Rollins Earn and Learn (REAL) Program

Student Work Plan Document (Strongly Encouraged)

The purpose of the work plan is to outline the public health competencies, assigned tasks, and deliverables associated with this opportunity as agreed upon by the student and the worksite supervisor. Upon completion of the work plan, the student, worksite supervisor, and Emory REAL each retain a copy of this document. If there are changes to the primary competencies or the worksite supervisor listed in this document, please notify the REAL Program Manager, at real@emory.edu or 404-712-0687 so that this form can be updated in the student's file.

I. Student Information	
Name:	**Student ID:**
RSPH Degree: MPH MSPH	**RSPH Dept./Program:**
Email:	**Cell Phone:**
Address:	**City, State, Zip:**
Emergency Contact Name:	
Relationship:	**Phone:**

II. Supervising Organization Information	
Organization Name:	
Division/Department:	
Project:	
Address:	**City, State, Zip:**
Website:	**Main Phone**:
Worksite Supervisor Supervising Student	
Name:	**Title**:
Phone:	**Email**:

III.	Position Information

Position Type: Rollins Earn and Learn: **ROL Job Posting #** _____

Student Start Date: _____	**End Date: _____ Fall _____ Spring**

Before the end date of the position both the student and the supervisor will complete an evaluation of the program and the supervisor will provide performance feedback to the student

Max hours/week allowed by REAL: 20 hours/week during periods of enrollment; 40 hours/week across all University positions during fall break and spring break or exam periods

Population to be served/project to be supported:

Describe how student will interact with population to be served/project:

IV.	Position-Specific Student Tasks & Deliverables
	(List the primary tasks and deliverables that the student will accomplish during the position)

Tasks	Deliverables
Ex: Design a needs assessment	Needs Assessment tool

V.	RSPH Foundational Competencies for Public Health Students

Identifying Competencies: Use the following checklist to determine which ompetencies will be covered during the position.   In addition, the student may add departmental competencies from https://www.sph.emory.edu/academics/competencies/index.html

Organization: Please mark up to **5** (total) competencies that will be addressed during this position.

Student: Of these 5, choose **3** competencies you would like to strengthen.

ORG.	STUDENT	Evidence-based Approaches to Public Health
		Apply epidemiological methods to the breadth of settings and situations in public health practice
		Select quantitative and qualitative data collection methods appropriate for a given public health context
		Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software as appropriate
		Interpret results of data analysis for public health research, policy, or practice
ORG.	**STUDENT**	**Public Health & Health Care Systems**
		Compare the organization, structure, and function of health care, public health and regulatory systems across national and international settings
		Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community, and societal levels
ORG.	**STUDENT**	**Planning & Management to Promote Health**
		Assess population needs, assets, and capacities that affect communities' health
		Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
		Design a population-based policy, program, project, or intervention
		Explain basic principles and tools of budget and resource management
		Select methods to evaluate public health programs
ORG.	**STUDENT**	**Policy in Public Health**
		Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
		Propose strategies to identify and build coalitions and partnerships for influencing public health outcomes
		Advocate for political, social, or economic policies and programs that will improve health in diverse populations
		Evaluate policies for their impact on public health and health equity
ORG.	**STUDENT**	**Leadership**
		Apply principles of leadership, governance, and management, which including creating a vision, empowering others, fostering collaboration and guiding decision making
		Apply negotiation and medication skills to address organizational or community challenges
ORG.	**STUDENT**	**Communication**
		Select communication strategies for different audiences and sectors
		Communicate audience-appropriate public health content, both in writing and through oral presentation
		Describe the importance of cultural competence in communicating public health content
ORG.	**STUDENT**	**Interprofessional Practice**
		Perform effectively on interprofessional teams
ORG.	**STUDENT**	**Systems Thinking Skills**
		Apply systems thinking tools to a public health issue

For the duration of this Rollins Earn and Learn position, the student, the worksite supervisor, and the Rollins Earn and Learn program agree to the competency focus as outlined above as well as take responsibility for the following:

Student Commitments
- Complete student hire processes and begin work only as authorized by RSPH Human Resources
- Track work hours so as not to exceed the maximum hours allowed per week and per semester by Emory REAL and report hours worked on a weekly basis to the site supervisor.
- Student will keep a consistent schedule and provide advance notice of absences or changes.
- Participate in REAL program evaluation.
- Student will discuss issues or concerns with the site supervisor. (Consult with REAL personnel if needed.)
- Participate in performance evaluation with supervisor.
- If desired, participate in opportunities to share information about your experience in the REAL program with current and prospective students.
- If also using the REAL experience as an Applied Practice Experience (APE), complete the separate information on the RSPH APE Web Client with the supervisor as required to meet curricular and graduation requirements.
- Student agrees he/she will be responsible for any personal items (purse, wallet, laptop, etc.) brought into a work setting. Student understands that neither Emory REAL nor the work site will be responsible for any damage or loss of personal property.
- Timely update on change in job status or supervisor.

Organization and Organization Supervisor Commitments
- Educate student on any relevant organization policies and procedures (HIPAA, safety, etc.).
- Supervise student to ensure student accomplishes assigned deliverables.
- Issues or concerns will be discussed with the student, consult with REAL personnel if needed.
- Participate in REAL program evaluation.
- Participate in student performance evaluation with student.
- If student uses experience as formal Applied Practice Experience (APE), log into RSPH APE Web Client and complete site supervisor evaluation as required to meet curricular and graduation requirements.
- Ensure prompt payment of REAL invoices.
- Monitor student hours worked, not to exceed 185 per semester
- Timely update on change in job status or supervisor.
- Other duties outlined in MOU (external partners only)

Emory REAL Commitments
- Serve as point of contact for student and site supervisor throughout the Rollins Earn and Learn position.
- Conduct REAL program evaluation with the site supervisor and student.
- Track hours worked against award amounts and ensure student is paid in a timely manner.
- Notify student and site supervisor when the student has reached the award/earning limit for the semester.
- Invoice external partners at the end of each semester for 50% of the student earnings
- Other duties outlined in MOU (with external partners)

I acknowledge that I have reviewed this document and agree to fulfill my commitments as outlined.

Student: _____

                Print Name   Signature   Date

Site Supervisor: _____

                Print Name   Signature   Date

Emory REAL: *After the student and supervisor have returned the completed document to REAL, it will be kept in the student's file.*