



EMORY

ROLLINS
SCHOOL OF
PUBLIC
HEALTH

Center for
Humanitarian Emergencies

CHE Certificate Handbook

Table of Contents

Introduction	3
Center for Humanitarian Emergencies.....	3
Mission Statement.....	3
Who We Are.....	3
Mission of the CHE Certificate	3
Purpose.....	3
Certificate Requirements	4
Coursework	4
Applied Practice Experience and Thesis Requirements	7
Volunteer Participation.....	8
Important People and Contact Information.....	9
Important People	9
Important Websites	10
Roles and Responsibilities of the CHE Certificate Coordinator	10
Special CHE Events	10
Graduation Procedures:.....	10
Appendix B: CHE Course Descriptions	14
Appendix C: Sample Applied Practice Experiences (APEs)	16
Appendix D: Sample Volunteer Hour Letters.....	17

Introduction

Center for Humanitarian Emergencies

Emory University's Center for Humanitarian Emergencies is committed to building the global capacity of trained and skilled emergency responders. As part of our ongoing programming, CHE offers training to a diverse audience base and in increasingly diverse platforms.

Mission Statement

Driving global collaboration, research and evidence-based training to improve the lives and well-being of populations impacted by humanitarian emergencies.

Who We Are

The Center for Humanitarian Emergencies at Emory is a collaboration between faculty and staff, students, fellows, and alumni to build global response capacity. As experienced humanitarian emergency response trainers, researchers and program implementers, Faculty and Staff guide students toward effective careers in the humanitarian field.

Students explore emergency-related topics of infectious disease, nutrition, reproductive health, mental health, WASH (Water, Sanitation, and Hygiene), and many other technical areas.

Mission of the CHE Certificate

The Rollins School of Public Health in partnership with CDC's Emergency Response and Recovery Branch offers a Graduate Certificate in Humanitarian Emergencies. The certificate combines the teaching and research strength of Emory University with the applied technical skills of the CDC's Emergency Response and Recovery Branch (ERRB). The Certificate Program is available to qualified Rollins students and to other Emory graduate health schools on a case-by-case basis.

Purpose

The Certificate in Humanitarian Emergencies at the Rollins School of Public Health (RSPH) aims to train graduate students to be competitive for CHE-related careers. A humanitarian emergency occurs when there is a breakdown of authority due to internal or external conflict and there is an emergency situation exceeding the ability of the country's government to respond that requires an international response beyond the capacity of any single agency and/or the UN country program.

Working in a humanitarian emergency is challenging and requires a broad knowledge base and a skill set particular to crisis management including:

- Doing no harm
- Providing good evidence to inform decision makers

- Ability to work in challenging environments and resource-poor settings while being able to develop solutions quickly, efficiently, and effectively

Certificate Requirements

Any RSPH student who fulfills the following criteria will be awarded a CHE certificate:

- Two core classes in humanitarian emergency response
- Three credit hours in approved advanced methods
- Six credit hours in approved electives
- Applied Practice Experience
- Thesis/ Culminating Experience
- Fifteen hours of volunteer participation

Please consult the tracking sheet (Appendix A) to keep track of fulfillment of the criteria.

Coursework

Students should review the detailed description of course offerings (core classes, approved advanced methods, and approved electives) in Appendix B. The courses listed are subject to change and may not be offered every year. Students should always consult OPUS for the latest information on availability of courses in advance of registration. *Please note, all courses must be taken for credit and cannot count towards the certificate, as either an elective or advanced method, if they are required for either a student's degree or concentration.*

Core Classes

There are two core courses in the CHE curriculum:

GH 512 (2 credits) required

Health in Complex Humanitarian Emergencies.

*5-day class January break, year one

GH 510 (2 credits) required

Epidemiologic Methods in Complex Humanitarian Emergencies.

