

Third semester manual
Joint Master's Programme in
International Humanitarian Action

Fordham University,
New York

Regional specialisation
Semester 3

version November 2020



The Institute of International
Humanitarian Affairs
www.fordham.edu/iha



FORDHAM UNIVERSITY
THE JESUIT UNIVERSITY OF NEW YORK

Table of content

1. Third semester regional training learning outcomes	3
2. Overview of semester offered to NOHA student	4
3. Introduction to the university	6
4. Contact Information	7
5. Application	
6. Detailed core courses descriptions	8
6.1. Fundamentals of Humanitarian Action	8
6.2. Contemporary Issues in Humanitarian Action	9
6.3. Information Management	10
6.4. Humanitarian Resource Management and Administration	11
6.5. Monitoring and Evaluation in Humanitarian Response	12
7. Detailed elective courses description	13
8. Academic Facilities	14
9. Practical information	14
9.1. Accommodation	14
9.2. Living costs	14
9.3. IIHA	14
9.4. Visas	14
9.5. Useful Links	15
9.6. Academic Calendar	15
9.7. Fees	15

1. Third semester regional training learning outcomes

In conformity with the learning outcomes set out by the NOHA network, by the end of the regional training, the student:

- Has a critical understanding of the humanitarian principles and standards and the problematic nature of the dilemmas involved.
- Has demonstrated the ability to formulate adequate and ethically sound recommendations for humanitarian action grounded in the humanitarian principles and values, translating these in innovative, practical terms to policies, strategies and programme management.
- Takes responsibility for specifying clear ethical standards informed by the humanitarian principles, values and professional codes of conduct.
- Applies innovatively and strategically correct the humanitarian principles and standards to dilemmas in complex and insecure contexts.
- Has highly specialised knowledge and a critical understanding of humanitarian concepts and theories.
- Has innovative expertise on a particular current theme in humanitarian action with an interdisciplinary understanding in terms of its political, legal, anthropological, public health and management aspects."
- Has specialised skills to conceptualise, interpret and critically analyse complex humanitarian crises and interventions on the basis of a variety of sources, generating new interdisciplinary expertise to help solve complex humanitarian problems.
- Has demonstrated the ability to position one's own research findings in the broader context of
- humanitarian action.
- Has developed an open attitude towards acquiring new knowledge and understanding about professional and academic developments in humanitarian action."
- Has specialised problem-solving skills to promote the best and safest response in humanitarian emergency contexts in terms of personal and social implications and foreseeable harm by humanitarian interventions.
- Acts firmly and appropriately in insecure situations according to the security rules, taking into account advice from security sources and other stakeholders.
- Has demonstrated a range of coaching and management skills to carefully assess the relevant factors for decision making in terms of operative context, possible effects and risks and the best way for successful implementation of strategic decisions.
- Has demonstrated the ability to act on decisions made.
- Has adopted a reflective practice analysing personal learning goals and ways to achieve them.
- Stimulates the involvement and development of team members and partners to achieve a successful humanitarian project.
- Has highly specialised knowledge of the diversity of actors and stakeholders, their interaction and competition, and a thorough understanding of the importance of coordination between different levels in the humanitarian system.
- Has demonstrated the ability to listen to beneficiaries and stakeholders and taking into account their considerations, communicate humanitarian expertise and research findings in a structured, intelligible way to specialists and non-specialists in a multi-cultural humanitarian setting.
- Has the ability to cultivate relations of sensitive respect in terms of cultural and gender diversity and to cooperate in a quest for mutual benefit or compromise."

- Involves partners and team members in different levels of decision-making and acts responsible and accountable concerning own decisions.
- Actively contributes to team building, a balanced distribution of work, and fostering a good atmosphere and cohesion in group projects in an effort to achieve the common goal.
- Has highly specialised knowledge and critical understanding of the impact of various humanitarian action interventions on the needs and rights of crisis-affected people and their interaction with interests of relevant actors in a certain professional regional context.
- Specialised problem-solving skills combining interdisciplinary knowledge and understanding of the range of needs and capabilities of crisis-affected people in a certain regional context toward relevant, evidence-based solutions for effective response.
- Learns from past experiences, identifies opportunities to overcome humanitarian dilemmas and proposes new work methods for increased efficiency, effectiveness and stakeholder accountability in complex and unpredictable humanitarian environments.

