugs of any form is in violation of the laws of the host country. USF COPH IFE students found with any illegal substances will be immediately dismissed from the program and are subject to the laws of the host country.

_____ (initial)
7. The international field experience involves a full schedule requiring students to maintain an active pace. By signing this agreement, students attest to the fact that they are in good physical health and capable of adapting to the rigors of traveling and working in a foreign environment.

_____ (initial)
8. Driving in countries outside the United States may be extremely dangerous. Accidents and deaths have resulted from inexperienced drivers attempting to navigate unfamiliar terrain, and unfamiliar traffic patterns and driving customs. The University strongly discourages any driving of any motor vehicle. In addition, no insurance or liability provision is offered by the University for such action. All risk of harm is assumed by the student and all legal obligations including licensing and insurance are the sole responsibility of the student.

_____ (initial)

9. USF COPH IFE students understand that they are responsible for any and all costs arising out of withdrawal from the program before its completion, including withdrawal caused by illness or disciplinary action. Early withdrawal or dismissal will result in loss of academic credit.

_____ (initial)

I understand that as a USF College of Public Health student, I will be viewed as a representative of my country and my university. I agree to abide by the above stated rules of participation and conduct.

(Student's Signature)

(Printed)

(Date)

RESOURCES

CDC Traveler's Health

www.cdc.gov/travel/

WHO

www.who.int/

US State Department

<http://travel.state.gov/index.html>

http://travel.state.gov/passport/passport_1738.html

"A Safe Trip Abroad": http://travel.state.gov/travel/tips/tips_1232.html

US Overseas Embassy/Consular Offices

<http://usembassy.state.gov/>

USF Campus Police

Phone: (813) 974-2628

This phone is staffed 24 hours per day and will contact the Dean of International Affairs and the Director of Education Abroad in case of student emergencies while abroad. The campus telecommunications equipment does not accept collect calls.