* Held Fall 2021 for 2020 Cohort Only*

Advanced Methods Requirement

Students must complete a minimum of three credit hours from the following courses:

** Note: Students in EPI/GLEPI/EH EPI programs may waive advanced methods requirement (and replace with 3 additional credits of approved electives) through demonstrating mastery of the epidemiologic competencies listed*

*below. Please speak with program coordinator for additional information on documentation of this waiver.**

BIOS 501	Statistical Methods II with lab	4
BSHE 539	Qualitative Data Analysis	3
BSHE 542	Socio-Behavioral Measurement	3
GH 521	Program Management	3
GH 522	Qualitative Research Methods for Global Health	3
GH 525	Qualitative Data Analysis	3
GH 560	Monitoring and Evaluation of Global Public Health Programs	3
INFO 501	Principles of Public Health Informatics II	2

Electives

Students are required to complete 6 credit hours of approved elective courses. All courses must be taken for a grade.

Currently offered elective CHE courses include:

GH 531	Mental Health in Complex Humanitarian Emergencies	1
GH 532	Risk Communications for Complex Humanitarian Emergencies	1
GH 533	Preparedness and Planning Complex Humanitarian for Emergencies	1
GH 537	Programming for Sexual and Reproductive Health in Complex Humanitarian Emergencies	1
GH 538	Food and Nutrition in Complex Humanitarian Emergencies	1

Currently approved additional elective courses include:

BSHE 565: Violence as a Public Health Problem

EH 548: Research Methods for Studies of Water and Health

EH 581: Public Health Consequences of Disasters

EH 583/ENVS 483: Spatial Analysis in Disease Ecology
EH 587: Introduction to Satellite Remote Sensing and the Environment and its Application to Public Health
EPI 515: Introduction to Transforming Public Health Surveillance
EPI 517: Case Studies in Infectious Disease
EPI 531: Field Epidemiology
EPI 536: Applied Data Analysis
EPI 544: Epidemiology of Foodborne and Diarrheal Diseases
EPI 558: Global Issues in Antimicrobial Resistance
EPI 562: Emerging Infectious Diseases
EPI 566: Immunization Programs and Policies
GH 502: Survey Research Methods
GH 503: Applied Survey Methodology
GH 504: Effective Oral Communication
GH 507: Health as Social Justice
GH 509: Translation and Implementation Science
GH 513: Community-Based Participatory Action Research
GH 514: Communicating for Healthy Behavior and Social Change
GH 515: Transforming Public Health Surveillance
GH 516: Global Perspectives in Parasitic Disease
GH 517: Case Studies in Infectious Disease Epidemiology
GH 518: Emerging Infectious Diseases
GH 519: Faith and Health: Transforming Communities
GH 522: Qualitative Research Methods for Global Health
GH 525: Qualitative Data Analysis
GH 529: Water and Sanitation in Developing Countries
GH 530: The GEMMA Seminar: The Global Elimination of Maternal Mortality from Abortion
GH 534: Diabetes: A Model for Global Non-communicable disease prevention and control
GH 535: Field Epidemiology
GH 536: Religion and Health in Context: HIV
GH 541: Technology of Fertility Control
GH 543: Fundamentals of Qualitative Data Analysis
GH 546: Maternal and Child Nutrition
GH 552: Global Elimination of Micronutrient Malnutrition (MNM)
GH 556: Foundational Ethical Challenges in Global Health
GH 558: Global Issues in Antimicrobial Resistance
GH 559: Gender and Global Health
GH 561: Applications of Public Health Economics in Low- and Moderate-Income Countries
GH 566: Immunization Programs and Policies
GH 571: Vaccines and Vaccine Preventable Diseases
GH 574: Malaria Prevention, Control, and Treatment
GH 580: Environmental Health Microbiology: Control of Food and Waterborne Diseases

GH 593: Religion and Health in Context: Sexual and Reproductive Health
HPM 534: Grant Writing in Public Health
HPM 579: Mental Health and Public Health Interface
INFO 540: Informatics and Analytics for Public Health Surveillance

If a student wants to petition for a non-approved elective to be considered for inclusion towards certificate requirements, they must schedule a meeting with the CHE coordinator and bring along a copy of the syllabus of the suggested course. The CHE coordinator will determine if it will be considered by the curriculum committee.