2. Overview of semester offered to NOHA student

Semester Three/2021-2022

August-December 2021

During their stay at Fordham University, NOHA students will be able to take up to four courses offered by the Institute of International Affairs and other departments under the Graduate School of Arts and Sciences. **The courses offered vary semester by semester, and we cannot guarantee that any particular course will be offered during students' Third Semester.** List of courses beyond the Core MSHS will be illustrative and will depend on the number of students who register and semester offered. Please check our [website](#) for examples of interdisciplinary courses offered under our ***Human Rights, Communities and Capacity Building, and Livelihoods and Institutions*** tracks. We encourage you to reach out to Executive Director, Brendan Cahill (brcahill@fordham.edu), to inquire about course selections for the Fall 2021.

Students attending Fordham can choose one of the following options*:

- Students can take 3 courses worth 3 US credits (approximately 6 ECTS) each and 1 independent study program (which could be either research or an internship) worth 1 US credit each (approximately 2 ECTS), amounting to a total of 10 US credits and approximately equivalent to 20 ECTS. An independent study includes research and a final paper that the student will complete under the supervision of a Fordham University faculty member on a topic selected by the student and approved by the faculty member. Research and internships can be based in New York or be virtual. The IIHA may help students, when possible, to find an internship in New York, but the students themselves are ultimately responsible for securing the internship.

*Not all options may be applicable to all students depending on national requirements at their NOHA home university. Please check with the director of your NOHA home university, which option(s) are available for you.

Please note that due to the rigorous academic programming at Fordham University, expect mandatory attendance and completion of periodic assignments such as readings and presentations in addition to a midterm and final examination.

Regarding internship opportunities, IIHA can assist you in identifying relevant organizations that offer internships in New York, and can also provide advice on how to navigate the various application processes. However, IIHA cannot guarantee that a NOHA student will secure an internship during your semester at Fordham.

IIHA Curriculum Course List -

No.	Name
-----	------

Core Courses

1. Fundamentals of Humanitarian Action
2. Information Management
3. Contemporary Issues in Humanitarian Action
4. Humanitarian Resource Management and Administration
5. Monitoring and Evaluation in Humanitarian Response

Elective Courses

1. Protection for Vulnerable Populations
2. Access to Education During Crisis and Conflict
3. Gender Integration in Humanitarian Action
4. Urban Disasters and Displacement
5. Disaster Risk Reduction
6. International Response to Migration
7. Accountability in Humanitarian Operations

Elective Distance Learning Courses

1. Humanitarian Advocacy
2. Leadership & Management in Humanitarian Assistance
3. Mental Health in Complex Emergencies
4. Urban Humanitarian Operations
5. Cash, Commodities, and Services in a Humanitarian Response
6. Disaster Management
7. Integrity, Accountability and Transparency in Humanitarian Operations
8. Security Management: Delivering Aid in Potentially Dangerous Situations

Fall Semester Course Offerings

During the Fall semester, Fordham University's Institute of International Humanitarian Affairs (IIHA) usually offers three of five core requirements, as follows:

- HUAF 5013 - Fundamentals of Humanitarian Action (Professor Nora Murad)
- HUAF 5014 - Humanitarian Resource Management and Administration (Professor Pierrette Quintilliani)
- HUAF 5015 - Information Management (Professor Joshua Weber)

The Institute's potential electives for Fall 2021:

- Gender Integration in Humanitarian Action
- Children and Armed Conflict
- Military Actors in Humanitarian Response
- Education in Emergencies

Please note that other departments also offer available electives which you can review [here](#). (Classes on this link are classes offered by The Graduate School of Arts and Science (GSAS), and humanitarian studies students are only allowed to take classes within GSAS; hence, humanitarian studies students are not allowed to take classes offered by other schools, such as the School of Law.) Classes that start with "HUST" are classes offered by IIHA. We will provide a list of HUST electives before the start of the Fall 2020 semester. For course descriptions, please visit each department's online bulletin [here](#).

3. Introduction to the University

Fordham University

Established in 1841, Fordham University, the Jesuit University of New York, is one of the leading private research institutions in the United States. With three campuses located in New York City, Fordham offers unparalleled opportunities for immersive learning experiences, internship opportunities, and cultural immersion in the heart of New York. Renowned for being a global university, Fordham has campuses in London, Grenada, and Pretoria. Fordham University is ranked in the top 100 universities in the United States by the prestigious U.S. News National University Rankings 2019 edition and is a top Fulbright producer in the United States, with 168 Fordham students being awarded Fulbright scholarships since 2003.

Institute of International Humanitarian Affairs

Founded in 2001 the Institute of International Humanitarian Affairs (IIHA) is a university-wide center that reports directly to the President of Fordham University. By incorporating the academic rigor and intellectual standard of Fordham University with the experience and expertise of aid and development agencies in the field, we endeavor to advance the methods and framework by which humanitarian workers operate. As such, we serve as a unique bridge between academia and humanitarian efforts worldwide.

