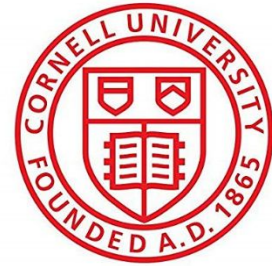


The Cornell University Chapter
Engineers in Action
Bridge Program



University Supervisors
Informational Packet
2020

The Cornell University Chapter of the
Engineers in Action Bridge Program

University Supervisors Information Packet

[The Cornell University Chapter of Engineers in Action](#) is a student run project team within the College of Engineering that works with the nonprofit organization [Engineers in Action](#) (EIA) to design and build pedestrian footbridges for rurally isolated communities in developing nations. On campus, during the academic year, the student team does all of the engineering design work for a bridge project, as well as the logistical planning for the construction process and an implementation trip. Over the summer, a smaller team of students travels to the location for approximately two months to assist the community in the construction of that bridge, providing both technical experience and physical labor. Over the past two years, the team has successfully completed two bridge projects in the Kingdom of eSwatini to help two different communities gain access across impassable rivers (all media contained within this packet was taken on that implementation trip). This upcoming summer, Cornell EIA will be building another bridge in a different community. This packet contains information regarding the roles and responsibilities of a University Supervisor, travel logistics, compensation information, and how to apply to join our team.

Summer of 2020

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EIA Bridge Program

Possible locations: Kingdom of eSwatini and Bolivia

Approximate Dates: June to August (Cornell Summer Break)

Approximate Duration: 8 weeks

Rural isolation— the inability to access essential resources such as hospitals, schools and markets due to geographic barriers—directly contributes to the global poverty crisis. The mission of the Engineers in Action (EIA) Bridge Program and our University Chapter is to harness local expertise and global partnerships to provide rurally isolated communities with sustainable infrastructure so they may gain access to these essential resources.

The EIA Bridge Program specializes in building pedestrian footbridges across impassable rivers by working with students in University chapters in a service learning program. Students gain technical skills and leadership skills through an immersive and unique international volunteer experience.

EIA currently has field staff in Bolivia and in the Kingdom of eSwatini. The Cornell team's project this summer is expected to be in the Kingdom of eSwatini. Cornell EIA plans to send 8-9 students to oversee the construction process and physically help the community build the bridge. The team expects to be in country for 7-9 weeks during Cornell's summer break. While in country, the team will be fully immersed in the community and culture and live with a host family.

The dates and location will be finalized by the end of February.



University Supervision

Cornell University requires that an approved University Supervisor travels with the student team to provide support and guidance during their stay in-country, as well as ensure that the team's conduct properly reflects Cornell University's values during all of their activities abroad. From past experiences, the team strongly believes that University Supervisors contribute to the success of the team and happily welcomes their input, interest and excitement about the project.



Cornell University requires that Supervisors:

- Have graduated from a four-year undergraduate degree program from Cornell University or another reputable institution by the date of travel
- Are willing and able to travel with the team for at least 2 weeks.

Cornell University recommends that Supervisors that have experience in some or all of the following areas:

- Traveling abroad, particularly to developing countries
- Living outdoors/camping/hiking/adventuring
- Working and living with small teams
- Construction and general building practices



Roles and Responsibilities

A University Supervisor would be responsible for the following items for the duration of their stay:

1. Managing Risk On and Off Site

Assessing risk of all the team's activities and determining if the team should proceed with planned activities depending on this risk assessment.

2. Emergency Situations

Providing support to the team if an emergency arises. If a team member needs to go to the hospital, the University Supervisor will travel with that team member and the safety manager to ensure that the team member receives the proper care.

3. Daily Updates

Providing Cornell University with a daily update regarding the team, most likely, in the form of an email or Whatsapp message sent at the end of every workday.

4. Representing Cornell's Values

Ensuring that the team's conduct in all activities abroad on and off site accurately reflect Cornell University's values.

5. Conflict Resolution

Monitoring the team dynamic while the team works and lives in close quarters, and assisting in resolving interpersonal conflicts between team members if they arise.

6. Support Communication with In-Country Partners

Assisting the team communicate with in-country partners, particularly the Engineers in Action Field Staff and local governments, if communication issues arise.

7. General Support of the Team

Providing additional support and guidance for the team in any way they are comfortable. This could include, but is not limited to helping the team on site, helping with tasks around the homestead, and providing input on team decisions.

Logistics

All construction and team logistics will be worked out by the University Team and any relevant university staff prior to the team's departure and shared with the University Supervisor.

TRAVEL

The team and Cornell University will work with the University Supervisor to make all travel arrangements. Flight arrangements will be done by Cornell University after confirmation of travel with the team. The University Supervisors will communicate with the team's logistics manager, who will be in charge of the in-country transportation for all members, for details traveling to and from the bridge site and homestead. Such conversations will be held before and during travel via messaging platforms, emails, and in-person.



LIVING

The team and the University Supervisor will be living with a host family in one or two of the structures on their homestead. The living conditions in the community will be similar to those of camping. However, there should be electricity and running (unpotable) water. The team is responsible for acquiring food and filtering water but may have assistance cooking from the community. The team will work full days during the week (approximately 8:00am – 5:00pm) and will take the weekends off; however, the team may need to work on the weekends depending on the progress of the project. When the team is not working, they will spend time with the community and each other, participating in local activities. In the past, this has included: grocery shopping and visiting local markets, attending community events, hiking around the local area, and making small trips to locations of interest in surrounding areas.