Applied Practice Experience and Thesis Requirements

Applied Practice Experience (APE)

The applied practice experience (APE) component is an experiential based (typically summer) employment with an implementing organization across various sectors and technical expertise. **All CHE APEs are approved by the CHE Program Coordinator on a case-by case basis.** CHE APEs may occur in non-acute (i.e. non-response) humanitarian settings which include: protracted emergencies and areas previously impacted by an emergency.

CHE students, much like the wider SPH student body, will never enter an active humanitarian response due to increased security risks, the deviation of resources and time and energy needed to manage a student, and that students lack preparation and training prior to certificate completion. However, many opportunities exist that meet both CHE and RSPH APE requirements. You can explore past APEs [here](#). As of 2019, CHE is using [GFE Financial Award](#) as a way to fund student APEs.

What makes for a CHE APE?

- Working with emergency affected communities
- The project benefits emergency effected communities
- The project is based in emergency effected area, current or historic
- Skill gained during the APE are transferrable and applicable to Complex Humanitarian settings

Please be advised that an ideal APE meets the CHE APE requirements AND the RSPH APE requirements. The requirements listed above are only for CHE APEs. For more details on RSPH requirements of APEs, please visit their [website](#).

Global Field Experience Financial Award

It may be possible to use a global field experience to fulfill the practicum requirement for the CHE certificate. Please see GFEFA website: <https://www.sph.emory.edu/rollins-life/community-engaged-learning/global-field-experience/index.html> for list of past practicum and email CHE coordinator with practicum idea to see if CHE applicable. Some CHE-related practicums are listed in Appendix C.

Thesis/Culminating Experience

Students are required to complete a thesis which address a substantive topic in humanitarian emergencies. With the permission of the certificate coordinator, students who complete a capstone rather than a thesis may take an additional 4 credit hours of approved electives to fulfill the thesis-requirement. **All CHE theses are approved by the CHE Program Coordinator on a case-by-case basis.**

Note: With the permission of the certificate coordinator, students who complete a capstone rather than a thesis may take an additional 4 credit hours of approved electives to fulfill the thesis-requirement.

Volunteer Participation

Students are required to participate in 15 hours of CHE-related volunteer work. Volunteer opportunities are available in a number of local organizations; please refer to the CHE website for more information. In order to fulfill this requirement, students must send a letter from their volunteer opportunity supervisor verifying their volunteer hours to the CHE coordinator along with their tracking sheet. Please see Appendix D for sample letters.

Important People and Contact Information

Important People

- Jena Black, Director of Academic Affairs and Enrollment Operations, 404-727-8739 or jena.black@emory.edu
- Nicole Gonzalez, MPH, Assistant Program Coordinator, Programs, nicole.gonzalez@emory.edu
- CHE Faculty and Staff profiles:
 - <http://che.emory.edu/who-we-are/faculty-staff/index.html>

ADAP	Department	Phone Number	Location
Zelda Ray	Executive MPH	404-727-9489	2nd floor GCR
Noni Bourne (Students with last names beginning with A-L)	Epidemiology	404-727-8729	Rm. 3003 CNR
Farah Dharamshi (Students with last names beginning with M-Z)		404-727-4551	Rm. 3002 CNR
Meghan Sullivan	Behavioral, Social, and Health Education Sciences	404-727-3898	Rm. 506 GCR
Rachel Corbett		404-727-9199	
Melissa Sherrer	Biostatistics	404-727-3968	Rm. 316 GCR
Ariadne Swichtenberg	Environmental Health Global Environmental Health Environmental Health / Epidemiology (Joint Program)	404-727-7905	Rm. 2053 CNR
Flavia Traven (Students with last names beginning with A-J)	Global Health	404-727-0263	Rm. 7024 CNR
Theresa Nash (Students with last names beginning with K-Z)		404-727-5724	Rm. 7026 CNR
Kathy Wollenzien	Health Policy and Management	404-727-5701	Rm. 608 GCR

Important Websites

- CHE website: <http://che.emory.edu/>
- CHE Overview Webinar: <https://rsph.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=431895d2-a928-435c-a0fd-aa9c00f1a05a>
- RSPH calendar of events: <https://www.sph.emory.edu/about/calendar/>

Roles and Responsibilities of the CHE Certificate Coordinator

The CHE Certificate Coordinator advises on courses, practicums, and thesis/capstone related questions, advocates for students, and connects students to resources. The CHE coordinator can also be part of your thesis committee, act as a mentor, and provide guidance on entering the humanitarian sector. Students asking non-CHE questions should contact your academic advisor.