Our mission is to train and educate current and future aid workers at local, regional, national, and international levels. We accomplish this by hosting humanitarian training courses in various rotating locations around the world, which equip individuals with the tools needed to respond thoughtfully and effectively in times of crisis, conflict, and disaster. We also publish on a wide range of humanitarian topics and regularly host events that further create an increased understanding of global humanitarian crisis through critical analysis and shared experiential knowledge.

Please visit our [website](#) for more information about IIHA.

Master of Science in Humanitarian Studies

Fordham University's Master's program in Humanitarian Studies focuses on humanitarian assistance across a range of relevant disciplines. Building on the theoretical examination of key humanitarian issues cultivated in the undergraduate program, the MS program develops practical field skills and offers unique experiential learning opportunities in New York and overseas. The MS draws approximately half of the courses from existing programs taught by full-time faculty or IIHA full-time instructional staff, and half of the coursework being newly-created and taught by field experts and practitioners or policymakers. This careful design ensures that students receive significant exposure to the field's foundational theories and key concepts, alongside learning that is of a more applied nature and in some cases, experientially-based.

The Master of Science in Humanitarian Studies is designed for recent college graduates seeking early career opportunities with humanitarian organizations. Courses concentrate on introducing students to the technical skill sets and thematic knowledge necessary for contributing meaningfully to humanitarian operations. The multidisciplinary training and professional experience gained through the program will make graduates competitive candidates for a wide range of positions within humanitarian organizations. They will also be in a prime position for eventual promotion to mid level management positions, as these posts increasingly require advanced degrees in addition to work experience.

Therefore, the program seeks to fulfill the following **objectives**:

- 1) To prepare graduates to address humanitarian challenges, using appropriate methodologies, and apply their knowledge to inform the delivery and effectiveness of humanitarian assistance.
- 2) To fulfill a growing demand for early career humanitarian professionals who possess an in-depth knowledge of a specific region and/or thematic area as well as a mastery of specific competencies and skills, including evaluation frameworks, project accounting and budget analysis, human resource management, and information management and development strategies
- 3) To provide graduates a deep comprehension of the skill sets necessary for early career positions in humanitarian organizations and how those skills reflect the principles of humanitarian action and translate to higher managerial roles.

Please visit our [website](#) for more information regarding the MSHS.

4. Contact information

Executive Director: Name: Brendan Cahill
Email: brcahill@fordham.edu
Phone: +1 718 817 5694

Office Location: Canisius Hall
Fordham University
2546 Belmont Avenue
Bronx, NY 10458 USA

5. Application

Once students receive confirmation by NOHA administration, applicants must complete the [MSHS online application](#) as non-matriculated students and submit transcripts from all university studies, following the instructions in the online application. All transcripts should be original documents submitted directly from your school to the Office of International and Study Abroad Programs. Instructions to apply will be provided directly to accepted students.

Applicants must submit proof of their English language proficiency and must meet the following qualifications:

TOEFL iBT: 90+
TOEFL PBT: 575+
IELTS: 7.0+
PTE-A (Pearson Test of English-Academic): 62+
CAE (Cambridge English Advanced): 67+

Applicants will be interviewed by the Humanitarian Studies Program Director and the Helen Hamlyn Senior Fellow of the Institute of International Humanitarian Affairs.

Students who have been nominated by their home institution to study at Fordham for the Fall semester or academic year (August - May), must apply by March 1st. Students who have been nominated by their home institution to study at Fordham for the Spring semester, must apply by October 1st.

6. Detailed Core Course descriptions

***Please refer to Section 2 for available Fall 2021 Core Course**

6.1 Fundamentals of Humanitarian Action

Module Coordinator Professor Nora Murad

Period: Fall Semester

Venue & hours: TBD

Type:

1.1.1. General course description

This course will introduce students to the principles of humanitarian action through three modules on (1) Defining Humanitarian Assistance, (2) Management, and (3) Strategic Planning. The aim of the course is to provide an overview of the critical aspects of international humanitarian coordination from an organizational perspective.

1.1.2. Learning outcomes

By the end of the course, students will be able to:

- 1) Understand the primary goals of international humanitarian assistance and the role of different actors within humanitarian coordination;
- 2) Identify strengths and challenges of managing humanitarian coordination on an international scale;
- 3) Analyze the factors that inform organizations' prioritization of goals and planning processes.