EXPENSES

The University Supervisor should prepare their own construction Personal Protective Equipment and any other traveling necessities, which will be discussed during travel team meetings.

The University will cover the following expenses:

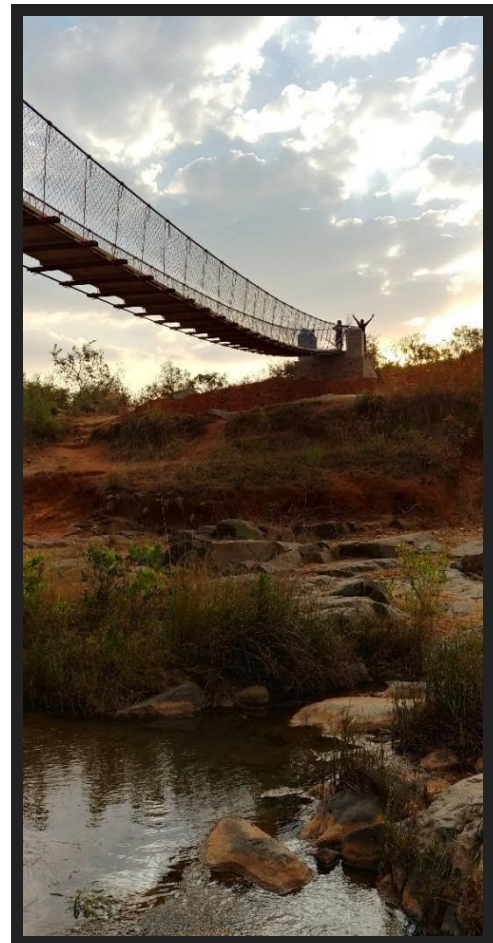
1. Travel expenses such as flights, lodging, and any other transportation costs

2. Finances for in-country logistics, such as food, water, and local transportation
3. Local phone plan and/or means of communication necessary for daily updates to Cornell University
4. Any other personal expenses in-country spent for the team with proper receipts and details of the expenses

PREPARATION

In preparation for travel the University Supervisor will need to complete several tasks to ensure that they are prepared to travel with the team:

- Review all documentation regarding the trip provided by the University and the Team
- Confirm that they have a passport valid through February of 2021 and can travel unrestricted to country
- Schedule and attend a travel clinic with Cornell Health or their normal health care provider to ensure they are prepared and aware of all medical risks associated with traveling to country
- Attend meetings with the travel team and University to become familiar with the Team, the project, and expectations of traveling with the team as the University Supervisor
- Discuss travel arrangements with relevant university staff and relevant team members
- Formally prepare for travel through engagement with materials provided by EIA and the Cornell Team
- Complete the OSHA 10-Construction Safety Course
- Complete and return all forms and waivers provided by Cornell University and Engineers in Action



Compensation

If needed, compensation for time with the team will be worked out on a case-by-case basis with the Director of Project Teams, Lauren Stulgis (ls948@cornell.edu), and the University.

Joining the Team

If you are interested in joining the team as the University Supervisor, please complete the Cornell University Chapter of Engineers in Action University Supervisors Form at the end of this packet and send it to the emails located on that form. If you have any questions regarding the information in this packet, applying to be a university supervisor, or the program in general, please feel free to reach out to any of the contacts below. We always appreciate and are excited to see interest in our project and want to thank you for your consideration.

Project Manager
Divya Maheshwari
dsm258@cornell.edu

Administrative Lead
Sofia Yoon
hy348@cornell.edu

Faculty Advisor
Dr. Hadas Ritz
hr32@cornell.edu

Director of Project Teams
Lauren Stulgis
ls948@cornell.edu



The Cornell University Chapter of Engineers in Action University Supervisors Application Form 2020

Please complete the following form if you are interested in traveling with the Cornell University Chapter of the Engineers in Action Bridge Program. The following information will be reviewed by the team, the director of project teams, and Cornell Risk Management. Following review, the team and the University will reach out regarding a decision by April 1. After completing the form, please email one copy to the following email addresses: dsm258@cornell.edu, hy348@cornell.edu, hr32@cornell.edu, eiacornelluniversity@gmail.com

Name and Contact Information			
<i>Please provide your name and contact information</i>			
First Name:		Last Name:	
Email:		Phone Number:	
Date of Birth:		Preferred Pronouns:	
Title:			
Supervisor:		Supervisor's Email:	
Has your supervisor approved your travel? (Yes/No):			
If you would like to elaborate on your answer above, please do so below:			
Travel Logistics			
<i>Please indicate when and how long you would be interested in and available for traveling with the team.</i>			
Start Date:		End Date:	
Intended Duration of stay:		Are these Dates Flexible? (Yes/No):	
If you answered yes to the question above, please explain below:			

Experience

Please elaborate on any experience that you have that you think would be relevant to traveling abroad with the Cornell University Bridge Team (i.e. Travel Experience, Team Building Experience, Construction Experience, Adventuring Experience, etc.).

Optional: If you believe a resume or CV would provide a more complete picture of your experience please include it in the email with this form.

If you have questions or concerns regarding the position of the University Supervisor or this form, please do not hesitate to contact us:

Project Manager

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dsm258@cornell.edu

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Faculty Advisor

Dr. Hadas Ritz
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