Special CHE Events

- **CHE Certificate Overview**—A discussion and overview on CHE certificate requirements during Orientation week.
- **CHE Cohort orientation**—An orientation of new cohort of CHE students held in Mid-October.
- **France Atlanta Humanitarian Forum**- Annual humanitarian forum with topics that vary year to year. Highlights an under-recognized area of humanitarian work.
- **CHE coffee hours**—Professional development opportunity for CHE students to mix and mingle with professors and ERRB professionals where students are able to ask questions and gain professional advice. Held monthly.
- **CHE Brown Bag Lunches**— Lectures and discussions on relevant emergency methods, theories, or experiences held throughout the year. Please see RSPH calendar of events.

Graduation Procedures:

- Completion of Verification Form: Mid-semester of the semester in which a student anticipates graduation, they should compile the following documents and submit scanned or electronic copies to the CHE coordinator by email:
 - Copy of their unofficial transcript highlighting all the CHE Certificate coursework they have taken.
 - Completed tracking sheet (Appendix A)
 - Supporting documentation of volunteer hours
- One to two months prior to graduation: The CHE Coordinator will send a database of the names of the CHE Certificate students who have met all the requirements and should be awarded the certificate to the registrar's office.

Appendix A: Tracking Sheet for CHE Certificate Requirements

Academic Year 2021-2022

Name:		ID:	Department:	Anticipated Graduation Date:
Permanent E-mail Address¹:				
Preferred Phone Number:				
Core Requirements (4 credits)		Semester	Credits	Notes
GH 512	Health in Complex Humanitarian Emergencies (Sp)		2	
GH 510	Epidemiological Methods in Complex Humanitarian Emergencies (Sp)		2	
Elective CHE Courses (6 credits)		Semester	Credits	Notes
GH 531	Mental Health in Complex Humanitarian Emergencies		1	
GH 532	Risk Communications for Complex Humanitarian Emergencies		1	
GH 533	Preparedness and Planning for Complex Humanitarian Emergencies		1	
GH 537	Programming for Sexual and Reproductive Health in Complex Humanitarian Emergencies		1	
GH 538	Food and Nutrition in Complex Humanitarian Emergencies HIGHLY RECOMMENDED		1	
<i>See Sheet 2 for approved Electives outside of CHE Certificate Courses –</i> NOTE: ALL COURSES MUST BE TAKEN FOR CREDIT & CANNOT COUNT AS CHE ELECTIVE OR ADVANCED METHOD IF REQUIRED FOR YOUR DEGREE/CONCENTRATION				
Advanced Methods Requirement (minimum 1 course, 3 credit hours) BIOS 501, BSHE 539, BSHE 542, EH 530, EH747/EPI 747, GH 521, GH 522, GH 525, GH560, or INFO 501		Semester	Credits	
Applied Practice Experience – Please briefly describe		Semester	Advisor	Contact Info
Thesis- Please briefly describe				
Volunteer Participation- Please list each opportunity along with total hours below and email nicole.gonzalez@emory.edu with a letter from your supervisor confirming the information:		Semester	Supervisor	Contact Info

¹This information will be used for post-graduate communication regarding job opportunities

