International Humanitarian Response
Harvard School of Public Health: GHP 515 (Part I, Spring Term, 2.5 credits)
Harvard Graduate School of Design: SES-05432 (3 credits)
Tufts Friedman School: NUTR 324 (formerly Humanitarian Studies in the Field, 1.0 credit)
Tufts Fletcher School: DHP 213 (formerly Humanitarian Studies in the Field, 1.0 credit)

Lectures (Part I, HSPH GHP 515)
Wednesdays, 6:00-7:50pm, January 28 – May 6, 2015
Location: Harvard Yard, Boylston Hall 110 (Fong Auditorium)

Simulation (Part II, HSPH GHP 518)
8:30am, Friday, April 24 – 2:30pm, Sunday, April 26, 2015 (full days and nights on-site)
Location: Harold Parker State Forest, 305 Middleton Road, North Andover, MA 01845

Participation in both the lecture and simulation parts of the course is required. Harvard School of Public Health students and all cross-registrants must enroll in both GHP 515 and GHP 518. Students from Tufts and the Harvard Graduate School of Design need only register for one course (NUTR 324, DHP 213, or SES-05432) that includes both the lecture and simulation parts.

Instructors
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Office Hours
Wednesdays 4:30-5:30pm at the Harvard Humanitarian Initiative, 14 Story Street, 2nd Floor, Cambridge, MA 02138, in Harvard Square; or at other times by appointment. Contact Aimee Fairclough to schedule a meeting time outside normal office hours.

Dan Maxwell, PhD
Professor and Research Director, Feinstein International Center, Tufts University
Course Description and Objectives

This course will offer a practical and in-depth analysis of the complex issues and skills needed to engage in humanitarian work in field settings. Through presentations offered by the faculty of the Humanitarian Studies Initiative and guest speakers who are experts in their topic areas, students will gain familiarity with the primary frameworks in the humanitarian field (human rights, livelihoods, Sphere standards, international humanitarian law) and will focus on practical issues that arise in the field, such as rapid assessments, application of minimum standards for humanitarian response, and operational approaches to relations with the military in humanitarian settings. Each student will be part of a team representing an international humanitarian non-governmental organization. These topics will provide the foundational knowledge and skills needed to perform successfully during a three-day intensive field simulation of a humanitarian crisis that will take place in April. Students are expected to complete all required class assignments and weekly readings, as well as a group service delivery plan analyzing a fictionalized humanitarian crisis to present in a PowerPoint format on the final day of class. In addition, the students will be expected to complete a multiple-choice exam on topics covered in the course.

At the completion of both courses, the students will be able to fulfill the following learning objectives:

- To design a rapid assessment in the field including applying appropriate epidemiological methods to assess population needs in crisis situations;
- To design, conduct, and analyze field interviews with key stakeholders in a humanitarian crisis – a cross-section of the local affected population, local militia, international heads of agencies, local and regional governmental officials, members of the local and international press, and representatives of the United Nations agencies;
- To synthesize the complex social, political, economic, geographic, and public health parameters that define the dynamic of a given humanitarian crisis; and
- To analyze the historical framework that informs current approaches to humanitarian response and to assess the relative utility of these frameworks in a field situation.
Course Requirements and Administration

A. Class Attendance and Participation
Students are expected to attend all class sessions. Class participation is encouraged. Participation in the simulation (HSPH GHP 518) is required for a passing grade.

B. Reading Assignments
Reading assignments are from the Sphere Handbook or are listed on the course website. Students are expected complete the required readings (marked with an “*” on the course website) prior to each class session. Recommended readings (marked “+”) and resource materials (unmarked) are listed for your reference. Required readings may change; the course website will have the most up-to-date list of readings.

The Sphere Handbook, *Humanitarian Charter and Minimum Standards in Humanitarian Response*, is the required text for both GHP 515 and GHP 518. The text is available online as a micro-website at spherehandbook.org and is downloadable at www.sphereproject.org/handbook/. The book is also available at the Harvard Coop in Harvard Square. Students are strongly encouraged to purchase the physical book as it will be needed during the simulation weekend during which students will not have access to electrical plugs to power electronic devices.

Reading assignments are available on the course website: http://humanitarianacademy.harvard.edu/ghp515-resource-directory. The password will be distributed at the first class session. Students are advised to bookmark this website for easy access. Wireless internet access is available in the classroom. Students are encouraged to bring laptops or tablets to lectures to access electronic resources during class.

C. Group Homework Assignments
Students will be assigned to a non-governmental organization (NGO) team group after the first class session. NGO teams will work as a group to submit weekly homework assignments. (The first assignment is an individual, not a group, assignment.) Most homework assignments are based on a fictionalized humanitarian crisis that will be used throughout the course.

Homework assignments will be available at the end of each class session and are due at the beginning of the next class session (Wednesday at 6:00pm). Assignments submitted after 6:00pm but before midnight on the due date will be marked down one grade (an A will become an A-). Thereafter, late assignments will be marked down one grade per calendar day.

D. Final Service Delivery Plan
NGO teams will complete a group project, the final service delivery plan, in coordination with the other NGO teams in the course. Each NGO team will produce a five-page paper and a short slide presentation according to specified guidelines. NGO teams will analyze a fictionalized humanitarian crisis (the same one used for homework assignments) and plan a detailed, fully budgeted aid response for the affected population. The final service delivery plans for each NGO
team will be presented on the last day of class. Slide presentations and papers are due at 11:59pm on Tuesday, May 5.

