

The MA/SID Practicum Manual 2018–2019

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SECTION I. THE PRACTICUM SEARCH

1. Overview

The practicum allows students to examine a significant problem or issue within the broader field of sustainable development through experiential learning. Students who complete a practicum will develop a range of skills and varying levels of content knowledge and expertise, and they will have different overall experiences based on where their organization is located and the type of organization for whom they work. However, the value of the experiential learning and training opportunity extends to all students and includes the **learning objectives** listed below.

By the end of their practicums, students will have:

- Translated into practice the concepts and principles learned in the classroom
- Developed skill competencies
- Acquired deeper understanding of the development problem and the context in which it is situated
- Reflected on the content and process of the learning experience
- Demonstrated professional and personal development through relationship building and applied knowledge, skills, and experience in the work place
- Demonstrated awareness of organizational culture and/or community concerns

Anticipated **outcomes** of the practicum include the following practical skills:

- Inquiry and analysis
- Critical and creative thinking
- Information literacy
- Teamwork and problem solving
- Professional goals and networks
- Personal growth through greater self-awareness and confidence

The practicum should allow students to maximize learning, hone practitioner skills, increase responsibility, and expand their professional networks.

The practicum experience is meant to inform the student's master's paper and to align closely with the SID curriculum frameworks. Students are required to write either a consultant's report or research paper based on their work with the practicum organization.

2. Practicum Requirements

Requirements for the MA/SID—Practicum Track

- Students must secure a practicum in a development organization (intergovernmental organization, nonprofit or non-governmental organization, government agency, or for-profit with a social mission)
- The practicum must be full-time (35-40 hours per week) for six consecutive months (September 2018-March 2019). (For international students undertaking an international practicum, one month can be off-site from the practicum organization.)
- Students must enroll as a full-time student in the practicum course HS230a for fall and spring semesters (24 credits). The course is graded as credit (CR) or no credit (NC).

Requirements for the MASID/MSGHPM

- Students must secure a practicum in an organization (intergovernmental organization, nonprofit or non-governmental organization, government agency, or for-profit with a social mission) that focuses on some aspect of development and health.
- The practicum must be full-time (35-40 hours per week) for 10-12 weeks (May-August 2018).

- Students must enroll as a full-time student in the practicum course HS230a for the summer (12 credits). The course is graded as credit (CR) or no credit (NC).

Requirements for MA/SID students with a concentration (environment, management, gender, or coexistence)

- Students must secure a practicum in a development organization that focuses on the topic of the student's concentration (intergovernmental organization, nonprofit or non-governmental organization, government agency, or for-profit with a social mission)
- The practicum must be full-time (35-40 hours per week) and be completed in the fall term (environment, management, or gender) or spring term (coexistence) of the student's second-year.
- Students must enroll as a full-time student in the practicum course HS230a for the term in which they are completing their practicum (12 credits). The course is graded as credit (CR) or no credit (NC).

Requirements for all tracks: MA/SID Practicum, MASID/MSGHPM, and Concentrations

- Students should secure only **one** practicum to fulfill the requirements of their program (i.e., multiple practicums cannot be pieced together to meet the criteria of full-time and/or three- or six-months [depending on program])
- The practicum should be **based at the practicum organization** (i.e., not remote). (For international students undertaking an international practicum, one month can be off-site/remote from the practicum organization. This is for visa purposes.)
- Students must submit a **terms of reference (TOR)** for SID program review (please note that the practicum is not approved until the program has received the TOR and signs off on it). Typically, after the student and their supervisor have negotiated and finalized the expectations for the practicum, the supervisor develops the TOR. It must be written on the host organization's letterhead and include the following information (see [Appendix A](#)).
 - An offer to place the student with a full-time practicum (35-40 hours per week) for at least six (or three) consecutive months. The start and end dates of the practicum must be included in the TOR.
 - Indication that the practicum will be based at the host organization (i.e., not remote) and the student will be given office space and access to a computer and internet (if relevant to the position)
 - Description of the student's anticipated duties and responsibilities
 - Description of any support that will be provided (e.g., mentorship, financial or in-kind compensation)
 - The language in which the student will be expected to conduct their duties.
 - Any vacations or anticipated breaks in the assignment.
 - The supervisor's name, title, and contact information (email address and phone number).
 - Supervisor's signature (or the signature of a person of authority from the host organization)
- Students must submit a **signed and witnessed Practicum Release and Waiver form** to the practicum coordinator (see [Appendix B](#); the form can also be found on LATTE).
- Students must maintain full-time status by paying a **continuation fee** during the term(s) that they are completing their practicum.
- Students must maintain their Brandeis or other **health insurance** policy or other health insurance coverage that meets the standards set forth by the university, regardless of their practicum location. Information related to the Brandeis insurance plan can be found at: <http://www.brandeis.edu/health/insurance>.

International students undertaking a US practicum must complete a CPT application. CPT requirements can be reviewed [here](#). Please note that international students cannot begin their practicum until their CPT has been approved. If students have questions about CPT or any other ISSO requirements, they should reach out directly to ISSO (Bonnie Ryle: bryle@brandeis.edu or Ruth Brigham: rbrigham@brandeis.edu).

3. Searching for a Practicum

The practicum is a learning experience -- an opportunity to explore different professional positions, learn about a new field, and develop skills. It's also an opportunity for students to learn what type of environment they like to work in. As much as possible, students should keep an open mind as they approach the practicum search and remember that it's a time of exploration! The practicum does not have to be perfect, but it should be a good fit.

Students may begin by identifying a particular sub-field of development and a problem or issue within it that interests them. They can begin reading about the problem and looking for organizations that work actively in this sub-field to solve this problem. The following steps may be helpful for students as they search for a practicum.

Step 1: Identify purpose and goals

Students may begin by asking the following questions:

- Where do they see themselves professionally in five or ten years from now?
- What kind of practicum can help to get them there?
- What development problems drive their professional interests and/or passions?
- Where do they want to work?
- What type of organization do they want to work for?

Students might start with different professional options to help them think through their interests, talents, and goals, such as:

- Environment / social / economic / policy / education
- Research / advocacy/ communications
- Government / IGO/ NGO / private sector
- Large / small / grassroots organization
- International / national / local level
- Headquarters / field office
- Development manager / field specialist

There may be skills that students would like to develop, such as:

- Monitoring, evaluation, and learning
- Data collection and analysis
- Proposal writing
- Fundraising
- Mediation

Their purpose is reflected in what students want to achieve within the field of development. It might refer to a particular social or environmental change, or to groups or issues that spark their interest. Their purpose will drive their development problem statement and help them to plan their practicum.

Step 2: Know the situation and institutional landscape within your sub-field of development

Students may want to explore the context and institutional landscape of development. They can look for organizations working on policies, issues, programs, and projects related to their development problem. They should identify organizations that align with their academic and professional interests and that might be a good fit for their practicum. Students may also want to familiarize themselves with the literature on relevant issues within their chosen field of development to build their knowledge about their topic and to inform their conversations with organizations.

Students can also identify organizations through the **SID Organization Database**, which lists a range of development organizations by topic area and location. If SID alumni or current practicum students are associated with any of the organizations, their contact information is also provided.

The SID Organization Database is a shared Google document, which can be found at <http://bit.ly/2kroeXL>

Disclaimer: SID does not endorse, promote, or approve any of the organizations listed in the SID Organization Database. The organizations are listed as a resource for students to understand the landscape of the development field. It's one tool of many that students can use for their practicum search. If students are interested in seeking a practicum at one of the organizations listed in the SID Organization Database, they should thoroughly research and vet the organization to ensure that it meets standards of excellence (ethics, effectiveness, accountability) and aligns with their academic and professional interests.

Online searches for organizations

Students may also want to identify organizations working in a particular sector or region through **online searches** and by searching **websites that highlight NGOs**. They can search the organization's website to learn about its mission, programs, and services, as well as to identify the names and email addresses of individuals to contact. For examples of websites that provide lists of NGOs, INGOs, nonprofits, and other organizations working in the development field, please see [Appendix C](#).

Step 3: Develop strategies for searching for and obtaining a practicum

1. Develop a strong resume

Students may want to work with the Heller Career Development Center (HCDC) to ensure that their resume compellingly reflects their skills and expertise. Students can schedule an appointment to meet individually with one of the HCDC career specialists to review their resumes. For further information about HCDC, visit their website at <http://heller.brandeis.edu/careers/>

2. Network

Networking allows students to make connections between people, build on relationships, and learn more about the field. It's about gathering information about an organization or particular career path that will help them to make informed decisions about their professional goals and lead to future opportunities (see the HCDC networking guide located on Handshake).

Informal Networking

Networking can be informal—students can talk with friends and family members about their professional aspirations, seek advice on organizations that best align with their interests, and seek out introductions to individuals who can help to advance their goals.

Formal Networking

Networking can also be formal through career treks, attending conferences, alumni and association events, and job fairs.

SID Community

SID students can also reach out to current practicum students or alumni for advice, information about working in the field, and organization contacts. For a list of current and past SID practicum students, students can access the shared Google document: <http://bit.ly/2zTDAr2>. (A list of SID contacts can also be found in [Appendix D](#).)

Networking tips

-Be intentional. Know your goals and the opportunities that will help you to meet them.

-Break out of your comfort zone. At the next conference or networking event, introduce yourself to someone new. Share your goals—and contact information!

-Follow up. If you were connected to someone else, follow through. Build relationships and extend your network.

Students can also ask their professors and the practicum coordinator for advice on individuals or organizations to contact for their practicums.

LinkedIn

LinkedIn offers another platform for building professional connections. Students can work with HCDC to create a strong profile and to learn how to use LinkedIn effectively for networking. They can join the [Heller School LinkedIn Group](#) to identify alumni working in the development field. Other guidance can be found on *The Student Job Hunting Handbook Series* on the LinkedIn website located here: <https://students.linkedin.com/>.

Professional associations & forums

Professional associations and forums provide students with another opportunity for networking and learning more about their fields of interest. Here are just a few examples of professional associations that may help students with this process:

- Association for Conflict Resolution: <https://www.acrnet.org/>
- Association for Women’s Rights in Development: <https://www.awid.org/>
- International Development Evaluation Association: <https://ideas-global.org/>
- International Organization Development Association: <https://iodanet.org/>
- National Association of Environmental Professionals: <http://www.naep.org/>
- Peace and Justice Studies Association: <https://www.peacejusticestudies.org/>
- Society for International Development: <https://sidw.org/>
- South Sudan NGO Forum: <http://southsudanngoforum.org/>

3. Conduct informational interviews

According to the HCDC guide on networking, *an informational interview is a conversation between you and someone whose job, work, or organization you admire, aspire to, or otherwise believe can be helpful to your professional development*. It provides an opportunity to learn directly from an individual working in the field. Typically, the interviews are brief—only about 20–30 minutes long. For a review of best practices for conducting informational interviews, see the HCDC guide on networking.

