

INTERNATIONAL FIELD TRIP GUIDELINE



THE FACULTY
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UNIVERSITY OF MUHAMMADIYAH JAKARTA

BACHELOR PROGRAM OF PUBLIC HEALTH
FACULTY OF MEDICINE AND HEALTH
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Foreword

We thank Allah SWT because of His mercy and grace, this guideline can be done. Shalawat and salam for His prophet, Muhammad SAW.

International Field Trip Guideline was designed to be a reference for students, academic advisors, field advisors and other related persons so that the International Field Trip program can run as it is directed to achieve the objectives that have been determined. This book was compiled as a guideline for the implementation of the International Field Trip of the student of the Bachelor Program of Public Health the Faculty of Medicine and Health, University of Muhammadiyah Jakarta. This guideline can be revised according to inputs from various parties.

We would like to thank the Dean of Faculty of Medicine and Health University of Muhammadiyah Jakarta for trusting us to arrange the International Field Trip program. We also would like to thank Director of College of Public Health Sciences Chulalongkorn University for our students.

We realised that this guideline still needs continuous improvement in line with the development of science and dynamics in the community. Therefore, critiques and suggestions from various parties are expected to improve the quality of this book.

South of Jakarta, January 2018

Authors

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Group Profile

Name of group :

Name of advisor :

Field trip site :

Name of group members:

No	Name	Student ID Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

INTERNATIONAL FIELD TRIP GUIDELINE

I. BACKGROUND

International field trip is a learning program for students aiming to provide experience in identifying problems and creating health programs that are appropriate to the local conditions. Field trip is a very important activity because it provides insight into the real field of work, as well as provides opportunities for interaction and networking with the wider and diverse community.

Field study on Thailand health system operation, problem identification and analysis, observation of the planning, implementation and management of intervention to improve health problematic situation in the studied areas.

This guideline is designed to help students, academic advisors, field advisors and other related persons understand how the international field trip will run to meet curriculum goals. Included in this guideline are the objectives, field trip procedures and form that need to be fulfilled during the field trip.

II. OBJECTIVES

This program has some objectives:

- Students are able to know the socio-cultural characteristics in the working area, organizational structure and working procedures of health institutions
- Students are able to identify major health problems in the study site
- Students are able to identify risk factors of major health problems through epidemiological research methods
- Students are able to plan, conduct and assess the success of public health interventions in the form of communication, advocacy and mobilization of the community with appropriate methods in the study site
- Students should be able to gain understanding on Thailand health care system, work as a team on planning for community assessment, conduct a rapid community assessment, and writing a community report.

III. AIMS

In general the benefits of this program are as follows:

- a. Provide experience to students in digging and understanding public health problems and develop alternative solutions with involving the community actively.
- b. Actively participate in community health development efforts at target area.
- c. Establish cooperation between Faculty of Medicine and Health UMJ, College of Public Health Science CU, Faculty of Public Health MU and Indonesian Embassy for Thai Kingdom.

IV. PARTICIPANTS

The participants of this program are students of Bachelor Program of Public Health at the 6th semester (3rd grade). Students are divided into two groups. Each groups consists of 7 or 8 students. Every students need to sign the integrity agreement and parental consent forms. They should also attend each sessions of preparation class.

V. STUDY SITES

Study sites generally would be in Bangkok Metropolitan Area, Thailand:

1. Indonesian School in Bangkok
2. Chulalongkorn University
3. Mahidol University

Another study site which has designated by Chulalongkorn University is in Saraburi province.

VI. PREPARATION CLASS

The preparation class is delivered fully in English with the following topics:

1. Introduction
2. Collecting and Data Management
3. Program Planning and Evaluation
4. Recommendations
5. Academic Writing
6. Al-Islam and Muhammadiyahism

VII. ADVISOR

Each group has two advisors, academic advisor and field advisor.

1. Academic advisor

The academic advisor is a faculty member/lecturer in Faculty of Medicine and Health UMJ. The academic advisor has the following tasks:

- 1) Giving academic guidance to the group;
- 2) Conducting supervision to the target area at least 2 (two) times;
- 3) Doing coordination with the field advisor; and
- 4) Providing group assessment to participants.

2. Field advisor

The field advisor is a faculty member/lecturer from target country appointed by the institution that Faculty of Medicine and Health UMJ cooperated with. The field advisor has the following tasks:

- 1) Providing technical guidance for participants
- 2) Assisting in preparing areas; and
- 3) Providing group assessment to participants.

VIII. ACTIVITIES

Participants will be encouraged to work together with foreign students by dividing into 3 groups (approximately 10-15 persons each group). Each group should tap into different segments of the community in order for the group as a whole to get a broader perspective of the community.

- Observation of the community
- A demographic and housing profile using census data for community
- Community mapping
- Identification of key informants, informal interview of the key informant which focus on certain aspects of the community... that is, its history, politics, economy, health problems, and public/health services
- Rapid assessment of the community health problems and quality of life of the villagers.