1.1.3. Assessment methods and criteria

Students will complete three (3) scenario exams (one per module). They will be tested on their understanding of basic concepts and definitions as well as identifying appropriate actions when exploring the possibility of a humanitarian intervention. Students will be assessed according to the rubric traits and indicators listed below and assignments will align with course objectives as follows:

- 1) Scenario Exam 1 (Defining Humanitarian Assistance)
- 2) Scenario Exam 2 (Management)
- 3) Scenario Exam 3 (Strategic Planning)

Students will also complete a case study, culminating in a final group presentation at the end of the semester that identifies the characteristics of a humanitarian crisis and assesses the determinants of subsequent humanitarian intervention(s). Students will be expected to synthesize knowledge gained from all three modules in the course. The instructor will assess the presentations based on the rubric traits and indicators for objectives 1- 3.

6.3 Information Management

Module coordinator: Name: Professor Joshua Weber

Venue & hours: TBD

Type:

1.1.4. General course description

This course will introduce students to the principles and strategies behind the effective flow of information in a humanitarian setting. Gathering and managing information is crucial in order to understand the cause of the emergency, identify impacted populations, and determine crisis- afflicted geographical locations. The aim of this course is for students to understand the components of a successful information management network within a humanitarian intervention and identify how information can contribute to future preparedness.

1.1.5. Learning outcomes

By the end of the course, students will be able to:

- 1) Identify key components of a strong information management network;
- 2) Determine the appropriate use of various information management tools;
- 3) Evaluate the use of new technology to gather and disseminate information within a humanitarian setting.

1.1.6. Assessment methods and criteria

Students will complete two mid- term exams, one news reports with analysis, and one final group project. They will be assessed according to the rubric traits and indicators listed below and assignments will align with course objectives as follows:

- 1) Mid- term exams 1
- 2) Midterm exam 2
- 3) News reports & analysis
- 4) Final group project on developing a strategy for information management in a humanitarian setting

6.4 Humanitarian Resource Management & Administration

Module coordinator: Name: Professor Pierrette Quintilliani

Venue & hours: TBD

Type:

1.1.7. General course description

This course will introduce students to the operational aspects of humanitarian response and focus primarily on the role of human resources (HR) and financial management. In response to the continuing professionalization of the humanitarian sector, this course will provide students with a common understanding of hiring practices, budget management, and donor relations in a humanitarian intervention.

1.1.8. Learning outcomes

By the end of the course, students will be able to:

- 1) Understand how human resources and financial management impact aid delivery, especially in the first stages of an emergency;
- 2) Identify the HR and financial management challenges within a humanitarian setting;
- 3) Develop simple project budgets and systems for recording and monitoring financial flows.

1.1.9. Assessment methods and criteria

Students will complete two mid- term exams and one final group project. They will be assessed according to the rubric traits and indicators listed below and assignments will align with course objectives as follows:

- 1) Mid- term exams 1
- 2) Midterm exam 2
- 3) Final group project on developing a strategy for resource management and administration in a humanitarian setting

7. Detailed elective courses descriptions

***Please note that not all courses below will be offered in the Fall Semester**

***Fall Elective Courses will be posted on January 15 , 2021**

Protection for Vulnerable Populations

This course will provide students with a comprehensive introduction to international practices and norms concerning the protection of vulnerable populations in humanitarian emergencies. The past 20 years of international humanitarian interventions has given rise to standardization of humanitarian activities, with a particular emphasis on protection practices. You will gain an understanding of the landscape of organizations and entities involved in designing these frameworks (e.g. Sphere Standards; Responsibility to Protect) and assess their efficacy and continued relevance to protecting vulnerable groups.

Access to Education During Crisis and Conflict

This course will provide students with an introduction to the growing field of education in emergencies. With as many as 40 million children living in countries affected by crisis and conflict it has become increasingly important for humanitarian practitioners to understand the complexities of planning and implementing educational programming in these settings. Building on the theoretical frameworks covered in the core courses, students will evaluate the relationships between education, international development and humanitarian aid through the use of theoretic texts and case studies from around the world.

Disaster Risk Reduction

This course will provide students with a comprehensive overview of the phases of humanitarian action in order to understand strategies for disaster risk reduction (DRR). Emphasis will be placed on the multifaceted nature of disasters and complex emergencies and the need for community participation as well as local, regional and international coordination. You will be introduced and encouraged to critique DRR guidelines as well as recognize the sources of recognized best practices.

Gender Integration in Humanitarian Action

This course will introduce students to the myriad ways in which gender impacts the experience of both the humanitarian crisis and subsequent intervention. You will explore the legal, political, cultural and economic frameworks that contribute to gender inequality as well as those that provide support for vulnerable groups. Emphasis will be placed on the tension between international guidelines/norms, program implementation, and unanticipated consequences of gender programming.

