

2021-09-02

## FAQs (Frequently Asked Questions) for GLPH 493

### What is the process for enrolling in GLPH 493?

The process, requirements, and steps are in the **GLPH 493 Information and Enrolment Package**.

### I am interested in enrolling in GLPH 493, what should I do first?

Download the **GLPH 493 Information and Enrolment Package** from the course web page. Carefully read it so that you understand the course pre-requisites, steps you need to take, and the documentation you need to complete and submit noting the deadlines to find a service learning position and submit the required paperwork.

### What is a service-learning position?

A service-learning position is an educational approach combining educational objectives with volunteer community service with a host organization.

### How soon before the start of GLPH 493 should I start looking for a service-learning position?

The earlier you start looking for a service-learning position with a host organization and complete the required paperwork the better! Because this course requires a service-learning placement at a host organization, there is additional paperwork and requirements that must be met, reviewed, and approved before you are permitted to enrol in GLPH 493. We encourage you to start looking three months before the first class and have your documentation submitted at least two months in advance.

The deadlines to submit your required paperwork are as follows:

Enrolment Term	Deadline to Secure Service-Learning Position
Fall	July 1
Winter	November 1
Spring/Summer	February 1

### I am reaching out to a potential host organization to see if they have a service-learning position. What kind of email message could I send?

The following text is an example of what you could say in your email, and you can edit as needed. It is up to you to word your request, but it should be professional and polished.

SUBJECT LINE: Queen's University GLPH 493 Student Service-Learning Inquiry

Dear Dr./Ms./Mr. [Last Name]:

My name is \_\_\_ and I am a student in the \_\_\_ program at Queen's University. I found your contact information (give reason). OR: I was referred to you by \_\_\_ who I met at \_\_\_. OR: I found your contact information online/etc. while researching your agency. I hope you don't mind my reaching out to you directly as I am sure you must be busy.

One of the requirements for the Global Health Practice course (GLPH 493) is volunteering for 10 weeks for 5 hours a week in a placement with a host organization which is an opportunity for students to apply what we are learning in a real-world setting and to work alongside experienced professionals such as yourself to contribute to the work of our host organization.

I am interested in doing my placement with [Name of Organization] because \_\_\_\_. I would be grateful for an opportunity to meet or talk by phone about some potential projects and deliverables that I could potentially support and would be valuable for you and your agency, which would also help me develop my learning outcomes and professional skills. For example, I am interested in growing my skills in \_\_\_ and \_\_\_, and I would be interested in hearing more about your organization's needs to see if there could be a good fit. Attached is my resume; more information about the GLPH 493 service-learning position is available in the attached document GLPH 493: Information and Enrolment Package.

Would you be available to talk further or is there someone else at your organization whom you think would be a better contact for me to connect with? I appreciate your time, consideration, and hope that we will be able to talk soon at your convenience.

Respectfully,

[Include your professional email signature in addition to your full name]

### **What is the deadline for finding a service-learning placement at a host organization?**

The deadline for finding a host organization is two months before the start of the first class. Submit the documentation as soon as possible since it may take several weeks to process additional paperwork that is required between the host organization and the university.

The deadlines to submit your required paperwork are as follows:

<b>Enrolment Term</b>	<b>Deadline to Secure Service-Learning Position</b>
Fall	July 1
Winter	November 1
Spring/Summer	February 1

### **What information can I give to a potential supervisor at the host organization?**

Provide your potential supervisor with the **GLPH 493 Information and Enrolment Package** which can be downloaded from the course web page.

**What should I do to let the teaching team know I would like to enrol in GLPH 493?**

After you have read the **GLPH 493 Information and Enrolment Package** and want to enrol in the course, email [quglph493@queensu.ca](mailto:quglph493@queensu.ca) and be ready to submit your completed forms.

**When should I expect to hear back if I am enrolled in GLPH 493?**

Every effort will be made to notify you as soon as possible. The timeline for processing the required paperwork from your potential host organization will vary.

**Can I volunteer more than 5 hours a week or longer than 10 weeks (about 2 and a half months) in the service-learning position?**

Yes, but it must not interfere with your studies. Any additional hours are considered outside of the GLPH 493 placement agreement and course requirements.

**What credentials and experience should a host organization supervisor have?**

The supervisor should be in a managerial or coordinator position within the organization and be familiar with the project or work the student will be doing. They must be familiar with all health and safety protocols related to the work students are involved in. They must be able to provide the student with an in-depth performance assessment based on the criteria provided in the GLPH 493 course materials.

**Are there additional requirements for an international, rural, or geographically remote placement?**

Yes. These types of placements have additional requirements, so we strongly advise you to plan at least two terms ahead. Please contact the GLPH 493 teaching team at [quglph493@queensu.ca](mailto:quglph493@queensu.ca) for details.

**What if I do not secure my service-learning position placement before the enrolment deadline?**

If the paperwork is not completed, keep in mind that GLPH 493 runs every term so it is possible that you could secure a placement and take GLPH 493 in a following term.

**I have questions that are not answered in the GLPH 493 Information and Enrolment Package. How do I contact the GLPH 493 teaching team?**

Email the teaching team at [quglph493@queensu.ca](mailto:quglph493@queensu.ca). We will reply to your email within two business days.