4. Search employment websites

In addition to searching various job posting websites for practicums/internships, students can create email alerts and/or subscribe to the sites to receive current postings. [Appendix E](#) lists some websites for students to consider as they search for their practicum. They list job and internship opportunities in the development field. Depending on the student’s interests, some websites may prove more useful than others.

Students can also access the [SID employment/internship database](#) that includes current employment, internship, and funding opportunities; SID contacts; list of upcoming conferences; and job/internship and organization search sites.

Step Four: Approach the organization

Students can apply for an open practicum position within an organization by submitting their application according to the posting’s guidelines.

If students would like to approach an organization about a potential practicum (i.e., not advertised), they can try to negotiate a role that contributes to the organization’s mission, solves a problem, or supports an existing program with their sustainable development expertise. They may offer to incorporate a new dimension into the organization’s work; for example, examining gender issues or human rights, improving project design, developing participatory methods, or integrating conservation with improved livelihoods.

Taking initiative, being innovative and prepared, taking risks, staying flexible, and being persistent helps!

Step Five: Negotiate Terms of Reference

Once a student finds their practicum, has been assigned a field supervisor, and has discussed the practicum opportunity with the MA/SID practicum coordinator, they will negotiate and work with the organization to define the Terms of Reference (TOR). The students' purpose and learning goals, combined with the organization's mission and activities, will drive their TORs.

Considerations for the TOR

During the TOR negotiation, students should clarify the expectations for their field supervisor and host organization. The student's field supervisor should be based at the practicum location and oversee the student's work according to the TOR. The field supervisor also needs to provide mid-term and final evaluations in November/December and February/March, respectively. The practicum coordinator will send the evaluation forms to the field supervisor.

Host organizations should be encouraged to support students in any way possible to ensure a successful practicum. For example, host organizations should provide students with the professional assistance necessary to implement the TOR, such as training, staff support, office space, introductions, and access to office and field equipment, as necessary. Although the organization is not responsible for providing a salary, students can negotiate wages, a stipend, travel expenses, housing, or any other support that the host organization may be willing to provide.

TOR Requirements

The TOR should be written on the host organization's letterhead and include the information listed below (please see [Appendix A](#) for a TOR template).

- An offer to place the student with a full-time practicum (35-40 hours per week) for at least six (or three) consecutive months. The start and end dates of the practicum must be included in the TOR.
- Indication that the practicum will be based at the host organization (i.e., not remote) and the student will be given office space and access to a computer and internet (if relevant to the position)
- A description of the student's anticipated duties and responsibilities
- Description of any support that will be provided (e.g., mentorship, financial or in-kind compensation)
- The language in which the student will be expected to conduct her/his duties.
- Any vacations or anticipated breaks in the assignment.
- The supervisor's name, title, and contact information (email address and phone number).
- Supervisor's signature (or the signature of a person of authority from the host organization)

Students should submit their signed TORs to the practicum coordinator for final program approval. Upon program approval of the TOR, any changes made to the work plan, location, or field supervisor must be approved by both the host organization and the MA/SID Program. Questions related to drafting a TOR or any other aspects of the MA/SID practicum requirements should be addressed to the SID practicum coordinator.

Release & Waiver Form

Students must also submit a **signed and witnessed Practicum Release and Waiver form** to the practicum coordinator (see [Appendix B](#); the form can also be found on LATTE).

SECTION II. PREPARATION FOR THE PRACTICUM AND LIVING ABROAD

Students may want to invest time in the library and online before they depart for their practicums. They can refer to the [Research Guides](#) page of the Brandeis Library website for SID research resources. Reading as much background material as possible on their development problem will result in a better paper and make them a more valuable member of the team at their host organization.

Students may also want to research local customs, habits, and etiquette, and reach out to alumni and others who could provide helpful insight to living and working in their practicum location. Making the most of your practicum may require some preparatory work on your part. Here are some suggestions and resources to consider.

1. Research the practicum destination

Students may want to research the practicum destination to gain an understanding of local history, politics, culture, traditions, professional etiquette, climate, transportation options, and safety concerns. Here are some suggested resources:

General and local country resources

- [Commisceo Global: Country Guides to Culture, Customs and Etiquette](#)
- [BBC country profiles](#)
- [InterNations Country & City Guides](#)
- [Peace Corps Countries](#) webpage
- Local online newspapers and radio stations
- [Local alumni](#) (connect via LinkedIn)
- Expat community in practicum location
- Online travel guides (e.g., Moon Travel Guides, Rough Guides, Lonely Planet)

Transportation

- The [World Health Organization](#) provides information on road safety, including country profiles and statistics, reports, and standards.
- The [Association for Safe International Road Travel](#) (ASIRT) provides information on how to minimize road risks, including local transportation options, road conditions, and road travel tips.

Practical information

- Local emergency numbers (police, ambulance, and fire): [911 Abroad](#)
- Time zones, holidays, and weather: [The Time Now](#)
- Currency converter: [OANDA](#)

Resources for LGBTQ practicum students

As students prepare for their practicum, they may want to research the culturally based ideas and definitions of gender and sexual identity in their practicum location and to become familiar with the laws that may affect them. Here are some resources that may be beneficial to their preparation.

- [International Lesbian, Gay, Bisexual, Trans, and Intersex Association](#)
- [LGBTI Travel Information](#), US Department of State—Bureau of Consular Affairs
- [OutRight Action International](#)

Diversity, ethnicity, and race

The [Diversity, Ethnicity, and Race Abroad](#) webpage of Brandeis' Office of Study Abroad provides information and resources for students of color from historically under-represented ethnic or racial backgrounds who are traveling

abroad. Some students may find being outside of the American context a welcome relief, while others may experience challenges from general perceptions of racial and cultural groups in the host community. It may be beneficial to learn about the environment you will be entering. Students may want to reference the resources offered on the Diversity, Ethnicity, and Race Abroad webpage.

Disability and accessibility

Students with disabilities may want to review the types of accommodations that are provided in the host community, as well as the way the community understands disabilities. The [Students with Disabilities](#) webpage of the Brandeis Office of Study Abroad provides information and resources that may help students with disabilities to prepare for their practicum.

Students may want to reference [Mobility International USA](#), which provides a library of resources and information on inclusive practices and disability advocacy.

2. Be proactive about health and wellness

Maintain health insurance

Students are required to maintain their [Brandeis health insurance policy](#) or other health insurance coverage that meets the standards set forth by the university, regardless of their practicum location.

Identify quality health care options prior to departure

The quality and quality of medical care varies within the US and abroad. Students should consider how they would access health care should a medical problem or emergency arise while they are completing their practicum. They may want to research health clinics and hospitals in the area in which their practicum organization is located and determine which medical facilities would provide the best quality care. For a list of resources that will help identify health care providers and facilities around the world, please visit the [Centers for Disease Control's Obtaining Health Care Abroad](#) webpage.

Medicines

If students plan to take prescription or over-the-counter medication with them, they should research whether it is legal to bring the medication into their practicum country, and, if the medication is legal, if there is a limit on the quantity of medication that can enter the country. Certain packaging restrictions may also apply. Students may refer to the websites of their home embassies for their practicum countries for information on permitted medications.

If traveling outbound from the US, students may want to review the [Transportation Security Administration \(TSA\)](#) rules for traveling with medications.

Additional guidance on this issue can be found in The New York Times article [How to Make Sure You Travel with Medication Legally](#) and TripSavvy's [Tips for Traveling with Prescription Drugs](#).

Vaccinations (if applicable for international practicums)

To determine if any vaccinations are recommended for travel to the locale of the host organization, students may want to consult the following websites: [Massachusetts General Hospital: Heading Home Healthy](#) or [Centers for Disease Control and Prevention](#).

Pack a Health Kit

Students may want to consider packing a few items to help them manage ailments and illnesses. Please refer to the CDC's [Pack Smart](#) webpage for suggestions on what may be useful to have during their practicum.

Health-Related Resources

The CDC's webpage [Your Survival Guide to Safe and Healthy Travel](#) provides valuable information and resources to help students to be "proactive, prepared, and protected" during their travels.

[World Health Organization](#) directs and coordinates international health within the United Nations' system. The WHO website includes country-specific information related to health and general information related to various health topics.

[US Department of State—Country Information](#) provides information about the availability and quality of medical care within specific countries.

3. Apply for visas and/or permits

Internships can be subject to specific visa requirements and it is important to understand the requirements at the start of your planning.

Students are responsible for obtaining required visas, permits, and other documentation, with guidance from the host organization. The host organization must provide any documentation needed to confirm their role. Some host organizations require students to provide proof of enrollment at Brandeis University. See the [Office of the University Registrar](#) page of the Brandeis website for instructions on how to obtain a proof of enrollment letter. Contact Janie Marsan (jmarsan@brandeis.edu) at Heller's Office of Student Records and Enrollment with any questions.

Curriculum Practical Training for international students

International students on an F-1 visa who are doing practicums in the US or with a US organization cannot begin the practicum until they have met all International Student and Scholars Office (ISSO) requirements, including an approved [CPT form](#). Students should review the visa guidelines on the [Employment/Academic Internships](#) page of the ISSO website and reference the [CPT Application Check List](#). Contact Bonnie Ryle (bryle@brandeis.edu) with any questions related to F-1 visa requirements.

4. Prepare finances and travel documents

Students may want to **contact their financial institutions** to notify them of their travel plans. This will help to ensure that they have continued access to their accounts. If possible, they should have a back-up credit card and/or emergency cash in case they have any banking issues or lose their credit or debit card.

It's also a good idea for students to **prepare their PIN** before traveling abroad. Many international ATMs only support four-digit PINs. Students should ensure that their PINs do not begin with a zero, and they should know their PIN by the numbers, as some foreign ATMs do not have letters on the keypads.

As a precaution, students should also make **copies of their important documents**, including two copies of their passport, credit cards, and other travel documents. It's recommended that they leave one copy with a family member or trusted friend and bring the other copy with them.

5. Be prepared for the unexpected

Identify local emergency numbers

Students should identify the local emergency numbers (police, ambulance, and fire) for their practicum destination. Students may reference [911 Abroad](#) to determine this information.

Contacting SID

The practicum coordinator will provide an emergency phone number to students prior to the start of their practicum. Students may reach out to the practicum student at any time. She can also be reached at mpoor@brandeis.edu.

Register with home embassy

Students may want to register with their home embassies upon arrival in their practicum countries to receive updates about local safety conditions. US students may want to sign up for the [Smart Traveler Enrollment Program \(STEP\)](#), a free service that provides US citizens and nationals traveling and living abroad with information about safety conditions in their destination country.

Enroll in the CHUBB Travel Assistance Portal

Students may want to sign up for CHUBB Travel Assistance Portal (this service is offered through the emergency medical and travel insurance policy) – see page 13 and Appendix G for further information.