Urban Disasters and Displacement

This course will provide an overview of global urbanization trends and explore the challenges created by urban disasters, particularly in areas with a high number of displaced and unregistered populations. The course will analyze the current humanitarian response within these urban settings, while discussing existing best practices and potential opportunities to increase the resilience and sustainability of affected communities in both formal and informal urban settlements.

International Responses to Migration

This course provides you with an enhanced awareness and understanding of the complex interaction between migration and humanitarian interventions from the point of view of migrant communities, national authorities, and international humanitarian agencies. As the forced migration phenomena continues to accelerate, the motivations and determinants of action that shape local and global responses will be examined. You will be encouraged to critique the influence and motivations of mass and social media on the understanding of the economic, political, legal, and cultural factors of migration.

8. Academic Facilities

[-Fordham Libraries](#)

[-Career Services](#)

[-Resources at Fordham](#)

9. Practical information

9.1 Accommodation

The students will be responsible for securing and paying for their accommodation for the duration of their stay in New York. It is important to note, however, that some neighborhoods may be more convenient to the Bronx campus. Students should be in direct contact with the Executive Director of the Institute for advice regarding housing options at brcahill@fordham.edu.

9.2 Living costs

The students will be responsible for covering their own living costs for the duration of their stay in New York. Please note that Fordham University does not provide one-semester on-campus housing contracts.

The following information has been provided by the Office of International Services:

Off-Campus housing costs: Students who will seek off-campus housing must expect to pay at least the equivalent of three months rent to move in (first month, security deposit, and fee). In the Bronx, the average rent for a one-bedroom apartment ranges from \$500 to \$750, less if you intend to share. Manhattan rents for a studio range from \$1500 to \$2000. If you plan to live off-campus, you should bring extra money for food, rent, and transportation to sustain you while you look for an apartment. Please note that recently, a few students looking for housing in midtown Manhattan have been obliged to pay a full year of rent upfront, in lieu of a U.S. lease co-signer.

Housing in apartments is difficult to find and rents are high. Before moving into an apartment, a security deposit equaling one month's rent is required. An additional fee of one month is paid to an agent if one is used. Most students try to find roommates to share apartments. At the Rose Hill campus, listings are available at the Office of Residential Life. At the Lincoln Center campus, listings are posted on the Bulletin Board outside of Lowenstein Room 408.

The Office of International Services will be happy to provide letters of recommendation for you for landlords.

House Search

The web-links below could come in handy as you do your own apartment search:

- www.villagevoice.com is a popular free newspaper released every Wednesday. It has listings for all 5 boroughs of the city. You can access their classified listings from their web page.
- www.abodo.com/ is another apartment search engine which allows users to view pictures, maps, rental data, and contact property owners.

○
You can access these ads before your arrival, and have a sense of prices in different neighborhoods. One-to-World prepares a booklet, The International Student's Survival Guide to Living in New York City, which also provides housing resources. You should receive one of these books with your I-20. For more information please visit https://www.fordham.edu/info/21324/new_arrival_information

9.3 IIHA

The Institute considers their NOHA students as part of their own program and community; we encourage all students to use the Institute as their base while in New York. The Institute will provide a space for students to study, to cook and share meals, as well as provide recommendations on housing.

9.4 Visas

Students are responsible for securing visas for their stay in the United States. For visa-related information, please contact Fordham's Office of International Students at oisnewstudent@fordham.edu and visit their [website](#).

9.5 Useful Links

- [Institute of International Humanitarian Affairs](#)
- [Office of International Services](#)
- [Graduate School of Arts and Sciences](#)

9.6 ACADEMIC CALENDAR

The academic year is divided into two semesters and for some courses, a summer session.

GSAS **2021-2022** Academic Calendar:

New Student Orientation: TBD

Fall Semester: September 1st - December 17th

Spring Semester: January 18th - May 17th

[Graduate School of Arts and Sciences Academic Calendar](#)

9.7 Fees

For incoming NOHA students, payment of the GSAS fee of \$509 will apply (technology fee, general fee, health insurance fee [additional \$1,221 mandatory for students taking 6 credits or more] and international services fee).

NOHA students coming to Fordham University are expected to make NOHA their "third party biller." In other words, after the university has waived all student's "Fordham Tuition Fees," the student will have to update his/her third party biller information, following the instructions we will send, to make sure NOHA receives all remaining bills such as the international student fee, and other fees mentioned above.