Appendix A: Tracking Sheet for CHE Certificate Requirements

Academic Year 2021-2022

Additional Approved Elective Courses		Semester	Credits	Notes
<i>*Reminder, course cannot count towards certificate elective requirement if required for your degree/concentration*</i>				
BSHE 565	Violence as a Public Health Problem		2	
EH 548	Research Methods for Studies of Water and Health		3	
EH 581	Public Health Consequences of Disasters		2	
EH 583/ENVS 483	Spatial Analysis in Disease Ecology		4	
EH 587	Introduction to Satellite Remote Sensing and the Environment and its Application to Public Health		3	
EPI 515	Introduction to Public Health Surveillance		3	
EPI 517	Case Studies in Infectious Disease		2	
EPI 531	Field Epidemiology		2	
EPI 536	Applied Data Analysis		2	
EPI 544	Epidemiology of Foodborne and Diarrheal Diseases		1	
EPI 558	Global Issues in Antimicrobial Resistance		2	
EPI 562	Emerging Infectious Diseases		2	
EPI 566	Immunization Programs and Policies		2	
GH 502	Survey Research Methods		2	
GH 503	Applied Survey Methodology		3	
GH 504	Effective Oral Communication		2	
GH 507	Health as Social Justice		2	
GH 509	Translation and Implementation Science		2	
GH 513	Community- Based Participatory Action Research		3	
GH 514	Communicating for Healthy Behavior and Social Change		2	
GH 515	Transforming Public Health Surveillance		3	
GH 516	Global Perspectives in Parasitic Disease		3	
GH 517	Case Studies in Infectious Disease Epidemiology		2	
GH 518	Emerging Infectious Diseases		2	
GH 519	Faith and Health: Transforming Communities		3	
GH 522	Qualitative Research Methods for Global Health		3	
GH 525	Qualitative Data Analysis		3	
GH 529	Water and Sanitation in Developing Countries		2	
GH 530	The GEMMA Seminar: The Global Elimination of Maternal Mortality from Abortion		2	
GH 534	Diabetes: A Model for Global Non-communicable disease prevention and control		2	
GH 535	Field Epidemiology		2	

¹This information will be used for post-graduate communication regarding job opportunities

Appendix A: Tracking Sheet for CHE Certificate Requirements

Academic Year 2021-2022

GH 536	Religion and Health in Context: HIV		3	
GH 541	Technology of Fertility Control		2	
GH 543	Fundamentals of Qualitative Data Analysis		2	
GH 546	Maternal and Child Nutrition		3	
GH 552	Global Elimination of Micronutrient Malnutrition(MNM)		2	
GH 556	Foundational Ethical Challenges in Global Health		3	
GH 558	Global Issues in Antimicrobial Resistance		2	
GH 559	Gender and Global Health		3	
GH 561	Applications of Public Health Economics in Low and Moderate Income Countries		3	
GH 566	Immunization Programs and Policies		2	
GH 571	Vaccines and Vaccine-Preventable Diseases		2	
GH 574	Malaria Prevention, Control, and Treatment		2	
GH 580	Environmental Health Microbiology: Control of Food and Waterborne Diseases		2	
GH 593	Religion and Health in Context: Sexual and Reproductive Health		2	
HPM 534	Grant Writing in Public Health		2	
HPM 579	Mental Health and Public Health Interface		1	
INFO 540	Informatics and Analytics for Public Health Surveillance		2	

Appendix B: CHE Course Descriptions

Complex Humanitarian Emergencies Courses

Please note this is a sample and not all courses are offered every year.

GH 510 (2): Epidemiological Methods in Complex Humanitarian Emergencies

Spring. Prerequisites: EPI 530, BIOS 500, and GH 512. This course covers epidemiologic methods used in complex humanitarian emergencies such as rapid assessment, surveillance, survey design (with a focus on cluster surveys) and analysis. In addition, the class includes other topics such as outbreaks in emergencies as well as practical sessions on anthropometry and field laboratory methods. Teaching methods combine lectures and case studies of recent humanitarian emergencies. Five-day intensive held over Spring Break.

GH 512 (2): Health in Complex Humanitarian Emergencies

Spring. Prerequisites: BIOS 500 and EPI 530. The course covers the technical and management principles that are the basis of planning, implementing, and evaluating health programs for acutely displaced populations in developing countries. It emphasizes refugees in camp situations. It includes modules on assessment, nutrition, epidemiology of major health problems, surveillance, and program management in the context of an international relief operation. Five-day intensive held over January break.

GH 531 (1): Mental Health in Complex Humanitarian Emergencies

Spring. Prerequisite: GH 510 and GH 512. This course covers essential principles necessary to understand and address mental health issues in complex humanitarian emergencies. Using epidemiological and ethnographic approaches, the course highlights: mental health surveys, outcome evaluation methods, best practices and evidence-based interventions for beneficiary populations, and preparation and training for emergency responders and aid workers. Monday and Tuesday of Spring Break.

GH 532 (1): Risk Communications for Complex Humanitarian Emergencies

Fall. The objective of the course is to encourage and facilitate improved risk communication for public health emergencies among public health authorities and partner organizations through the building of risk communication core capacities as part of the surveillance and response requirements of the International Health Regulations (IHR). Weekend during Fall semester.

GH 538 (1): Food and Nutrition in Complex Humanitarian Emergencies

Fall. Prerequisites: BIOS 500, EPI 530, and GH 512. Malnutrition during humanitarian emergencies, including acute malnutrition and micronutrient deficiencies, is very common. This course will discuss how organizations decide when, what type, and how much food to distribute during crisis. It also will address other programs that are used to prevent malnutrition, how organizations concerned with nutrition evaluate nutritional status in individuals and populations and the various types of feeding programs that are implemented in emergency situations. The course will include practical field exercises on nutrition as well as visits by guest practitioners from the field. Half semester course beginning in August.

Appendix C: Sample Applied Practice Experiences (APEs)

GFE (Global Field Experiences) are often used to fulfill the APE requirement. Past GFE's that are CHE-related include:

- **Brazil:** For six weeks during the summer of 2016, a CHE fellow worked closely with a professor at the University of São Paulo's School of Public Health to assess women's perceptions of Zika virus and how these perceptions affect their family planning, with particular emphasis on their plans to become pregnant and/or use contraceptives. She developed a qualitative interview guide and conducted 34 interviews with women ages 18-40 in Portuguese from high and low economic strata in São Paulo
- **DRC:** 2016 summer internship with IMA World Health in the Democratic Republic of Congo, a CHE fellow and his supervisor designed a training program for water quality testing, did the first round of trainings, distributed the water quality testing kits, and made suggestions as to how the program and training can improve for the next rounds. To reach these goals, they needed to adapt and create the training curriculum and course materials, train the trainer, and coordinate with IMA headquarters and those they would be training. In the end, they were able to hold three workshops, training a total of 72 people from 13 Zones de Santé and 3 Divisions Provinciales de la Santé. Topics covered included the Portable Microbiology Laboratory (PML) test method, sanitary inspections, microbiological parameters of water, and the Life straw filter.

More examples can be found at the GFE website:

<http://web1.sph.emory.edu/GlobalFieldExp/GFE-Web/index.php>

Appendix D: Sample Volunteer Hour Letters



Humanitarian Emergencies Research Team
Rollins School of Public Health
Emory University

February 14, 2017

To whom it may concern,

The Humanitarian Emergencies Research Team at Emory University is honored to provide this letter of verification for Moira Wood on completing 305 hours, volunteering their time in an effort to contribute to and improve the field of Humanitarian Research.

Moira Wood was an active member of our team from September 2015 to present and participated with the EOC Ebola Survivors Literature Review, Emergency Fact Sheets Project, ICT Literature Review, and served on the 2016 Executive Board.

Sincerely,

HERT 2017 Executive Board

Humanitarian Emergencies Research Team
Rollins School of Public Health
Emory University

Sponsored by:
The Center for Humanitarian Emergencies at Emory
CDC Emergency Response and Recovery Branch



March 9, 2017

To whom it may concern:

Kathleen Curtis has served with Lutheran Services of Georgia's Refugee and Immigration Services by volunteering as a First Friend Cultural Mentor for two different refugee families from November 2015 through May, 2016, and then again from January 2017 to the present. First Friend Cultural Mentors are matched with a newly arrived refugee family to walk alongside them during their first year in the United States and provide community orientation, practice in English conversation, tutoring for school-aged children in the family and friendship. We are grateful for Kathleen's volunteer service that plays an important role in the welcome and long-term integration of refugees in our community.

Sincerely,

Melanie Johnson

Program Manager for Volunteer, Congregation and Community Engagement
Refugee and Immigration Services

Lutheran Services of Georgia
100 Edgewood Avenue, Suite 1800, Atlanta, Georgia 30303-3066
www.lsga.org