Emergency medical and travel insurance

Brandeis University is contracted with [CHUBB Travel Assistance Program](#) and Europ Assistance to provide assistance to students doing international practicums or internships. In addition to the coverage provided by the student's health insurance, CHUBB and Europ Assistance provide the following benefits (adapted from the Insurance and Travel Assistance Coverage webpage of the Brandeis Office of Study Abroad):

- Medical Assistance: referral to a doctor or medical specialist; medical monitoring while hospitalized; emergency medical evacuation to proper medical facilities (100% of covered expenses); and repatriation of remains (100% of covered expenses).
- Personal Assistance: pre-trip medical referral information; emergency medication; embassy and consular information; lost document assistance; emergency cash advances; emergency referrals to legal assistance.
- Travel Assistance: emergency travel arrangements
- Security Assistance: crisis hotline; on-the-ground security assistance; access to secure, web-based system for tracking global threats and health- or location-based risk intelligence; security evacuation due to political causes (\$100,000 maximum); security evacuation due to natural disasters (services only – this service is billable).

The Brandeis policy and details for activating emergency services can be found by clicking [here](#) and in [Appendix F](#).

Students should sign up to access [CHUBB's Travel Assistance Services Portal](#), which provides information and tools to support travelers before and during their international trips. The site contains real-time destination-based health, security, travel-related information including:

- Country and city risk ratings and profiles
- Health, medical, safety, and security reports per locale
- Mitigation tips and consulate contacts
- Information on business conduct, transportation, holidays, and currency exchange rates
- News and real-time security alerts
- General travel tips

To receive proof of coverage (card) of CHUBB emergency travel and medical insurance, students should send the following information to the practicum coordinator (mpoor@brandeis.edu):

- Name
- Birth date
- Practicum country
- Countries other than practicum destination that student will travel to
- Travel dates

Although CHUBB offers emergency travel, medical and security services, it is NOT health insurance. Brandeis requires all practicum students to maintain health insurance coverage that meets the standards set forth by the university

Students should contact the SID practicum coordinator (mpoor@brandeis.edu) with any questions or concerns, and include this benefit when composing the risk assessment and analysis section for their second-year proposal.

6. Enroll in the SID Field Practicum course (HS230a)

Students must register for the field practicum course (HS230a) as full-time students through the Heller School's Office of Student Records and Enrollment. The practicum course counts for 12 credits each semester and is graded as credit (CR) or no credit (NC).

7. Ensure emergency phone numbers and contact information are provided

The practicum coordinator will provide her cell phone # (WhatsApp) prior to the student's departure. Students should add this number to their cell phones.

Students should also provide the practicum coordinator with their cell phone #s (WhatsApp) and emergency contacts (name relationship, phone #, email address) prior to their departure.

8. Schedule a pre-departure meeting the practicum coordinator

Students should schedule a 15–30 minute pre-departure meeting with the practicum coordinator to review preparations and expectations for the practicum. The meeting can be in person or remote (via Skype).

9. Submit second-year proposal to practicum coordinator

Students should submit their second-year proposal to the practicum coordinator prior to their departure. Typically, the second-year proposal is due by early August.

SECTION III. THE PRACTICUM EXPERIENCE

Students should begin their practicum during the first week of September 2018 (or mid-May to the beginning of June for MASID/MSGHPM practicums). Upon arrival at their practicum location, students may want to take time to learn about the language, culture, and workplace norms. It is always helpful if students can find mentors and peers to help them understand the local traditions and organizational culture. Students may also want to consider the following:

- **Apply theories and principles learned in the classroom.** Students should explore ways to use theories studied and skills developed through coursework.
- **Review academic sources,** including available “gray literature” (e.g., in-house project reports and publications, documents/files) to better understand the institutional mandate, achievements, and constraints of the host organization.
- **Establish rapport with colleagues.** This helps to open doors for support and access to information. Experience of previous students shows that “interrogating” (extracting or pushing for information) does not work, while informal “interviewing” (engaging, dialoging, and exchanging information) is often highly successful.
- **Volunteer to help colleagues.** Besides being generally helpful, students will learn a lot and this may allow them to take on more responsibility.
- **Adopt standards of professionalism.** As in all work, professional behavior is foundational. Organizations are complex, with webs of relationships and unspoken alliances. Understand and respect internal hierarchies. In case of difficult issues related to institutional politics, students should avoid personalization; rather, they should focus on their work, avoiding gossip and personal confrontation. They should try to maintain neutrality, objectivity, and discretion and to keep cordial relationships with everyone. It’s important to be transparent, flexible, respectful, and a team player, eager to learn about institutional and local culture.

Tips for Getting the Most out of Your Practicum Experience

- Prepare—review background material on your development issue
- Understand workplace expectations
- Engage—build relationships with your colleagues
- Learn about the language & culture
- Apply what you learned in the classroom
- Take initiative and solicit feedback
- Learn from mistakes (they’re inevitable and part of the learning process)
- Keep a journal—compile observations, gather evidence, and write your reflections

Students should also dress appropriately for the workplace, be punctual and dependable, and produce quality deliverables. They should never hesitate to ask questions. If they don’t know or are unsure of something, they should ask their supervisor. Students should remember that they not only are representing SID, the Heller School, and Brandeis University, but also the host organization when they are in the field. The quality of their work and, ultimately, of their master’s paper will demonstrate their capacity as a practitioner with a specialty in sustainable international development.

- **Cultivate humility.** Listening to what people have to say, and recognizing that there are many ways to operate in the world, can go a long way towards creating positive relationships across cultures and may make the practicum experience richer.
- **Stay Connected to the SID Community.** Students should contact their academic advisors monthly via email or Skype to provide them with updates on their practicum and to communicate expectations related to the development of the master’s paper.

Students should also communicate every five to six weeks with the practicum coordinator (via email, Skype, or WhatsApp), providing a brief update on their practicum experience including the following information:

- Describe current assignments and responsibilities
- Share experiences that were particularly rewarding
- Describe experiences that were disappointing or frustrating
- Highlight skills that were learned or applied
- Describe expectations for the following reporting period (i.e., the next four to six weeks)
- Share any professional or personal successes, concerns, and/or challenges

Practicum students may also reach out (via email, phone, Skype, or WhatsApp) to the practicum coordinator at any time and as needed. The practicum coordinator will also have designated office hours one evening per week (TBD).

Students may also want to initiate a Facebook group or other method to stay in touch with each other while working in the field. The program will also offer opportunities over the course of the practicum period for students to engage in online small group discussions.

SID will hold webinars during the 2018-2019 academic year (dates/times TBD) on topics that may include:

- Research, Resources, and Citations
 - Master's Paper Tutorial
 - Q&A on the Master's Paper
- **Reflect on the practicum experience.** Students may want to keep a journal during their practicum as a way to think about the skills they are developing, the content they are learning, and the feedback they are receiving from their colleagues. Reflecting on the practicum experience also allows students to explore more deeply their connections to the community in which they are living, as well as to understand their own personal and professional growth.

Here are some questions for students to consider about their practicum experience:

Learning outcomes

- Which outcomes did the practicum intend to address and were they achieved?
- How were theories and concepts learned through coursework applied?
- What new learning occurred and how might it be beneficial in the future?

Practicum goals

- How did the practicum relate to academic, professional, and/or personal goals?
- How did the student advocate for their own learning during their practicum?

Practicum responsibilities

- What were the main responsibilities of the practicum? Did they help to meet learning goals?
- Were the responsibilities challenging and meaningful?
- What skills, expertise, and knowledge did the student bring to the practicum?

Deeper reflection

- What ethical, social, cultural, political, and/or economic issues surfaced during the internship? How were they addressed?
- Did the student's awareness of organizational and/or community issues expand?
- Did the student build a stronger professional network and positive relationships through their practicum?

- **Plan for the Master's Paper.** Students are expected to contact their academic advisors monthly via email or Skype to provide them with updates on their practicum and to communicate expectations related to the development of the master's paper. It's important to establish a timeline for the development of their paper early in the academic year.

At their host organization, students will professionally fulfill a TOR under the direction of a field supervisor. The focus of their master's paper will be related to this work but will be directed by their SID academic advisor. Although their paper is expected to be of use to their organization, the paper is solely the students' responsibility, is produced on their own time, and should not burden or rely on the support of anyone at the host organization. (The student's field supervisor and others are welcome to help, if they wish, but their support is voluntary.) The practicum student-field supervisor relationship is a professional employee-employer relationship that includes a mentorship component. This means that, with the exception of the master's paper, all work described in the TOR is under the guidance of the student's field supervisor or their designee.

During the practicum, many students find that they want to adapt their plan or modify the focus of their paper. Students should communicate any proposed changes with their academic advisor. Any unauthorized changes in terms of practicum location, duration, or topical focus may invalidate approval of the student's practicum.

- **Wrap Up—Evaluations.** The practicum coordinator will send midterm and final online evaluation forms directly to the students' supervisors for their feedback on the students' job performance and professional growth. Students will also be asked to complete a brief online assessment of their practicum experience at the end of their practicum.

Other considerations for the practicum experience include the following:

1. Emergencies

In the case of an emergency or other event that needs immediate attention, students should contact the SID practicum coordinator (mpoor@brandeis.edu). An emergency phone number will be provided to students prior to the start of their practicum

If there is no time to contact the practicum coordinator due to the nature of the emergency, students should contact the **CHUBB Travel Assistance Program/Europe Assistance** in one of the following ways:

- Toll-free in the US or Canada at 1.800.243.6124
- Collect outside the US at 1.202.659.7803
- Email via OPS@europassistance-usa-com

The Brandeis policy and details for activating emergency services can be found by clicking [here](#) and in [Appendix F](#).

2. Staying healthy

Changes in environment, climate, food, and water, as well as increased stress, can have an impact on students' health. Whenever possible, students may want give themselves time to acclimate to their new environment, get plenty of sleep, exercise regularly, stay hydrated, and maintain a healthy diet. Students can reference the [CDC's Traveler's Health](#) webpage for information about food and water safety and other health considerations. For a list of resources that will help identify health care providers and facilities around the world, please visit the [Centers for Disease Control's Obtaining Health Care Abroad](#) webpage.

Working in the field – whether in the US or internationally – is an exciting opportunity to learn new skills, develop expertise, and discover a new community. However, the same qualities that make a practicum an exciting opportunity can also make the student to feel stressed at times, especially at the beginning of the practicum when everything is so new. Sometimes students may become lonely or feel depressed or anxious.