IX. RULES

During the activities, participants must obey the following rules:

1. Actively participate each part of field trip activities, unless get illness which has notification from a medical doctor;
2. Use alma mater jacket in every activity;
3. Perform tasks in accordance with a predetermined schedule;
4. Keep the good name of the alma mater;
5. Not allowed to participate in political activities;
6. Not allowed to participate in activities that are offensive to sex, religion and race;
7. Not allowed to conduct activities that are criminal.
8. Any violation shall be liable to sanctions in accordance with the level of the violation as well as affecting the final grade of the field trip.
 - a. Light violation: Verbal reprimand from advisor. Violations include absent 3 times in field trip activities without any information.
 - b. Moderate violation: Hard and written reprimands from the advisor. Violations include not attending 4 times in field trip activities.
 - c. Serious violation: Withdrawals from field trip locations accompanied by administrative or academic sanctions

in accordance with the violation in the form of absent exceeding 5 times with the applicable academic regulations in Faculty of Medicine and Health UMJ.

X. FINAL REPORT PRESENTATION

The final report should be written in English with the maximum 20 pages with pictures, contains:

1. What is the community?
2. How to get the community? (how to approach the community for field study, what are the barriers? How to solve? Etc.)
3. What is the major health problem(s) in the community? Why?
4. How about the Quality of Life of people in the community? Why?
5. What are the health information systems of this community?
6. What are the determinants of health in this community? Why?
7. Conclusion
8. Recommendations

9. Lesson learned

10. Reference

The preliminary results of each group will present (15 minutes using flip chart, ppt.) to the stakeholders in the community in the last day of the field study.

The final report will be presented in March, either in Indonesian School in Bangkok or in the Faculty of Medicine and Health, University of Muhammadiyah Jakarta.

XI. EVALUATION

The evaluation consists of some aspects:

- Active engagement in any process of the field study
- Maintaining communication with supervisor
- Weekly and final report
- Final report presentation

Grading Form Academic Advisor

Group name :

Academic advisor name :

Field trip site :

No	Aspects	Score (0-100)
Group score (85 %)		
1.	Proses in Making a Proposal <ul style="list-style-type: none"> ▪ Participation in preparation class ▪ Actively doing consultation ▪ Submitting proposal ontime 	
2.	Report Writing <ul style="list-style-type: none"> ▪ General situation analysis ▪ Epidemiology determination ▪ Program intervention ▪ Program evaluation 	
3.	Report Presentation <ul style="list-style-type: none"> ▪ Mastering the issues (presentation and discussion) ▪ Use of media (media type and quality) 	
Individual score (15 %)		
Nama mahasiswa :		
NPM :		
1.	Attitude score in the group	
2.	Log book	
TOTAL		

- A : 80 – 100
- B : 68 – 79.99
- C : 56 – 67.99
- D : 45 – 55.99
- E : 0 – 44.99

Academic Advisor's Signature

(.....)

Grading Form Field Advisor

Group name :

Field advisor name :

Field trip site :

No	Aspects	Score (0- 100)
1.	Field trip activities <ul style="list-style-type: none"> ▪ Discipline ▪ Actively doing consultation ▪ Professional skills ▪ Partner in group relationship 	
2.	Report Writing <ul style="list-style-type: none"> ▪ Program intervention ▪ Program evaluation 	
3.	Report Presentation <ul style="list-style-type: none"> ▪ Mastering the issues (presentation and discussion) ▪ Use of media (media type and quality) 	
TOTAL		

- A : 80 – 100
- B : 68 – 79.99
- C : 56 – 67.99
- D : 45 – 55.99
- E : 0 – 44.99

Field Advisor's
Signature

(.....)

INDIVIDUAL ORAL EXAMINATION FORM

Group name :

No.	Name	SCORE						
		A	B	C	D	E	F	Total
1								
2								
3								
4								
5								
6								
7								
8								

SCORE RANGE : 1-5

A : Analysis skill

B : Depth of answers

C : The accuracy of the answers

D : Ability to answers

E : Communion attitude and ethics

F : Use of references

BEHAVIORAL GRADING ASPECTS

No	ASPECTS
1.	Communication
	<ul style="list-style-type: none"> ▪ Give specific explanations and easy to understand ▪ Using tools (analogies, body movements and concept maps) to help understand the message ▪ Use a constructive way to explain
2.	Discussion Atmosphere
	<ul style="list-style-type: none"> ▪ Not dominate the discussion ▪ Actively contribution
3.	Openness
	<ul style="list-style-type: none"> ▪ Ask for feedback and respect the opinions of others ▪ Using the knowledge and experience of other members in the group as a source of knowledge
4.	Other Behaviors
	<ul style="list-style-type: none"> ▪ Work together to develop a group work plan and conduct an evaluation ▪ Willing to accept specific tasks or roles in groups and responsibilities when something happens to the group ▪ Complete the tasks assigned by the group ▪ Implementing field trip activities in accordance with the schedule specified by the group

BEHAVIORAL GRADING FORM

No	Name	Aspek*				Total Score	Average Score
		Communication	Discussion Atmosphere	Openness	Other behaviors		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Grade scale:

- A : 80 – 100
- B : 68 – 79,99
- C : 56 – 67,99
- D : 45 – 55,99
- E : 0 – 44,99

* Please give the score honestly and objectively

INDIVIDUAL LOGBOOK

Name :

Student ID Number :

No	Date	Activities	Sign
1.			
2.			
3.			
4.			
5.			

No	Date	Activities	Sign
6.			
7.			
8.			
9.			
10.			
11.			
12.			

No	Date	Activities	Sign
13.			
14.			
15.			
16.			
17.			
18.			
19.			

No	Date	Activities	Sign
20.			
21.			
22.			
23.			
24.			

Academic Advisor's Signature	Field Advisor's Signature
()	()