



JHSPH Practicum Opportunity Site

Project Submission Guide for MPH Student Practicum Preceptors

Dear Prospective MPH Student Practicum Preceptors,

Thank you for your interest in serving as a preceptor for the **MPH Student Practicum** at the Johns Hopkins Bloomberg School of Public Health! We use a “Practicum Opportunity Site,” an online portal that streamlines the project description submission and application process for students, JHSPH, and preceptors.

This step-by-step guide is meant to walk you through the online submission of a project description through the online site. We are happy to provide additional guidance and clarification as needed on the MPH practicum requirement, preceptor roles and responsibilities, project scope and activities, site navigation and troubleshooting, etc.

Please do not hesitate to contact the Practice Office (practice@jhu.edu) with any questions.

Step 1: Develop a Project

Identify a project of appropriate scope based on current organizational needs and priorities. Review [practicum criteria](#) and [preceptor FAQs](#) and determine whether your project aligns to the practicum requirements. Consider the possibility that students may have limited weekly availability due to academic, work, and/or personal and family commitments. Confirm that there will be a committed preceptor to mentor, supervise, and evaluate the student. Be mindful of student transportation limitations (many rely on public transportation, so if you are not located in Baltimore City or near public transit, consider whether activities may be completed remotely).

Step 2: Sign into the Practicum Opportunity Site

Link to the Practicum Opportunity Site: <https://pos.jhsph.edu/>

New Users: Click “Preceptor Registration” to create a new account. Once you have registered in the system, you should receive an email with your username and password.

Step 3: Create a New Practicum Opportunity

Click “Create New Opportunity” to begin submitting your project description. Fill out the fields as requested. Required fields are marked with an asterisk (*). Important clarification regarding the first question in the form (“Practicum designation for”) – use the following to determine which option to select:

- Customized Practicum – practicum opportunity that is not associated with a SOURCE partner, JHSPH course, or JHSPH faculty
- Practicum with SOURCE Partner – practicum opportunity with a SOURCE partner that is not associated with the BCP course
- Baltimore Community Practicum (BCP) – course-based practicum opportunity with a SOURCE partner
- PHASE Internship – course-based practicum opportunity through the PHASE program (local/state health departments/agencies)
- Practicum-Approved Course – practicum opportunity through a JHSPH course that has an approved practicum component
- Faculty-Sponsored Practicum – practicum opportunity supported or hosted by a JHSPH faculty member
- Policy Institute – course-based practicum opportunity through the Johns Hopkins Health Policy Institute

Step 4: Submit your Opportunity

Once you have filled out the form, click “Preview Submission”. This will take you to a page to review the information you have entered. If everything looks correct, click “Submit for Review/Approval” to submit your practicum opportunity. If any edits are required, click “Make Revisions” to go back and make changes.

To save your work and return to it later, scroll to the bottom of the page and click “Save as Draft”. Your project will then appear under the “Working Drafts” section of the dashboard in the “Home” Navigation tab. When you are ready to return, simply click on the working draft and continue filling in the information.

Once you have submitted your opportunity, your project will now appear under the “Completed Practicum Opportunities” section of the dashboard in the “Home” Navigation tab. The Status column will list your project as “Pending Review” by the appropriate program managers. You will also receive an email confirming that your practicum opportunity has been submitted for review.

Step 5: Review and Approval

The review process generally takes a couple weeks and will yield one of three outcomes (via email notification):

1. *Approved:* your submission has been approved for the MPH Student Practicum. No further edits are necessary. The appropriate program managers will follow up with next steps.
2. *Rejected:* your submission has been rejected for this year’s MPH Student Practicum. There may be other ways your organization can partner with JHSPH and we are happy to explore those options with you.
3. *Needs Editing:* your submission needs modification before it can be approved. You will need to log in to the Practicum Opportunity Site and make any necessary revisions as specified by the appropriate program managers. After you have resubmitted the edited version, the appropriate program managers will review the submission again to determine whether it can be approved for the MPH Student Practicum.

Once approved, students will be able to view your posting and apply using the designated application procedure.