**Information and Enrolment Package**

**GLPH 493: Global Health Practice**

This document provides information about **GLPH 493: Global Health Practice** and the steps and documents required before a student can enrol in the course. Please contact the teaching team at [quglph493@queensu.ca](mailto:quglph493@queensu.ca) if you have any questions after reading this document.

**GLPH 493: Global Health Practice**

**Course Description**

This course will strengthen students' abilities to respond to a community's health needs through a practical service-learning position with an approved local or international community health organization. Students will apply a reflective approach to community engagement in global health and consider the relationship between global health practice and critical concepts from relevant fields, including international development, postcolonial theory, service learning, and public health.

**Prerequisites/Corequisites**

Completion of GLPH 171 and GLPH 271 is required before enrolment in GLPH 493.

Students may take both GLPH 471 and GLPH 493 but not concurrently.

**Learning Outcomes**

After completing GLPH 493, students will be able to:

1. Identify how individual social location influences their perspectives to inform their

practice as a global health researcher, service provider, activist, or community

organizer.

1. Develop and communicate a process of self-reflexivity to adapt and improve upon their

global health practice through a combination of continuous independent reflection and

regular communication with relevant stakeholders.

1. Describe their personal ‘philosophy of practice’ in global health, including the broad values, knowledge, and approaches that they will use to identify, understand, and respond to a community’s health needs.
2. Demonstrate how concepts of globalization, equity, and social and international

development, influence community health organizations’ work to enhance their ability

to enhance equitable relationships in global health service delivery.

**Service-Learning Position Requirements**

**Finding a Service-Learning Position**

It is the student’s primary responsibility to secure a service-learning position. Students are not to seek a position in which they will directly provide healthcare services to patients.

Students are expected to identify a position in a public, private, or nongovernmental organization that contributes to improving the physical and/or social determinants of individual or population health.   The organization may be a campus club if an associated

non-student staff member can serve as the student’s supervisor.

The following is a list of social determinants of health:

* Income and Income Distribution
* Education
* Unemployment and Job Security
* Employment and Working

Conditions

* Early Childhood Development
* Food Insecurity
* Housing
* Social Exclusion
* Social Safety Network
* Health Services
* Aboriginal (Indigenous) Status
* Gender
* Race
* Disability

*Source: Canadian Public Health Association*

**Student Position Roles and Responsibilities**

The student must have clearly stipulated responsibilities for the position, which may include:

* virtual or in-person support for research,
* service delivery,
* advocacy,
* project development,
* program administration,
* implementation, or
* communications.
* **Direct healthcare service to patients is not permitted.**

**Duration of Service-Learning Position**

The service-learning position must be a minimum of five hours of work per week for a minimum of 10 weeks that assists the organization in addressing a health equity issue in the local community. The position may be volunteer or paid. The student may work in an organization where they have previous experience.

**Student-Supervisor Contract**

A contract outlining students’ responsibilities during the position, and any risks or expectations regarding intellectual property, non-disclosure, pre-departure training, or General Research

Ethics Board approval, if relevant, signed by both the student and the student’s supervisor must be emailed to the course email at [quglph493@queensu.ca](mailto:quglph493@queensu.ca) by the applicable term deadline.

**Experiential Learning Agreement**

A legal contract outlining the host organization’s and university’s responsibilities must be completed and signed before the student may be enrolled in the course. The teaching team will initiate the Experiential Learning Agreement with the host organization as soon as the student submits the required paperwork.

**Supervisor Responsibilities**

The assigned supervisor at the host organization will communicate weekly with the student.

The supervisor will be required to assign tasks to the student in line with the responsibilities

identified in their contract and oversee their progress in completing those tasks, providing support as needed. The host organization must provide health and safety training as required by the specific service-learning position role and responsibilities.

The supervisor must communicate with the student in person or virtually at least once per week to assess their progress and provide support as needed. They will ensure that the work assigned to the student should not take significantly under or over five hours per week to complete.

The supervisor must complete a mid-course and end-of-course performance review, respond to questions provided by the course instructor, and meet with the student to discuss the performance review at the midpoint and completion of the course.

**Pre-Enrolment Process**

Before a student can enrol in GLPH 493, the student and the host organization must submit paperwork and requirements for approval. It is strongly recommended that the student start searching for a service-learning position three months before the first class. All paperwork must be submitted at least two months before the first class.

**Student**

* STEP 1

The student identifies a host organization that directly provides services related to the social determinants of health and provides the GLPH 493 Information and Enrolment package to the potential supervisor.  The host organization supervisor reads the document to determine if a service-learning position meets the course criteria listed and completes host organization requirements.