Students can access behavioral health support services while they are in the field. Here are some options:

- Contact Sucheta Thekkedam, Licensed Clinical Psychologist and Staff Psychologist at Brandeis Counseling Center (with office hours at Heller): suthekked@brandeis.edu
- Brandeis Counseling Center (BCC) provides —please see website for details: <https://www.brandeis.edu/counseling/> Students may also want to refer to BCC's Mental Health Care While Abroad: <http://www.brandeis.edu/counseling/studyabroadtips.html>
- In the US, the Department of Behavioral Health's 24-hour Access HelpLine (1-888-793-4357) is staffed by behavioral health professionals who can refer a caller to immediate help or ongoing care.
- For students covered by Brandeis health insurance (both US based and international practicums), **iHope** provides video therapy sessions (please see [Appendix G](#) for details).
- [CHUBB Travel Assistance](#) can provide local medical referrals.
- [ULifeline](#) is an anonymous, confidential, online resource center for students to search for information they need regarding emotional health. Immediate confidential assistance is also provided via text or phone.

3. Maintaining personal safety

Students should prioritize their health and safety during their practicum partly by making responsible decisions that will mitigate potential risks and help to create a positive practicum experience. Some suggestions include:

- Learning the local language
- Knowing what activities and behavior are culturally and legally appropriate
- Keeping a list of emergency numbers
- Avoiding driving an automobile and/or operating a motorcycle
- Trusting their instincts
- Remaining alert to surroundings and staying informed of local conditions
- Avoiding high crime areas, demonstrations, and areas with political and/or social unrest

If students need emergency medical care, they should contact [CHUBB/Europ Assistance](#) (24-hour access). From outside the US, students can call collect: 1-202-659-7803. Please also contact the practicum coordinator via phone or mpoor@brandeis.edu.

If students have been victims of crime, they can reach out to their local embassy or consulate in country.

For US citizens, the US Department of State's [Help for US Citizen Victims of Crime](#) webpage provides information and resources to assist individuals who have become victims of crime while abroad. US citizens traveling abroad can also call the US State Department's emergency number: 1-202-501-4444.

Students may also want to reach out to their supervisors for guidance. Please also contact the practicum coordinator via phone or mpoor@brandeis.edu.

4. Maintaining *Do No Harm* within the organization and community

Students should also be mindful of the organization and community in which they are working and how their behavior, attitude, and actions may impact the organization's culture, as well as the organization's perception within the community, and the trust created between the community and the organization. Cross-cultural sensitivity and competency, open-mindedness and flexibility, and, above all, humility will go a long way toward creating a positive practicum experience. Students may want to reference UNESCO's [Intercultural Competences: Conceptual and Operational Framework](#).

APPENDIX A—Terms of Reference

On organization's letterhead

Address to:
Student's name
The Heller School for Social Policy and Management
Brandeis University
Waltham, MA 02453

DATE

Dear STUDENT'S NAME:

I am pleased to confirm our offer of the position of (NAME OF POSITION) with (NAME OF ORGANIZATION), located at (ADDRESS OF ORGANIZATION).

The practicum is (UNPAID/PAID – if paid, please provide the amount and/or type of compensation). You will be expected to work (#) of hours per week, beginning (DATE) and ending on (DATE). Our typical schedule is (e.g., MONDAY THROUGH FRIDAY, FROM 8:30 A.M. TO 5:00 P.M.). You will report to (NAME OF SUPERVISOR, TITLE). Their contact information is: (EMAIL ADDRESS, PHONE & SKYPE #S). We will also be able to provide support through (e.g., mentors).

The purpose of this position is to (e.g., assist the director of sustainability on a city-wide transportation study and climate change vulnerability assessment for the City of X). You will conduct your work in (LANGUAGE[S]) and coordinate with (e.g., volunteers, staff, organization's board of directors, community stakeholders)

Specific responsibilities of the position include the following: [EXAMPLE BELOW]

- Analyzing the environmental, social, and economic aspects of the transportation study
- Researching best practices and capacity building resources
- Assisting with the production of reports and presentations
- Assisting with stakeholder engagement

We are delighted that you have accepted this position, and we look forward to working with you.

Sincerely,

SUPERVISOR'S SIGNATURE
TITLE

* Students can also access the TOR template via LATTE.

APPENDIX B—Release & Waiver Form

RELEASE AND WAIVER

Print Name: _____

This Release and Waiver is executed by the undersigned graduate student with respect to the Brandeis University Graduate Programs in Sustainable International Development at the Heller School for Social Policy and Management.

I hereby acknowledge and understand that the program and destination I have selected in order to fulfill the Second-Year Project Requirement (“the Project”) is not sponsored by Brandeis University or the Heller School of Social Policy and Management, or the Graduate Programs in Sustainable International Development (“Brandeis”), and that Brandeis neither accepts nor assumes responsibility for my welfare or for any injuries, claims, or losses arising from my participation in, or travel to and from, the Project.

I hereby knowingly and willingly consent to participate in the Project. I acknowledge that an alternative course of study in the United States is available to me, and I elect nonetheless to attend the Project. I understand and acknowledge that there are inherent risks involved with study and living abroad, which are beyond the control of Brandeis, and that Brandeis cannot guarantee my safety or security. I understand that my choice of living accommodations, whether on-campus or off-campus and regardless of the use or non-use of assistance provided by Brandeis, is not and is not intended to be under the auspices of Brandeis.

I acknowledge that I am advised to monitor the United States Department of State web-site (<http://travel.state.gov>) for updates and information about travel to this particular destination and travel abroad generally.

In consideration of the Project being approved, I, the undersigned, do hereby agree to release and forever discharge Brandeis University, the Heller School of Social Policy and Management, and the Graduate Programs in Sustainable International Development, Trustees, officers, employees, agents and assigns (“Brandeis”) of and from any and all loss or liability in connection with any personal injury, accident, damage, claims, costs, expenses or other loss suffered or incurred by me during, arising out of, or in any way associated with my study and/or participation in the Project, including, but not limited to, travel to and from this destination and any and all other travel incident to my study and/or participation in the Project. I agree not to raise any claims or to institute any legal action or proceeding against Brandeis for any cause of action that may result from or arise out of or in connection with my participation in the Project or any travel related to the Project, including, but not limited to, any loss or liability resulting from, arising out of, or occurring in connection with the acts or omissions of Brandeis. In addition, I hereby agree to release, indemnify and forever discharge Brandeis of and from contribution or indemnification with respect to any claim made against me by any person or entity in connection therewith. I further agree to indemnify and hold harmless Brandeis of and from any actions brought against it in connection with my acts or omissions.

I hereby acknowledge that I have read and understood the above statements, and I represent that I am of the specified legal age in my State of residence to bind myself to this Release. This Release and Waiver has been executed on behalf of myself, my heirs and assigns, and has been made with full knowledge of possible risks and hazards involved in travel and study abroad. This instrument has been executed in and shall be governed by the laws of the Commonwealth of Massachusetts.

Student Signature _____ Date _____

Witness Signature _____ Date _____

Witness Name Printed _____

APPENDIX C—Sample List of Organizations

Here are some examples of websites that provide lists of NGOs, INGOs, nonprofits, and other organizations working in the development field:

American University of Beirut provides a list of NGOs and IGOs in Lebanon and elsewhere in the Middle East.
<http://aub.edu.lb.libguides.com/c.php?g=276479&p=1843038>

Civil Liberties and Public Policy (CLPP) includes a list of organizations that work on issues related to sexual and reproductive health.
<https://clpp.hampshire.edu/leadership-programs/rrasc/host-sites>

Community Works

Includes a list of 29 social justice organizations working on issues of affordable housing, quality health care, environmental justice, economic equity, safe neighborhoods, civil rights, and youth leadership in Massachusetts
<http://www.communityworks.com/members/>

Gender and Development Network (GADN) provides a list of UK-based NGO member organizations working on issues related to gender, development, and women's rights.
<http://gadnetwork.org/our-members/>

Global Partnerships provides a list of social enterprise organizations in Central and South America, the Caribbean, and East Africa.
<http://www.globalpartnerships.org/our-investments/our-partners/>

Grassroots International has a list of partner organizations in Latin America and the Caribbean, the Middle East, Africa, and the US.
<https://grassrootsonline.org/who-we-are/partners/>

InterAction has more than 180 member organizations working in low-income countries throughout the world. Member organizations are secular and faith-based, large and small, with a focus on the world's most vulnerable populations. InterAction is one of the largest alliances of US-based INGOs.
<https://www.interaction.org/membership/member-directory>

International Planned Parenthood Federation has an extensive list of partner organizations working in the fields of women's health and sexual and reproductive health in over 170 countries.
<https://www.ippf.org/about-us/member-associations>

IRC provides a list of 37 signatories (organizations) that supported the Netherlands' resolution to the UN on the human rights to safe drinking water and sanitation.
<https://www.ircwash.org/news/ngos-support-human-rights-water-and-sanitation>

London School of Economics and Political Science provides an extensive list of development, NGOS, and international organizations in India.
<http://www.lse.ac.uk/intranet/CareersAndVacancies/careersService/InternationalCareers/CountryProfiles/India/Employers/IndiaDevelopment.aspx>

Massachusetts Coalition to End Human Trafficking includes an Allies Database of organizations working in Massachusetts and nationally to end human trafficking.
<http://mceht.org/#/allies>

Massachusetts Nonprofit Network Member Directory provides a list of Massachusetts nonprofit organizations.
<http://massnonprofitnet.org/mnn-members/>

NGO Aid Map—Food Security provides a list of organizations and projects focused on issues related to food security. Students can filter by sectors, organizations, countries, and projects.

<https://foodsecurity.ngoaidmap.org/>

NGO Forum on Cambodia provides information about NGOs working in Cambodia.

<https://www.ngoforum.org.kh/>

NGOs India is a web portal of Indian NGOs.

<http://www.ngojobsindia.in/ngo-jobs-india/location/ngo-jobs-in-delhi/>

Nonprofit Network provides a list of US-based nonprofit organizations.

<http://thenonprofitnetwork.org/>

OnGood provides a list of 25 NGOs working in diverse sectors in South America.

<https://www.ongood.ngo/info/resources/25-must-follow-ngos-in-south-america>

Perkins International creates quality education opportunities for children and young adults who are blind, deafblind, and visually impaired.

Here is a list of local partners throughout Africa: <http://www.perkins.org/international/africa>

Here is a list of local partners in Latin America & the Caribbean: <http://www.perkins.org/international/latin-america>

Princeton in Africa includes a list of organizations in Africa that are engaged in diverse sectors including advocacy; research; civil society; business and economic development; community-level development; conflict resolution and peace building; education and youth development; and public and community health.

<http://www.princetoninafrica.org/fellowship-organizations/current-fellowship-organizations/>

Skidmore University provides a list of US-based environmental organizations.

<http://www.skidmore.edu/~bturner/envgroup.html>

Sustainability Degrees provides a list of 14 sustainable NGOs working on issues related to the environment.

