# DrPH experiential learning PROJECT DESIGN & WORK plan- Winter 2

**Overview and Instructions**

The student and field supervisor will develop a Learning Agreement in the weeks preceding the start of the experiential learning opportunity. The project design and work plan should identify the individual learning needs and deliverables of the student as they relate to the strategic priorities of the host organization.

#### Supervisor Information

Supervisor’s Name and Position:

Organization Name:

Department (if applicable):

Mailing Address of Organization:

Telephone Number:

Email Address:

#### experiential learning Dates

Scheduled to Begin:

Anticipated Completion Date:

Number of hours per week:

#### experiential Learning Objectives

Please link the measureable learning objectives to DrPH Competencies.

#### ACTIVITIES and Student Responsibilities

#### Anticipated ACCESS to senior leadership and Observational Opportunities (department, senior leadership or board meetings; conferences; shadowing; etc.)

#### Products and/or Materials to be Delivered

#### IRB Decision Tree REview

Upon review of the IRB requirements, it was determined that the proposed field immersion activities:

[ ] DO NOT Require IRB Approval [ ] DO Require IRB Approval

#### Supervision

Please describe the mutually agreed-upon process for consistent supervision and mentorship.

**Student Expectations**

* Maintain a work schedule agreed upon with the field supervisor.
* Complete the specified tasks of the project, including written assignments and oral presentations.
* Meet with the site supervisor regularly to discuss progress on project and leadership goals and objectives.
* Execute on all project deliverables.
* Maintain professional conduct in all interactions with the field supervisor, other employees or and external stakeholders of the host organization.
* Serve as representatives of the Harvard T.H. Chan School of Public Health community and abide by the code of conduct for students.

**Supervisor Expectations**

* Develop and agree to facilitate the experiential learning opportunity.
* Provide adequate working space and office resources for the student as needed.
* Develop an entry plan with the student that facilitates immersion into the organization and your work.
* Provide the student with an orientation to the setting and organizational culture, procedures and policies, and guidelines around safety and security.
* Meet with the student regularly to provide necessary guidance and supervision, as well as establish and maintain project goals, objectives and timeline.
* Identify other experiences, outside of the work plan deliverables, that will expose the student senior leaders, decision making and organization management and/or professional development opportunities where possible.

**DrPH Program Expectations**

* Confirm with the student that the proposed experience will meet the DELTA Seminar Experiential Learning Requirement.

**Agreement:**

I have participated in the development of the Experiential Learning Work Plan and agree to conditions specified above. If it is necessary to change any of the specified conditions, I agree to make the changes known to each of the persons whose signatures appear below.

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** |  **Signature** | **Date (MM/DD/YYYY)** |
| Student |  |  |  |
| Field Supervisor |  |  |  |

**\*Signatures can be digital or handwritten.**