* STEP 2

The student completes the following before the relevant term deadline:

1. [Experiential Learning Student Risk Management Questionnaire](https://queensu.qualtrics.com/jfe/form/SV_bgekvWtUAnP5ydv)
2. GLPH 493 Student-Supervisor Agreement in conjunction with host

organization supervisor (Appendix A)

1. WSIB Student Declaration of Understanding Form (Appendix B)

**NOTE: The deadlines for the student to submit the required paperwork is as follows:**

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

* STEP 3

The student submits the following documents to [quglph493@queensu.ca](mailto:quglph493@queensu.ca)

before the term deadline:

1. GLPH 493 Student-Supervisor Agreement
2. WSIB Student Declaration of Understanding Form

**Teaching Team**

If required, the teaching team will contact the host organization supervisor to initiate the Experiential Learning (EL) Agreement process. Some host organizations may already have a valid agreement with Queen's University.

The following documentation will be reviewed for approval:

1. GLPH 493 Student-Supervisor Agreement
2. WSIB Student Declaration of Understanding Form
3. Experiential Learning Agreement (if applicable).  The EL Agreement is forwarded to Queen’s legal counsel for approval and signing. The student may not start placement until EL Agreement is finalized.

Upon approval, the teaching team contacts the BHSc course support team to enrol the student in GLPH 493.

**QUESTIONS?**

Please see the FAQs on the course web page.

Email the teaching team at [quglph493@queensu.ca](mailto:quglph493@queensu.ca).

**APPENDICES**  *Note: These forms are available as separate documents on the course web page.*

Appendix A

GLPH 493 Student-Supervisor Agreement

The following agreement is used to outline the responsibilities for your service-learning placement. This form should be completed by the student and host supervisor during their first meeting. The completed form must be returned to the Faculty/Staff member coordinating the experience at [quglph493@queensu.ca](mailto:quglph493@queensu.ca) before starting the position.

**Student Name:**

**Student Number:**

**Student Contact Information (phone and email):**

**Student’s Emergency Contact (Name, relationship to student, phone, and email):**

**Course:** GLPH 493

**Faculty Member Name:**

**Faculty Member Contact Information (phone and email):**

**Term:**

**Name of Host Organization:**

**Address of Host Organization:**

**Name of Supervisor:**

**Supervisor Title and Qualifications:**

**Supervisor Contact Information (phone and email):**

**Dates of Placement:**

**Days/Hours at Placement:**

**Please give a brief description (no more than 200 words) of the project/team/unit they will be working with and the tasks they will perform daily:**

1. **Learning Objectives**

1. Develop and communicate a process of self-reflexivity to adapt and improve upon their global health practice through a combination of continuous independent reflection and regular communication with relevant stakeholders*.*

2. Describe their individual philosophy of practice in global health, including the broad values, knowledge, and approaches that they will use to identify, understand, and respond to a community’s health needs*.*

**2. Onboarding:** Please list any onboarding documents/requirements the student must complete at the

start of the placement/opportunity.

*\*Pre-placement training is incorporated into the first module in GLPH 493.*

1. **Professional Skills:** Below is a list of professional skills based on the Queen’s Learning Outcomes Framework. Use these skills to identify key skills the student will develop based on placement-specific tasks.

|  |  |
| --- | --- |
| **Professional Skills** | |
| * **Leadership:** Taking initiative by providing vision, motivation, and action. Guided by principles of integrity, social responsibility, and an ethic of care. | * **Adaptability:** Open and responds constructively to feedback. Learns from mistakes. Manage/cope with uncertainty. |
| * **Written & Oral Communication:** Expresses ideas clearly and convincingly using a variety of methods. | * **Inquiry and Analysis:** Engage in learning and discovery. Transfer knowledge and skills to new situations, experiences, and environments. |
| * **Self-Management:** Manages and evaluates own learning, behaviour, well-being, and values while practicing ethical decision-making. | * **Time Management:** Plans and manages time (and other resources) to achieve goals, Sets appropriate and achievable goals and priorities. |
| * **Collaboration:** Makes meaningful contributions in a group environment with a positive manner of interaction. | * **Civic Engagement and Global Learning:** Makes a difference in communities, both locally and globally. |
| * **Critical Thinking:** Provides informed and innovative conclusions, judgements or solutions while recognizing the need for ongoing learning and limits of knowledge. | * **Intercultural Competence:**  Develops skills and attributes that support effective and appropriate interaction in diverse cultural contexts. |
| * **Other** :   BHSc competencies   * Communicator * Advocate * Leader * Scholar * Professional * Collaborator * Content Expert | |