E. Final Exam
There will be a 30-minute, closed-book, multiple-choice final exam during the penultimate class session. Students will take the proctored exam in the classroom. The exam is an individual effort; collaboration during the test is not allowed. Questions will derive from the Sphere Handbook, lectures, and homework assignments.

F. Field Simulation
Participation in the weekend-long field simulation in April (GHP 518) is required. Students will be assigned to a new NGO team (different from the in-class NGO team) for the simulated humanitarian response deployment. Please note that there is a one-time course fee of $300 to cover camping gear hire, food, and other equipment costs.

H. Grading Criteria
Grades are assigned on an ordinal (letter grade) or pass/fail basis. Grades are based on the following percentages:

- 20% on class attendance (see details below)
- 25% on the weekly homework assignments
- 15% on a multiple-choice final test
- 20% on the final service delivery plan
- 20% on teamwork (see details below).

Student success in the course will be measured by the criteria above as well as by participation in the weekend simulation exercise. Participation in the weekend simulation exercise (GHP 518) is required for a passing grade in GHP 515.

Attendance. 20 points available. Students are expected to attend all Wednesday evening two-hour class sessions. Class attendance will be taken on a sign-in sheet. Each missed session will reduce the attendance score by 2 points. Absences due to conflicting educational requirements will result in a 1-point deduction only if Dr. Kayden excuses the absence in writing before the session.

Teamwork. You will be assigned to an NGO team of approximately 6 people. NGO teams will work together to submit most homework assignments and the final service delivery plan (both a written paper and an oral presentation). At the end of the semester, you anonymously will assign ‘teamwork points’ to the other members of your NGO team (but not to yourself) based on each team member’s contributions throughout the semester.

I. Course Evaluations
The university requires completion of the course evaluation. Your grade will not be available until the evaluation is submitted.
Class Schedule and Assignments

Please note that the class schedule and reading assignments are subject to change if guest speakers change their scheduled appearance dates.

Fundamentals of Humanitarian Practice
Jan 28  Course Introduction (Stephanie Kayden)
        Humanitarian History and the Humanitarian Community (Stephanie Kayden)
Feb 4  (HW1) Sphere Standards [Livelihoods, Accountability] (Stephanie Kayden) – Dan not available
        International Humanitarian Law and Refugee Protection (Stephanie Kayden) *BBR Due*

Key Sectors of Humanitarian Response
Feb 11 (HW2) Rapid Assessment (Shawn D’Andrea)
              Shelter and Site Planning (Stephanie Kayden)
Feb 18 (HW3) Water, Sanitation, and Hygiene (Miriam Aschkenasy)
Feb 25 (HW4) Food Aid, Food Security (Dan Maxwell) 90min – (Feb 18, Mar 4 also work)
              Malnutrition (Stephanie Kayden) 30min
Mar 4 (HW5) Diseases of the Displaced (Stephanie Kayden)
            Refugee Health Programs (Parveen Parmar)

Field Skills and Special Topics
Mar 11 (HW6) Logistics and Coordination (Jarrod Goentzel)
Mar 18  Spring Break – NO CLASS
Mar 25 (HW7) Media Skills (Al Powell)
            Ethics (Hilarie Cranmer) *Ethics Certificate Due*
Apr 1  (HW8) Budgeting (Enzo Bollettino)
            Program Monitoring and Evaluation (Dan Maxwell) – Stephanie maybe in Bahrain
Apr 8  (HW9) Civilian-Military Relations (Michael Lappi) *UN Basic Security in the Field certificate due*
            Personal and NGO Security (Steven Taylor)
Apr 15  Mental Health and Stress in the Humanitarian Workplace (Moira Hennessy)
            Missioncraft [interview skills, child soldiers] (Stephanie Kayden)
Apr 16 (Thu) Simulation Briefing
Apr 18 (Sat) Field Skills Training: First Aid, Radio Communication, Landmine Awareness (optional)
Apr 22  Humanitarian Technology (Jennifer Chan)
        KoBo Assessment Tool Training (Phuong Pham)
Apr 24-26 Weekend Field Simulation

Final Projects and Examination
Apr 29  Urban Humanitarian Crises (Stephanie Kayden)
        Final Exam
May 6  Final Service Delivery Plan Presentations (Final Papers Due)

HW indicates the homework due date (Wednesdays at 6:00pm).
**Homework Assignments**

**Homework 1:** Getting to Know Sphere (individual assignment)

**Homework 2:** NGO History and Mission

**Homework 3:** Rapid Assessment, Site Planning, and Shelter

**Homework 4:** Food Security

**Homework 5:** Water and Sanitation

**Homework 6a:** Diseases of the Displaced & Refugee Health Programs

**Homework 6b:** Complete the UN Basic Security in the Field II online course (individual assignment) at training.dss.un.org/courses/v21/pages/dss_login_register.php. Allow 2.5 hours for this activity. Email the certificate (or a screenshot of the certificate) to the teaching assistant. This assignment may be completed earlier in the course.

**Homework 7:** NGO Security

**Homework 8:** Protection

**Homework 9:** Media & Accountability