<https://www.sustainabilitydegrees.com/blog/most-influential-sustainability-ngos/>

Tufts Peace and Studies website provides a list of Massachusetts based organizations focused on arts & media, community, economic justice and labor, environment, gender, health, human rights, immigration, peace, religion, and youth and education.

<http://pjs.tufts.edu/academic/internhumanrights.htm>

Worldwide NGO Directory provides a list of NGOs throughout the world. A brief description is provided of each organization; however, students can use this information to Google the organization's website for further details.

<http://www.wango.org/resources.aspx?section=ngodir>

YouthPolicy.org provides a list of organizations focused on youth initiatives, including international organizations, regional cooperation mechanisms, development agencies and foundations, regional youth platforms, and international nongovernmental youth organizations, in Africa, Asia-Pacific, Europe, Middle East and North Africa, and Latin America and the Caribbean.

<http://www.youthpolicy.org/mappings/regionalyouthscenes/africa/>

APPENDIX D—SID Contacts

International Practicums					
Africa					
Student	Email Address	Organization	Position	Location	Year
Zyanya Aguilar-Nelson	zyanyaan@brandeis.edu	Nurturing Minds/SEGA Girls School	Field Support Intern / Visitors & School Exchange Coordinator	Newton, MA & Morogoro, Tanzania	2018-2019
Lynn Armel	larmel@brandeis.edu	Jitegemee	M&E Intern	Machakos, Kenya	2017-2018
James Barnaba	jamesbob@brandeis.edu	Norwegian's People's Aid		South Sudan	2015-2016
Krystal Burnett	kburnett@brandeis.edu	Mercy Corps	Learning & Behavior Change Intern	Bamako, Mali	2016-2017
Mary Chambers	mchambers@brandeis.edu	UNDP-Ethiopia	Intern, UNDP Global Environment Facility Ecosystem	Addis Ababa, Ethiopia	2017-2018
Lindsay Dakan	ldakan@brandeis.edu	Thrive Gulu		Uganda	2015-2016
Aicha Diallo	aicha13@brandeis.edu	Planned Parenthood	Global Sexual & Reproductive Health & Rights Fellow	Nairobi, Kenya	2018-2019
Ebube Ezeh	ebubh@brandeis.edu	African Population & Health Research Center	Tayari Project Intern	Nairobi, Kenya	2016-2017
Duncan Galler	dgaller13@brandeis.edu	Ecofinder	Sustainability Officer	Kisumu, Kenya	2018-2019
Alison Goforth	agoforth@brandeis.edu	TATU Project	Project, Fundraising & Communications Intern	Moshi, Tanzania	2016-2017
Krysla Grothe	klynn@brandeis.edu	International Development Enterprises-Ghana		Tamale, Ghana	Summer 2017
Baker Kasawuli	bakerk@brandeis.edu	UNDP-Rwanda	Intern, Poverty & Environment Unit—Youth Connect Initiative	Kigali, Rwanda	2016-2017
Edrisa Kimuli	ekimuli@brandeis.edu	Nurture Africa	Youth Project Leader	Nansana & Kampala, Uganda	2018-2019
Millie Knopp	Millieknopp08@brandeis.edu	Women's Global Network for Reproductive Rights	Intern, Sexual & Reproductive Health Advocacy	Dar es Salaam, Tanzania	2017-2018
Godfrey Muyomba	gmuymba@brandeis.edu	Tunaweza Children Center	Program Associate	Kampala, Uganda	2016-2017
Twisiwile Mwaighogha	twisi@brandeis.edu	Foundation for Sustainable Community Livelihoods & Development	Project Manager	Blantyre, Malawi	2017 (Sept-Dec)
Asaf Peled	apeled@brandeis.edu	Rafiki wa Mandeleo Trust	Fundraising Intern	Nairobi, Kenya	2018-2019

Ricardo Perez-Pineda	rperezpineda@brandeis.edu	Education Development Center	Youth Livelihoods Associate	Kigali, Rwanda	2018-2019
Matt Schinske	schinsma@brandeis.edu	Mali Health	Storytelling Fellow	Bamako, Mali	2017-2018
Ryan Schwartz	rschwartz@brandeis.edu	Jitegemee	Communications & Monitoring & Evaluation Intern	Machakos, Kenya	2018-2019
Myranda Yeli (Outtara)	Myranda.yeli@gmail.com	UNFPA-Burkina Faso		Ouagadougou, Burkina Faso	
Asia					
Student	Email Address	Organization	Position	Location	Year
Pritesh Chalise	pchalise@brandeis.edu	Swisscontact Cambodia	Programme Associate, Mekong Inclusive Growth & Innovation Program	Phnom Penh, Cambodia	2018-2019
Alex Curtiss	Acurtiss86@brandeis.edu	Sarvodaya	Education Development Intern	Sri Lanka	2016-2017
Nicholas Hurt	nicholashurt@gmail.com	UNDP-Indonesia		Jakarta, Indonesia	2015-2016
Rohitashva Kamal	rkamal@brandeis.edu	National Campaign on Dalit Human Rights		New Delhi, India	2016-2017
Julie La Fleur	jlafleur@gmail.com	America India Foundation		Bengal, India	2013-2014
Violet Nguyen	violetdiana@brandeis.edu	Friends of Hue Foundation	Social Impact Associate Intern	Hue, Vietnam & San Jose, CA	
Shiqi Shen	Thea1844@brandeis.edu	Badi Foundation	Social Dialogue & External Cooperation Project Assistant	Beijing, China	2016-2107
Anisa Yousuf	anisa@brandeis.edu	Economic Transformation Initiative	Trainee Researcher	Gilgit-Baltistan, Pakistan	2017-2018
Latin America & the Caribbean					
Student	Email Address	Organization	Position	Location	Year
Camilee Bernal	cbernal@brandeis.edu	UNESCO	Assistant Program Specialist in Education	Santiago, Chile	Fall 2017
Quinn Curcio	qcurcio@brandeis.edu	Toledo Institute for Development & Environment	Program Assistant	Punta Gorda, Belize	2016-2017
Peter Hulbert	phulbert@brandeis.edu	Rural Education Institute of Mexico	Programming Intern	San Miguel de Allende, Mexico	2016-2017
Donn Quinn Jacobs	donaldqj@brandeis.edu	Peace Corps Response-Peru	PCR Volunteer Forestry Specialist	Matucana, Peru	2016-2017

Meredith Marx	mbmarx@brandeis.edu	Ya'axché Conservation Trust	Community Outreach & Livelihoods Intern	Punta Gorda, Belize	2018-2019
María Eugenia Oviedo	mariaeoviedo@gmail.com	UNDP Argentina		Buenos Aires, Argentina	2013-2014
Brian Poulin	bpoulin@brandeis.edu	BLUE Missions	Program Development Intern	Dominican Republic	2018-2019
Luisa Rodriguez	lrodriguez@brandeis.edu	Innovations for Poverty Action	Graduate Research Intern	Lima, Peru	2017-2018
Josie Santos	josantos@brandeis.edu	Associação Nacional de Órgãos Municipais de Meio Ambiente	Environmental Consultant & Social Policy Reviewer	Campinas, Brazil	2018-2019
Allie Schlafer	aschlafer@brandeis.edu	Catholic Relief Services	Program Quality & Gender Development Fellow	Quito, Ecuador	2016-2017
Alex Walther	Walther0alex@brandeis.edu	Toledo Institute for Development & Environment	Development Intern	Punta Gorda, Belize	2017-2018
Kate Winder	kwinder@brandeis.edu	Semilla Nueva	Development Manager	Guatemala City, Guatemala	2017-2018

Middle East & North Africa

Student	Email Address	Organization	Position	Location	Year
Tareq Samman	Tsamman81@brandeis.edu	Kids4Peace	Director	Jerusalem, Palestine	Summer 2017 (permanent position)
Stephanny Vicuna	Svicuna646@brandeis.edu	Palestine Hydrology Group	Intern, Human Rights & Access to Water Initiative	Ramallah, Palestine	2017-2018

United States

Student	Email Address	Organization	Position	Location	Year
Talal Ahmed	ahmedov@brandeis.edu	Sunrun	Field Energy Specialist	Woburn, MA	2017-2018
Alemayehu Bekele	abekele@brandeis.edu	EDC & International Institute of New England	M&E Specialist for GEDI Program (EDC)/English for Employment & Development Intern (INNE)	Waltham, MA (EDC) Boston, MA (IINE)	2017-2018
Gail Carter	gailcarter@brandeis.edu	Oxfam America	Private Sector Development Intern	Boston, MA	2017-2018
Marla Chaneta	marlachaneta@brandeis.edu	The Children's Trust	Marketing & Communications Intern	Boston, MA	2017-2018
Brianne Connelly	bconnelley@brandeis.edu	YMCA	Intern, Commitizen Initiative	West Roxbury/Dedham, MA	2017-2018
Aaron Cooper	apcooper@brandeis.edu	LearnLaunch	Venture Analyst Intern	Boston, MA	Fall 2017
Maddie Craig	mrcraig@brandeis.edu	UNDP- Global Forest Initiative	Global Programme on Nature Intern	New York, NY	2017-2018

Sunita Das	drs@brandeis.edu	Disability Policy Consortium	Assistant Policy Analyst	Malden, MA	2016-2017
Orálith Duggan	oduggan@brandeis.edu	UNDP	Intern—Gender, Climate Change, and Disaster Relief	New York, NY	2017-2018
Allyson Ferry	anferry07@brandeis.edu	Catholic Charities	Practicum Student, KY Office for Refugees	Louisville, KY	2016-2017
Michael Gill	mwgill@brandeis.edu	YMCA Training, Inc	Outreach & Volunteer Coordinator	Boston, MA	2018-2019
Annika Grassl	agrassl@brandeis.edu	Disability Policy Consortium	Research Analyst	Malden, MA	2018-2019
Megha Hedge	mhedge@brandeis.edu	MIT-D Lab		Cambridge, MA	2013-2014
Lukas Henke	lhenke@brandeis.edu	NLA: Northwest Learning & Achievement Group		Wapato, WA	2015-2016
Emily Hirsch	emhirsch@brandeis.edu	Social Investment Fund	Senior Researcher & Impact Innovation Associate	Brooklyn, NY	2018-2019
Salamatu Ibrahim	sibrahim@brandeis.edu	REACH	Intern	Waltham, MA	2017-2018
Jenna Ingram	jennai@brandeis.edu	UNDP	Programme Intern	New York, NY	2018-2019
Melannie Levine	melannielevine@brandeis.edu	Earth Law Center	State & Local Law Associate	New York, NY (remote)	2017-2018
Fengyun Luo	fyluo@brandeis.edu	Oxfam America	Learning, Effectiveness & Accountability Intern	Boston, MA	2018-2019
Eric Mcheka	ericmcheka@brandeis.edu	WATCH CDC	Development Assistant	Waltham, MA	2016-2017
Tasbeeha Mirza	tasbeeha@brandeis.edu	The Hunger Project	Monitoring, Evaluation & Learning Intern	New York, NY	2016-2017
Tasbeeha Mirza	tasbeeha@brandeis.edu	The Brookings Institute	Permanent position	Washington, DC	Current as of 3/2018
Vatissa Mitchell	vatissam@brandeis.edu	Glocal, City of Cambridge, Community Development Dept	Global Challenge Intern	Cambridge, MA	2018-2019
Enet Murkurazita	emuku@brandeis.edu	Co-op Power Boston Metro East Community Energy Cooperative	Community Energy Cooperative Coordinator	Dorchester, MA	2018-2019
Angela Murray	amurray@brandeis.edu	John Snow, Inc.	Strengthening Ethiopia's Urban Health Program Intern	Boston, MA	2016-2017
Adiba Nasser	anasser@brandeis.edu	Oxfam America	WISE Fellow	Boston, MA	2016-2017
Willis Ochieng	ochiengw@brandeis.edu	Gardens for Health International	Intern	Cambridge, MA	2017-2018
Asta Petkeviciute	apetkeviciute@tsne.org	Third Sector New England MissionWorks	Director Fiscal Sponsorship	Boston, MA	Current position, as of 3/2018

Mikheil Petrosyan	mpt@brandeis.edu	Oxfam America	Brandeis Practicum Fellow	Boston, MA	2018-2019
Mitali Pinto	mpinto@brandeis.edu	SOUL Foundation	Impact & Development Fellow	Washington, DC	2018-2019
Lakshmi Rajagopalan	luxguru@brandeis.edu	Sustainability Office, City of Newton	Transportation & Climate Change Policy Associate	Newton, MA	2016-2017
Priscilla Rwandarugali	rwandpriscilla@brandeis.edu	REACH Beyond Domestic Violence	Community & Shelter Intern	Waltham, MA	2018-2019
Oudou Sanogo	sanogoo@brandeis.edu	United Planet	International Programs Coordinator	Boston, MA	2017-2018
Dhruba Shrestha	draburhd@draburhd@brandeis.edu	UNDP	Programme Assistant, Forest-People's Initiative/Equator Initiative	New York, NY	2016-2017
Sohani Sirdeshmukh	sohani@brandeis.edu	Save the Children	Public Policy & Advocacy Intern	Washington, DC	2016-2017
Stefanie Tye	sntye@brandeis.edu	World Resources Institute	Climate Resilience Practice Intern, Governance Center	Washington, DC	2016-2017
Meghna Usharani Ravishankar	mravishankar@brandeis.edu	UNDP	Programme Intern	New York, NY	2018-2019
Xiao Lan Xu	Xiaolan68@brandeis.edu	Amirah	Comprehensive Program Intern	Boston, MA	2018-2018
Leah Varsano	leahvarsano@brandeis.edu	Oxfam America	Brandeis Research Fellow	Boston, MA	2016-2017
Jennifer Wright	jenniferwright@birthcenters.org	American Association of Birth Centers		Perkiomenville PA	Current position, as of 3/2018

APPENDIX E—Job & Internship Search Sites

80,000 Hours

Variety of job postings, many focused on social impact

<https://80000hours.org/job-board/>

ACRE

Jobs and internships in environmental and corporate social responsibility areas

<https://www.acre.com/jobs/>

Association of International Educators

Jobs and internships in international education and international student services

https://www.andeglobal.org/networking/opening_search.asp

Be Social Change Jobs

Job and internship postings in social change organizations

<http://jobs.besocialchange.org/>

Boston Network for International Development (BNID)

Jobs, internships, and fellowships in the greater Boston area

<https://www.bnid.org/jobs>

Bridgespan Nonprofit Jobs Board

US-based nonprofit jobs and internships in diverse sectors

<https://www.bridgespan.org/jobs/nonprofit-jobs/nonprofit-job-board>

British Overseas Development Network (BOND)

Jobs and internships at mostly UK based international development organizations (projects throughout the world)

<https://www.bond.org.uk/jobs/>

CharityJob

Jobs and internships at mostly UK-based nonprofits and NGOs

<https://www.charityjob.co.uk/jobs?keywords=internship+nonprofit&sort=keyword>

Chronicle of Higher Education

Jobs and internships in the US (some international) in the higher education sector

https://chroniclevitae.com/job_search/new

Chronicle of Philanthropy

Jobs and internships in US based nonprofits working in diverse sectors

<https://www.philanthropy.com/jobs/>

Devex

A media platform for the global development community, includes extensive job and internship postings

<https://www.devex.com/jobs/search?sorting%5Bfield%5D=&sorting%5Border%5D=&page=1>

DevJ

International jobs and internships from donor agencies, international organizations, governments, nonprofits, United Nations, UNDP, World Bank, consulting, development firms and others.

<https://www.devj.org/jobs/>

DevNet Jobs

Jobs and internships in international development and related fields

<http://www.devnetjobs.org/>

DevNetJobsIndia

Jobs and internships in international development and related fields located in India
<http://www.devnetjobsindia.org/>

Echoing Green
Social impact jobs and internships
<https://www.echoinggreen.org/about/careers>

EuroBrussels
EU related jobs and internships
<https://www.eurobrussels.com/>

European Peacebuilding Liaison Office
Jobs and internships at European based organizations
<http://eplo.org/get-involved/job-vacancies-internships/>

Feminist Majority Foundation Job Board
Nonprofit and progressive jobs and internships
<http://jobs.feminist.org/>

Foreign Affairs
Jobs and internships in international affairs
<http://jobs.foreignaffairs.com/>

Foundation Center
Jobs and internships in foundations and US based nonprofits
<http://philanthropynewsdigest.org/jobs>

GINN Career Center
Jobs and internships related to impact investing
<https://jobs.thegiin.org/>

Glassdoor Jobs
Job and internships in organizations located throughout the world
<https://www.glassdoor.com/index.htm>

Global Health Council Job Board
Jobs and internships in global health, spanning multiple impact areas, diseases, and regions
<http://jobboard.globalhealth.org/jobs>

Global Jobs
Jobs and internships in international development and related fields — postings can be filtered by region, experience level, and/or sector
<https://www.globaljobs.org/>

GoinGlobal
Jobs and internships in international development and related fields
<https://online.goinglobal.com/internships>

Google Job Board
Jobs and internships in international development and related fields
<https://groups.google.com/forum/#!forum/social-enterprise-jobs>

Greenjobsearch.org
Job board for individuals interested in jobs that focus on environmental or social responsibility
<http://greenjobs.greenjobsearch.org/>

Heller Career Development Center — Handshake

Heller Career Development Center's database for jobs, internships, and fellowships

<https://brandeis.joinhandshake.com/>

Human Rights Watch (only for HRW but site includes many options throughout the world)

<https://careers.hrw.org/opportunities/?employmentLevel=Internship%2FVolunteer&location=&department=&keywords=>

Idealist.org

Jobs and internships in international development and related fields

<https://www.idealist.org/en/?sort=relevance&type=INTERNSHIP>

Indeed.com

Listings for jobs and internships around the world. It's most effective to search the Indeed site by development keywords

<https://www.indeed.com>

International Institute for Sustainable Development Community

Job postings related to climate change

<https://community.iisd.org/jobs/>

International Organization Careers

Job postings for the UN and other international organizations. Searches can be done by professional field (e.g., agriculture) and location.

<http://iocareers.state.gov/main/home>

Internships.com

Postings for internships in diverse sectors throughout the US

<http://www.internships.com/>

JustMeans

Jobs and internships in social change and environment

<http://justmeans.com/>

LinkedIn

Extensive job and internship postings on social network for professionals

<https://www.linkedin.com/jobs/>

London School of Economics

List of think tanks and development consultancies and organizations (check individual organizations' employment/internship portals)

<http://bit.ly/2fIEPiN>

MandE News Job Forum

Jobs/consultancies and internships related to monitoring and evaluation in international development

<http://pub27.bravenet.com/forum/static/show.php?usernum=2241665034&frmid=48&msgid=0>

Mashable Job Board

Jobs and internships in social media

<http://jobs.mashable.com/jobs/search/>

Massachusetts Association of Community Development Corporation

Jobs and internships in Massachusetts community development organizations

<https://macdc.org/jobs-field>

Microfinance Gateway

Job and internships in the fields of microfinance and financial inclusion

<http://bit.ly/2nkwDdD>

Net Impact Career Center

Jobs and internships in social enterprise, social innovation, and social impact

<https://www.netimpact.org/jobs?jobkey=internship&jobdist=-&jobloc=>

Next City

Postings for planning, architecture, community organizing, and nonprofit jobs and internships in the US, with a focus on urban issues and innovation

<https://jobs.nextcity.org/>

NGOS in Africa

Job postings and internships can be filtered by topic, country, and position

<https://ngojobsinafrica.com/jobs/>

Nonprofit Job Source

US nonprofit job postings; search by job function (e.g., activism/organizing, evaluation/assessment) and sector (e.g., children/youth, community/economic development)

<https://careers.nonprofitjobsources.com/jobseeker/search/results/?keywords=&kfields=&t731=&t732=&t735=139&max=25&search=>

Nonprofit Network

Nonprofit job and internship postings for opportunities in the US

<http://thenonprofitnetwork.org/findjob.php>

Omidyar Network

Jobs and internships in social entrepreneurship, international development, and other related fields

<http://jobs.omidyar.com/>

Peace and Collaborative Development Network (PCDN)

Jobs, consulting, internship, and fellowship listings for careers focused on social change

<https://pcdnetwork.org/jobs/>

Posner Center for International Development

Co-working space located in Denver, Colorado, with over 60 members — international development job and internship postings are from the member organizations and are located in Colorado.

<https://posnercenter.org/join-us/job-postings-internships/>

Reliefweb

Postings for humanitarian and development jobs and internships

<https://reliefweb.int/jobs?type=265#content>

Skoll World Forum

Opportunities related to social entrepreneurship, the social sector and corporate social responsibility

<https://www.skoll.org/community/jobs/>

Social Enterprise Alliance

Postings for jobs and internships in the social enterprise sector

<https://www.socialenterprise.us/resources/jobs/#/results>

Social Enterprise Google Group

Jobs, internships, and fellowships related to social enterprise and social innovation

<https://groups.google.com/forum/?nomobile=true#!forum/social-enterprise-jobs>

Sportanddev.org

Jobs and internships related to sports and development

<https://www.sportanddev.org/en/job>

Thomas Reuters Foundation—Alertnet

Jobs and internships in international development and humanitarian relief

<https://www.trust.org/jobs-market>

ULifeline: Mental Health Resources for College Students

<http://www.ulifeline.org/>

UN Foundation

Current job and internship vacancies at UN offices and departments

<http://blog.undpjobs.net/2018/05/17/all-current-vacancies-at-un-offices-and-departments/>

UNHCR (for international internships)

US internships for students to gain direct experience working with UNHCR to promote and protect the rights of refugees, asylum seekers, stateless individuals and others across the globe.

<http://www.unhcr.org/en-us/internships.html>

UNHCR (for US based internships)

US internships for students to gain direct experience working with UNHCR to promote and protect the rights of refugees, asylum seekers, stateless individuals and others across the globe. Application deadlines:

Summer: March 15

Fall: July 15

Spring: October 15

<http://www.unhcr.org/en-us/us-internships.html>

UN Job List

Listings for jobs and internships at UN agencies and other intergovernmental organizations

<https://www.unjoblist.org>

Work for Good

Jobs and internships in the nonprofit sector

<https://www.workforgood.org/>

APPENDIX F—CHUBB Travel Assistance Insurance Policy

ATTENTION

In the event of a medical emergency, call Europ Assistance immediately and reference plan code: **01AH585**

**24-Hour Access 1-800-243-6124 toll free in the USA or Canada
1-202-659-7803 collect outside of the USA**

When you call Europ Assistance, please be prepared with the following information:

1. Name of caller, phone no., fax no., relationship to Covered Person
2. Covered Person's name, age, sex and policy number
3. A description of the Covered Person's condition
4. Name, location, and telephone number of hospital
5. Name and telephone numbers for the treating doctor; where and when the doctor can be reached
6. Health insurance information, worker's compensation, or automobile insurance information if the Covered Person had an accident. ("Covered Person" means the person insured under the applicable Chubb policy.)

By requesting assistance you agree to assign to us your rights to recover from any of your responsible insurers any expenses we incurred.

ATTENTION

Medical Personnel or Police

In the event of a medical emergency, Europ Assistance will provide the services on the card below. To verify eligibility, call the multi-lingual call center 24 hours a day toll free at **1-800- 243-6124 if you're inside the USA or Canada**; or if you're **outside the USA call collect at 1-202-659-7803**.

In addition to the insurance protection provided by your insurance plan, Chubb has arranged with Europ Assistance USA to provide you with access to its travel assistance services around the world. These services include:

- Medical Assistance including referral to a doctor or medical specialist, medical monitoring when you are hospitalized, emergency medical evacuation to an adequate facility, medically necessary repatriation and return of mortal remains.
- Personal Assistance including pre-trip medical referral information and while you are on a trip: emergency medication, embassy and consular information, lost document assistance, emergency message transmission, emergency cash advance, emergency referral to a lawyer, translator or interpreter access, medical benefits verification and medical claims assistance.
- Travel Assistance including emergency travel arrangements, arrangements for the return of your traveling companion or dependents and vehicle return.
- Security Assistance including a crisis hotline and on the ground security assistance to help address safety concerns or to secure immediate assistance while traveling as well as access to a secure, web-based system for tracking global threats and health or location based risk intelligence.

This information provides you with a brief outline of the services available to you. These services are not insured benefits. Reimbursement for any service expenses is limited to the terms and conditions of the policy under which you are insured. You may be required to pay for services not covered. A third party vendor may provide services to you. Europ Assistance makes every effort to refer you to appropriate medical and other service providers. It is not responsible for the quality or results of service provided by independent providers.

In all cases, the medical provider, facility, legal counsel or other professional service provider suggested by Europ Assistance are not employees or agents of Europ Assistance and the choice of provider is yours alone. Europ Assistance assumes no liability for the services provided to you under this arrangement, nor is it liable for any negligence or other wrongful acts or omissions of any of the legal or health care professionals providing services to you. Travel assistance services are not available if your coverage under the policy is not in effect.

Chubb NA is the U.S.-based operating division of the Chubb Group of Companies, headed by Chubb Ltd. (NYSE:CB) Insurance products and services are provided by Chubb Insurance underwriting companies and not by the parent company itself.

For medical referrals, evacuation, repatriation or other services please call:

Chubb Travel Assistance Program
1-800-243-6124 (Inside the USA)
1-202-659-7803 (Outside the USA Call Collect)
OPS@europassistance-usa.com

Visit www.ACETravelAssistance.com for access to global threat assessments and location based intelligence.

Register to access the site using the Group ID and Activation Code below:

Group ID: aceah
Activation Code: security

TRAVEL ASSISTANCE PROGRAM Plan Number: 01AH585

Organization: Brandeis University
Policy Number: ADD N04947757
Assistance Provider: Europ Assistance USA

Europ Assistance provides emergency medical and travel services and pretrip information services. Please call when:

- You require a referral to a hospital or doctor.
- You are hospitalized.
- You need to be evacuated or repatriated.
- You need to guarantee payment for medical expenses.
- You experience local communication problems.
- Your safety is threatened by the sudden occurrence of a political or military event.

** The CHUBB Travel Assistance Insurance policy can also be found online at <https://www.brandeis.edu/abroad/docs/year-semester/insurance/CHUBB-info.pdf>

APPENDIX G—CHUBB Travel Assistance Portal FAQs

CHUBB'S TRAVEL ASSISTANCE SERVICES

PORTAL FAQ'S

WHAT IS THE CHUBB TRAVEL ASSISTANCE PORTAL?

Chubb's Travel Assistance Portal features information and tools to support travelers before and during their trips abroad. The site contains real-time destination-based health, security and travel-related information including:

- Country and city risk ratings and profiles
- Health, medical, safety and security reports per locale
- Mitigation tips and consulate contacts
- Information on business conduct, transportation, holidays, currency exchange rates, etc.
- News and real-time security alerts
- General travel tips

A variety of tools have also been integrated within the portal to minimize inconvenience during trips and support travelers in an emergency. These include:

- Drug translator which can be used to find the foreign equivalent of a US drug
- Medical terms translator to facilitate communicating with medical personnel in foreign locations
- Medical provider search to look up hospitals and doctors in a given locale
- International calling code search and obtain the code to dial from one country to another
- Call Me Back feature so that travelers can contact Chubb's Assistance Provider and receive a call back within a defined time, particularly useful if you have difficulty calling collect or making international calls
- Emergency number look up for finding the foreign equivalent of 911

The portal also includes a personalized MyTrips feature that allows you to enter upcoming trips or import them from TripIt so that destination content is automatically displayed based upon logging in.

HOW DO I GET ACCESS TO THE SITE?

Please go to the URL listed below and click on the "Sign Up Now" link in the gray box on the right. This will take you to a registration page where you can register for the site using the below Group ID and Activation Code.

URL:	www.acetravelassistance.com
Group ID:	aceah
Activation Code:	security

Once registered, an automated e-mail will be sent to the e-mail you used to register. Please confirm your registration by clicking on the link provided within the communication. From there, you may access the site at any time using the login and password you established during the initial registration.

WHAT ARE THE BENEFITS OF INDIVIDUAL USER REGISTRATION?

Individual user registration allows us to provide clients with more detailed reporting on site utilization by their members. From the user perspective, registration allows us to provide a better experience, both through personalized content (e.g. MyTrips) and servicing (e.g. Call Me Back feature).

WHAT IS THE PURPOSE OF THE GROUP ID AND ACTIVATION CODE?

The Group ID and Activation Code are used to manage access and provide reporting. Each unique Group ID and Activation Code allows for controlling the access to the unique Group ID and Activation Code (e.g. deactivating the site) as well as the ability to report on the users within that unique Group ID and Activation Code. Both are only required once upon initial registration.

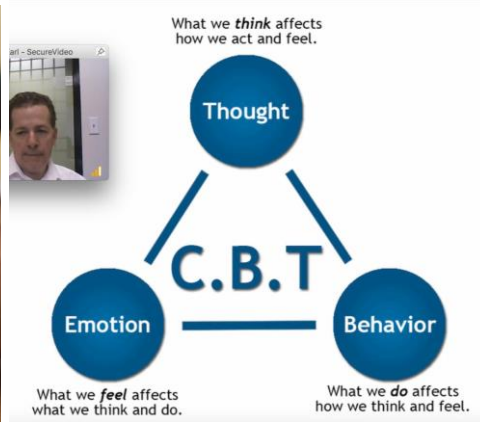
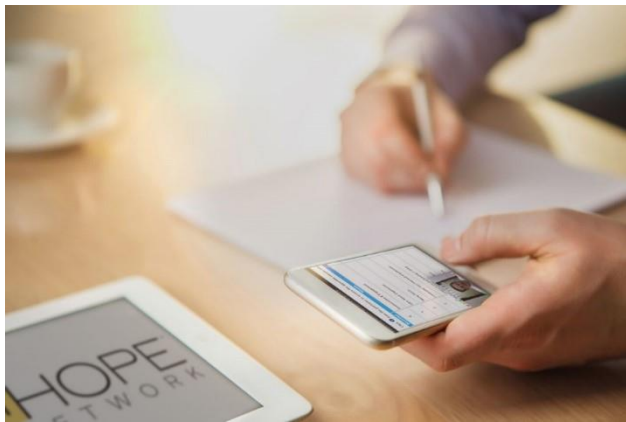


APPENDIX H—iHope



What is Video therapy?

Video therapy is an easy way to see a therapist on video-conference.



iHope Network provides video therapy to the Brandeis community in collaboration with the counseling center.

What is the Goal of Video Therapy?

iHope wants you to feel well as quickly as possible. Plus, the skills your therapist teaches you will help prevent these problems in your future. All of us at iHope want to make it easier for you to get effective treatment, and to feel better. We are really looking forward to working with you with you.

iHOPE NETWORK

100 Cummings Center Suite 438N^[11]_[SEP]Beverly, MA 01915
Phone: 800-225-0634^[11]_[SEP]E-mail: info@ihopenetwork.com

How Do I Get Video Therapy?

The counseling center at Brandeis can make a referral for you, just ask. Or you can go to iHope www.ihopenetwork.com on the web, or call iHope at 800-225-0634 we will call you right back and get you an appointment with a therapist in a week or less.

Is iHope Part of Brandeis?

iHope is a medical practice based in Massachusetts, it is not part of the Brandeis Counseling Center.

iHope prefers to provide collaborative care for members of the Brandeis community working with the counseling center at Brandeis.

Hope addresses all concerns with sensitivity to and respect for diversity and individuality. We maintain the strictest standards of privacy and confidentiality, and your therapist will discuss this with you when you first connect.

What Happens in Video therapy?

Your iHope therapist meets with you on your schedule. iHope offers cognitive behavior therapy, a form of therapy that has been shown to help people with many conditions including anxiety, depression and OCD.

Each therapy session teaches you skills that enable you to overcome the condition that is bothering you, and improve your life. In between sessions you'll receive regular texts to check in on how you're doing and you'll be provided practice activities designed to help you and your therapist treat your condition.

Who Pays for Video therapy?

In Massachusetts Blue Cross Blue Shield, Harvard Pilgrim Healthcare and United Health all pay for video therapy. You can also pay privately using your credit card, or pay with money in your FSA account. If you have insurance through Brandeis you are covered.

APPENDIX I—Practicum Performance Evaluations

Practicum Mid-term Evaluation

Student Name

Supervisor's Name and Title

Organization and Location

1. Please rate the student on the following six measurements using a scale of 1-5, with 1=poor, 2=fair, 3=average, 4=superior, and 5=excellent

- Attendance at the organization
- Completing tasks as assigned
- Collaborating and working with other members of the organization
- Professional conduct and appearance
- Responsiveness to feedback or directions given by supervisor or other manager
- Skills needed to complete tasks

2. Please rate the student on the following four measurements, using a scale of 1-6, with 1=poor, 2=fair, 3=average, 4=superior, 5=excellent, and 6=not applicable

- Inquiry and analysis
- Critical and creative thinking
- Written communication
- Demonstrated awareness of organizational and/or community awareness

3. Strengths: Please share with us your general impressions of the student's particular academic, professional, personal, and/or other strengths. What improvements has the student made during their time with your organization?

4. Opportunities for growth: What areas reflect opportunities for the student to grow professionally?

5. Based on the TOR and organizational needs, what goals/objectives should the student meet by the end of the practicum?

6. How would you rate this student overall at this point in time?

7. Please include any other information you feel is important for the program to know at this mid-term evaluation.

8. Do you give permission to share your responses to this evaluation with the students?

Practicum: Final Performance Evaluation

Student Name

Supervisor's Name and Title

Organization and Location

1. Did the student work a minimum of 6 months and at least 35 hours per week for your organization?
2. Please rate the student on the following six measurements using a scale of 1-5, with 1=poor, 2=fair, 3=average, 4=superior, and 5=excellent
 - Attendance at the organization
 - Completing tasks as assigned
 - Collaborating and working with other members of the organization
 - Professional conduct and appearance
 - Responsiveness to feedback or directions given by supervisor or other manager
 - Skills needed to complete tasks
3. Please rate the student on the following four measurements, using a scale of 1-6, with 1=poor, 2=fair, 3=average, 4=superior, 5=excellent, and 6=not applicable
 - Inquiry and analysis
 - Critical and creative thinking
 - Written communication
 - Demonstrated awareness of organizational and/or community awareness
4. Strengths: Please share with us your general impressions of the student's particular academic, professional, personal, and/or other strengths during their full practicum?
5. Opportunities for growth: What areas reflect opportunities for the student to grow professionally?
6. Please elaborate on the practicum goals/objectives that the student met. If the student did not meet the practicum's goals/objectives, please describe the barriers that prevented the student from achieving these outcomes.
7. How would you rate this student overall for their practicum?
8. Please include any other information you feel is important for the program to know for this final evaluation.
9. Can the SID program share your responses to this evaluation with the students?
10. Is your program willing to host a student during the 2019 summer and/or 2019-2010 academic year?

APPENDIX J—SID Practicum Checklist

Practicum Search & Obtaining Practicum	
Activity	✓
Identify development question or issue for in-depth examination	
Research organizations actively working on development problem or issue	
Approach several organizations (e.g., via phone and/or email inquiries, formal application process)	
Secure host organization for practicum	
Submit Terms of Reference (TOR) to practicum coordinator	
Submit Release & Waiver form to practicum coordinator	
Pre-departure	
Activity	✓
Obtain any required visa, permits, or other travel documents (including emergency travel & medical insurance)	
Research practicum destination (e.g., local history, politics, culture, traditions, professional etiquette, climate, transportation options, quality health care options, safety concerns)	
Obtain any required visa, permits, or other travel documents (including emergency travel & medical insurance)	
International students on an F-1 visa who are doing a practicum in the US or with a US organization have met all ISSO requirements, including an approved CPT form.	
Obtain CHUBB emergency medical & travel insurance card (proof of coverage) from practicum coordinator	
Obtain Brandeis health insurance coverage or other health insurance policy that meets the standards set forth by the university, regardless of practicum location.	
Register for practicum course HS230a through the Heller School's Office of Student Records and Enrollment (for each term that you are doing a practicum)	
Notify financial institutions of travel plans; ensure ATM has four-digit PIN; pack extra credit card and/or emergency cash	
Make extra copies of important documents (e.g., passport, credit cards, and other travel documents) — leave one copy with family member or friend and bring one copy with you	
Register with home embassy; US students enrolled in STEP (Smart Traveler Enrollment Program)	
Know rules for packaging and traveling with prescription or over-the-counter medicines	
Know rules for bringing prescription or over-the-counter medicines into practicum country	
Obtain practicum coordinator's cell phone #	
Send practicum coordinator: your cell phone # (WhatsApp #), emergency contacts (name, relationship, phone #, email address)	
Submit second-year proposal	
During Practicum	
Activity	✓
Check in regularly with faculty advisor during the practicum via email, phone, or Skype	
Check in regularly with practicum coordinator during the practicum via email, phone, or Skype (contact anytime)	
Keep a journal (reflect on learning experience)	
Stay connected to the SID community	
Attend SID webinars focused on the master's paper	
Ensure practicum supervisor completes your online performance evaluation	
Complete student evaluation exit survey	

APPENDIX K—URLs Used in the Manual

lin6

<https://lin6.org/>

911 Abroad

https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf

Association for Safe International Road Travel (ASIRT)

<http://www.asirt.org/>

BBC Country Profiles

http://news.bbc.co.uk/2/hi/country_profiles/default.stm

Brandeis Counseling Center

<https://www.brandeis.edu/counseling/>

Brandeis Curriculum Practicum Training (CPT) Checklist

http://www.brandeis.edu/isso/documents/current/employment/cpt/CPT_Application_Check_List.pdf

Brandeis International Students and Scholars Office (ISSO): CPT

<http://www.brandeis.edu/isso/current/employment/cpt/>

Brandeis Health Center: School Insurance Plan

<https://www.brandeis.edu/health/insurance/index.html>

Brandeis International Students and Scholars Office (ISSO): Employment / Academic Internships

<https://www.brandeis.edu/isso/current/employment/index.html>

Brandeis Office of the University Registrar — Enrollment and Degree Verification

<https://www.brandeis.edu/registrar/transcript/enrollment.html>

Centers for Disease Control and Prevention: Destinations

<https://wwwnc.cdc.gov/travel/destinations/list/>

Centers for Disease Control and Prevention: Traveler's Health — Food and Water Safety

<https://wwwnc.cdc.gov/travel/page/food-water-safety>

CHUBB Insurance Policy and Details for Activating Emergency Services

<https://www.brandeis.edu/abroad/docs/year-semester/insurance/CHUBB-info.pdf>

CHUBB Travel Assistance Program

<https://eservices.europassistance-usa.com/sites/ACEAandH/Anon/Pages/Welcome.aspx?ReturnUrl=/sites/aceaandh/layouts/Authenticate.aspx?Source=%2Fsites%2Faceaandh®Prompt=1>

CHUBB's Travel Assistance Services Portal FAQ's

<http://www.brandeis.edu/risk-management/pdfs/chubbstravelhealthassistance%20faq.pdf>

CIA World Factbook

<https://www.cia.gov/library/publications/the-world-factbook/>

Commisceo Global: Country Guides to Culture, Customs and Etiquette

<https://www.commisceo-global.com/resources/country-guides>

Diversity, Ethnicity, and Race Abroad (Brandeis Office of Study Abroad webpage)

<https://www.brandeis.edu/abroad/resources/identity-culture/diversity.html>

Heller School LinkedIn Group Alumni

<https://www.linkedin.com/school/the-heller-school-for-social-policy-and-management-at-brandeis-university/alumni/>

How to Make Sure You Travel with Medication Legally (New York Times, 2018)

<https://www.nytimes.com/2018/01/19/travel/how-to-make-sure-you-travel-with-medication-legally.html>

InterNations Country and City Guides

<https://www.internations.org/guide/all/>

International Lesbian, Gay, Bisexual, Trans, and Intersex Association

<http://ilga.org/>

LGBTI Travel Information, US Department of State—Bureau of Consular Affairs

<https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-with-special-considerations/lgbti.html>

Massachusetts General Hospital: Heading Home Healthy

<http://www.headinghomehealthy.net/>

Mobility International USA

<http://www.miusa.org/>

OANDA (currency converter)

<https://www.oanda.com/currency/converter/>

Obtaining Health Care Abroad (CDC)

<https://wwwnc.cdc.gov/travel/yellowbook/2018/the-pre-travel-consultation/obtaining-health-care-abroad>

OutRight Action International

<https://www.outrightinternational.org/>

Pack Smart (CDC webpage)

<https://wwwnc.cdc.gov/travel/page/pack-smart>

Peace Corps Countries

<https://www.peacecorps.gov/countries/>

RAINN

<https://rainn.org/international-sexual-assault-resources>

SASHAA

<https://sashaa.org/>

Smart Traveler Enrollment Program (STEP)

<https://step.state.gov/step/>

SID Contacts (spreadsheet)

https://docs.google.com/spreadsheets/d/1c_RTfUsvkb3QtaGOB_27U4HSC935e-PapU8W_EKbUVU/edit?usp=sharing

SID Employment & Internship Database

https://docs.google.com/spreadsheets/d/1WpMqbhGHIKsvJU0pvi-J748o9qdVv_EDWwm5VLGOZGw/edit?usp=sharing

SID Database of Organizations

https://docs.google.com/spreadsheets/d/1jIRmdNS6Zh0YUV4oqaM_r0qiIPpAqC91nz1AyVD9a30/edit?usp=sharing

Students with Disabilities (Brandeis Office of Study Abroad webpage)

<https://www.brandeis.edu/abroad/resources/identity-culture/students-with-disabilities.html>

Time Now (time zones, holidays, and weather)

<http://www.thetimenow.com/weather/>

Tips for Traveling with Prescription Drugs (TripSavvy, 2018)

<https://www.tripsavvy.com/tips-for-traveling-with-prescription-drugs-2972759>

Transportation Security Administration —TSA Travel Tips: Traveling with Medications

<https://www.tsa.gov/blog/2014/09/05/tsa-travel-tips-traveling-medication>

UNESCO’s Intercultural Competences: Conceptual and Operational Framework

<http://unesdoc.unesco.org/images/0021/002197/219768e.pdf>

US Department of State — Country Information

<https://wwwnc.cdc.gov/travel/page/pack-smart>

US Department of State — Help for US Citizen Victims of Crime

<https://travel.state.gov/content/travel/en/international-travel/emergencies/crime.html>

Your Survival Guide to Safe and Healthy Travel (CDC)

<https://wwwnc.cdc.gov/travel/page/survival-guide>

World Health Organization: Global Health Observatory Data

<https://wwwnc.cdc.gov/travel/page/pack-smart>

World Health Organization – Road Safety

http://www.who.int/gho/road_safety/en/