**Complete** the chart below by choosing 2-5 skills that the student will develop in the role and record the related tasks and projects that will help them develop those skills.

|  |  |
| --- | --- |
| **Professional/Course-Specific Skill** | **Related Task/Project** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**STUDENT-SUPERVISOR AGREEMENT**

Student Agrees to:

* Fulfill the assigned tasks by producing high quality work
* Work within the agreed-upon framework for the placement/opportunity
* Be reliable and trustworthy, meeting expectations and deadlines to the best of one’s ability
* Please report any difficulties or concerns in a timely manner to the supervisor and, when appropriate, to the course instructor, and will advise them of the situation so that further appropriate action can be taken to resolve the situation
* In the event of illness or injury, the student will contact the supervisor and the course instructor and will advise them of the situation so that further appropriate action can be taken to resolve the situation
* Complete the mid-term and final progress evaluation reports with the supervisor (expectations for this process will be provided)

Supervisor Agrees to:

* Provide position-specific training to assist the student in fulfilling responsibilities and ensure health and safety during the placement, as necessary
* Supervise and mentor the student through the duration of the position
* Communicate with the student in-person or virtually at least once a week to check in on student progress and provide ongoing support as needed
* If an unexpected issue arises that prevents the student from completing their term in the agreed-upon position, they will find a suitable replacement and will notify the student and course instructor
* Provide ongoing constructive feedback to the student
* When applicable, provide adequate workspace, support and supplies to enable the student to function effectively in their role
* Complete the mid-term and final progress evaluation reports with the student (expectations for this process will be provided)

Student Signature:

Date:

Supervisor Signature:

Date:

Course Instructor Signature:

Date:

Appendix B

# Student Declaration of Understanding

**Workplace Safety and Insurance Board or Private Insurance Coverage For Students on Program Related Placements**

**Student coverage while on placement:**

The government of Ontario, through the Ministry of Colleges and Universities (MCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (university). Students are eligible for Workplace Safety Insurance Act (WSIA) coverage if they suffer a workplace illness or injury while on an unpaid work placement in Ontario with a facility that is covered by the WSIA.

For students whose unpaid work placement is at a facility in Ontario that is not covered under the WSIA, or, whose unpaid work placement is at a facility outside of Ontario (international and other Canadian jurisdictions), MCU also provides private insurance through the Chubb Insurance Company of Canada. This insurance covers workplace injuries only (this insurance does not cover workplace illness, including COVID-19).

PLEASE NOTE for International Students: Workplace insurance coverage from WSIB, Chubb Insurance or the University will not apply to international students who sustain a workplace injury or illness when participating in work placements in their home country. You may have coverage through your placement employer or your home country. It is your responsibility to inform yourself as to the details of any coverage that may be available if you do a placement in your home country.

Students are also advised to maintain insurance for extended health care benefits through the applicable student insurance plan or other insurance plan.

Please be advised that Queen's University will be required to disclose personal information to MCU relating to the unpaid work placement and any WSIB claim or any claim made to the Chubb Insurance Company of Canada.

This below Declaration must be completed, signed, and provided to your placement coordinator prior to the commencement of any unpaid work placement.

# Declaration:

I have read the above information and understand that WSIB or private insurance coverage will be provided through the MCU while I am on an unpaid placement arranged by the university as part of my program of study.

I agree that, over the course of my placement, I will participate in and comply with all safety-related training and procedures required by both the University and the placement employer. I will provide the University with written confirmation that I have received safety training.

I will promptly inform my placement employer of any safety concerns. If these concerns are not resolved, I will contact the University's placement coordinator within my faculty and notify them of any unresolved safety concerns.

I understand that all injuries or illnesses I experience while participating in an unpaid work placement must be immediately reported to the placement employer and my Queen's University placement coordinator. I also understand that an MCU Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form must be completed and signed in the event of a workplace injury or illness during my placement and must submitted to the University placement coordinator. In the event of a workplace injury or illness during my placement, I also agree to maintain regular contact with the University and to provide the University with information relating to any restrictions and my ability to return to the placement.

I also understand that multiple potential sources of COVID-19 may now exist creating challenges in establishing work-relatedness for a COVID-19 related claim and I have read the WSIBs Document about how it addresses claims related to COVID-19.

I understand the implications and have had any questions answered to my satisfaction.

Student Name:

Signature:

Program: Date:

Placement Location:

Total Placement Hours:

VISA Student?  Y  N

Parent/Legal Guardian's Name (for student less than 18 years of age) *please print:*

Signature: