## At a Glance:
**PHASE, Health Policy Institute (HPI), and Baltimore Community Practicum (BCP) Courses**

<table>
<thead>
<tr>
<th>Pre-requisites</th>
<th>Health Policy Institute 308.851</th>
<th>PHASE 308.851</th>
<th>Baltimore Community Practicum Course 550.864</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
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<thead>
<tr>
<th>Internships with...</th>
<th>Legislators and policymakers in the Maryland General Assembly (state legislature)</th>
<th>Maryland Department of Health (MDH), local health departments (LHDs), and other state and local public health agencies</th>
<th>Community-based organizations (CBOs) and local health departments (LHDs); organizations are SOURCE partners</th>
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<tr>
<th>Terms and Credits</th>
<th>3 terms (Must enroll in all 3: 2nd, 3rd, and 4th) Minimum 2 credits per term, Pass/Fail</th>
<th>3 terms (Must enroll in all 3: 2nd, 3rd, and 4th) Minimum 2 credits per term, Pass/Fail</th>
<th>2nd and 3rd terms (must enroll in BOTH terms) 2 to 3 credits per term (usually 2), Pass/Fail</th>
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<tr>
<th>Time Commitment</th>
<th>At least 96 hours total on-site (6-8 hrs/week) Orientation on Wed Oct 30, 3 in-service training sessions (Wed Nov 6, Wed Nov 20, Wed Dec 11), once a term check-in meetings (Wed Feb 19, Tue Apr 7), symposium at JHSPH (Thu May 7), other meetings TBA</th>
<th>At least 96 hours total on-site (6-8 hrs/week) Orientation on Wed Oct 30, once a term check-in meetings (Wed, Dec 4; Wed, Feb 19; Wed, Apr 8), symposium at MDH (Fri May 8), other meetings TBA</th>
<th>At least 60 hours total on-site (4 or 8 hrs/week) Required Weekly Seminar - 2nd term: Tuesdays, 3:30 pm – 4:20 pm - 3rd term: Tuesdays, 12:15pm -1:05pm</th>
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<tr>
<th>Internship Location</th>
<th>All 2019-2020 internship placements will be in Annapolis, MD. Interns must have regular access to a car for the duration of the internship. Carpooling may be an option.</th>
<th>Most internships are in the City of Baltimore and accessible via public transportation, but there are others which will require you to drive to the location. There are also internships that require you to travel to various sites around the State, which will also require you to have a car. Make sure this is a factor you consider as you select your internship options!</th>
<th></th>
</tr>
</thead>
</table>

| Important Dates      | • **August 30**: Available projects posted online: [https://my.jhsph.edu/Resources/SearchTools/pos/Pages/home.aspx](https://my.jhsph.edu/Resources/SearchTools/pos/Pages/home.aspx)  
|----------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|                      | • **September 16**: Deadline to submit Qualtrics application online  
|                      | **HPI and PHASE**: [https://tinyurl.com/HPI-PHASEApp2019](https://tinyurl.com/HPI-PHASEApp2019)  
|                      | • **September 23 to October 9**: Mandatory interviews (phone/in-person) for matching. Students may be expected to interview for up to 3 positions.  
|                      | • **By October 11**: You will be notified of your placement, and must register for 2nd term |

**Note:** You may apply to a maximum of THREE projects within one program, plus ONE additional project within a second program.

### Questions

**PHASE Internship & Health Policy Institute**  
Paulani Mui, MPH  
JHSPH, Office of Public Health Practice & Training  
Assistant Director  
PHASE & HPI Course Faculty  
[pmui1@jhu.edu](mailto:pmui1@jhu.edu)

**Beth Resnick, DrPH, MPH**  
JHSPH, Assistant Dean for Public Health Practice  
PHASE & HPI Course Faculty  
[bresnick@jhu.edu](mailto:bresnick@jhu.edu)

**Baltimore Community Practicum**  
Haley Brahmbhatt  
SOURCE Public Health Practice Program Assistant  
[hbrahmb3@jhmi.edu](mailto:hbrahmb3@jhmi.edu)

**Mindi B. Levin, MS, CHES®**  
JHSPH, Health, Behavior and Society  
Founder and Director, SOURCE  
BCP Course Faculty  
[mlevin@jhu.edu](mailto:mlevin@jhu.edu)

* Contact Paulani Mui (pmui1@jhu.edu) for questions related to the MPH Practicum Requirement.  
* Also refer to Course Search and CoursePlus for course descriptions / learning objectives, etc.  
* Other practicum-related information:  
  - [http://www.jhsph.edu/practice](http://www.jhsph.edu/practice)  
  - [http://SOURCE.jhu.edu/practice](http://SOURCE.jhu.edu/practice)
Directions

How to submit an application for the Baltimore Community Practicum (BCP) course

Review the application questions, which can be found on this pdf document: BCP Application Questions (opens in new window). Prepare all of your application answers prior to entering information into this Qualtrics application platform. Particularly, know:

Q1: For which Baltimore Community Practicum internships are you willing to accept placement? Available internships are listed in the JHSPH Practicum Opportunity System. We recommend you save the project descriptions of the internships you are applying to. Students in the past have liked to review the description prior to their interviews.

Q21: Personal Statement - Please answer the following questions in 500 words or less for each internship you have selected:
- Why are you interested in this particular project/internship?
- Briefly highlight any relevant experience you bring to this project, including any particular skills, abilities, extracurricular activities, or past work experiences that may be relevant to this particular project and/or desirable to this organization/agency.
- What would you like to learn from this project/internship?

Write your statements in a word processing program, and then copy and paste them together (if applying to multiple internships) into the Qualtrics application platform. Please title each personal statement indicating which internship it is intended for: B##: [BCP INTERNSHIP TITLE].

If for some reason you cannot complete the application in one sitting, you may be able to return to the application if:
You click the original Qualtrics link from the same computer and browser.
You have not cleared your browser's cookies. We do not recommend depending on this feature.

**DEADLINE:** You have until 11:59 pm on **Monday, September 16, 2019** to submit your application, which will be reviewed by a committee. You will be notified on or around September 23, 2019 of whether or not you have been selected for interview. Interviewing does not indicate you will be guaranteed placement for that particular internship.

**PLEASE NOTE:** You must be available during the time period of September 23, 2019 - October 9, 2019 for interviews, which will be conducted by the prospective preceptors. This may require travel to the internship site(s).

If selected for the Baltimore Community Practicum Course, you will be notified sometime on or around October 11, 2019.

Please contact Haley Brahmbhatt, SOURCE Public Health Practice Program Assistant, at hbrahmb3@jhmi.edu for questions.

**I understand that I should look over the internship list in the Practicum Opportunity Site (POS) and write my personal statements prior to starting this Qualtrics application.**

- [ ] Yes
- [ ] No

**About the Baltimore Community Practicum (BCP)**

At JHSPH, there are several ways to learn the practice of public health. In particular, the Baltimore Community Practicum course (BCP) provides a mentored, for-credit, non-paid experience at community-based organizations and local health departments.

**NOTE:** This course fully meets the population health practicum requirement of the MPH program.

The course involves conducting a real-life project right alongside public health practitioners. The course
includes papers and presentations, at least 60 hours on-site, as well as required weekly seminars in both 2nd and 3rd terms.

- 2nd term - Tuesdays from 3:30 pm - 4:20 pm
- 3rd term - Tuesdays from 12:15 pm - 1:05 pm

The program enables public health graduate students to gain insight about how a degree in public health can be applied to practice-based careers, outside academia.

BCP is open to all graduate students currently enrolled in the Bloomberg School of Public Health (any masters or doctoral candidates).

Students will earn academic credit (usually at least 2 credits per term) for these projects and will be required to register for the course once matched to a specific project by early October.

I understand that this course spans both 2nd and 3rd terms, and includes a weekly seminar in addition to papers, presentations, and at least 60 hours of mentored experience at the community-based organization or local health department.

- Yes
- No

Transportation
Before making your selections, please make sure you are aware of the locations of the various internships. Most are in the City of Baltimore and accessible via public transportation, but there are others which will require you to drive to the location. There are also internships that require you to travel to various sites around the city, which will also require you to have a car. The address of each site is displayed in the Practicum Opportunity System search engine, along with specific instructions for public transportation options. During the interviews, you should ask whether travel is required, and whether it would require you to have access to a vehicle. Next to the internships listed
below, we have included a 'map-it link' that takes you to a Google map link of the location.

**Selecting Internships**

On the next page are the internships available for the course. You may select up to 3 internships that are of interest to you. **If you are applying to BCP and/or PHASE or the Health Policy Institute, you may select up to 4 internships TOTAL between all 3 applications (with 3 in one course/program, and 1 in another).** If you apply to more than 4, your application may be disqualified. Remember that for each internship you apply for, you need to write a separate brief personal statement (500 words) explaining your interest. If you indicate 3 internships below, you should submit 3 unique personal statements.

We highly recommend that you save the project descriptions on the POS website to refer to later. Students in the past have wanted to look back at descriptions before their interviews and the **descriptions will not be available on the website** after the application deadline.

To do this, click "Print View" for each project you're interested in, in the POS system, and save to your computer. **Link to the POS system.**

**Project Indications**

For which Baltimore Community Practicum internships are you willing to accept placement? **NOTE: "Map It" links open in a new window. SELECT UP TO 3 INTERNSHIPS.**

- [ ] (B01) Hands-Only CPR: Education, Training and Awareness Expansion in Baltimore (map-it)
- [ ] (B02) Social and Emotional Wellness as a Public Health Issue (map-it)
- [ ] (B03) Evaluation & Monitoring - Outcome Measures for Free Health Clinic (map-it)
- [ ] (B04) Operational Procedures to Promote Quality Assurance in Abuse Intervention Program (map-it)
- [ ] (B05) Rec to Tech Design Challenge: Young Makers Program Evaluation (map-it)
- [ ] (B06) Adapting National Best Practices in Attendance Mentoring in Elementary/Middle Schools to the Local Baltimore Context (map-it)
Please rank your selected projects in order of preference. Enter the project number only (for example B01, B05, B12, etc.). DO NOT enter full project titles. If you are applying to both BCP and PHASE or the Health Policy Institute, please include your rankings for all programs. You may apply to a max of 4 total projects, with 3 in any one program, and 1 in another program.

1st choice
2nd choice
3rd choice
4th choice

Applicant Information

Please complete the following fields.

Student Last Name
Student First Name
Address
City
State
Zip Code
Current JHSPH Program Details

JHSPH Academic Department

- Not affiliated with a department (i.e. MPH)
- Biochemistry and Molecular Biology
- Biostatistics
- Environmental Health and Engineering
- Epidemiology
- Health, Behavior and Society
- Health Policy and Management
- International Health
- Mental Health
- Molecular Microbiology and Immunology
- Population and Family Health Sciences

Degree Program

- MPH
- MHS
- MSPH
- MPP
- MHA
- PMR (Preventive Medicine Residency)
- ScM
- DrPH
- PhD
- Other
Year In Program

- 1st (including MPH)
- 2nd
- 3rd
- 4th
- 5th or more

JHSPH Faculty Advisor (Name)

JHSPH Faculty Advisor Email Address

Previous Education

Undergraduate College
Major
Degree Received
University
Major
Degree Received
University
Major
Degree Received

Please list any relevant coursework you have already completed.
Do you speak or understand any languages other than English?

☐ Yes
☐ No

Please indicate which language(s).


Indicate your proficiency in the language(s) (ex. beginner, conversant, fluent, native speaker)


Indicate your level of experience for each of the following software applications.

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<thead>
<tr>
<th>Software</th>
<th>Advanced</th>
<th>Some Experience</th>
<th>No Experience</th>
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<td>Stata</td>
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<tr>
<td>SAS</td>
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<tr>
<td>Microsoft Access</td>
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<td>Microsoft Word</td>
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<tr>
<td>GIS Software</td>
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Application Materials

Personal Statement/Cover Letter

Please answer the following questions in 500 words or less for each internship you have selected:

- *Why are you interested in this particular project/internship?*
- *Briefly highlight any relevant experience you bring to this project, including any particular skills, abilities, extracurricular activities, or past work experiences that may be relevant to this particular project and/or desirable to this organization/agency.*
- *What would you like to learn from this project/internship?*

**NOTE:** This section is similar to a personal statement/cover letter and is VERY important to the selection process. Please be as specific to the internship as possible so we can help match you to the best opportunity!

If you selected more than one internship, make sure to include a max 500 word statement for each internship.

If you selected 3 internships, there should be 3 separate statements (500 words max for each).

Please include your statement(s) here. Be sure to include a unique statement for EACH internship that you have selected. You should write your separate statements in one Word or text editor document, titled for each internship including internship # [B##], and then copy and paste here.

**Resume / CV:** In order to COMPLETE your application, you are REQUIRED to send your CV or resume (as a PDF file) to Haley Brahmbhatt, SOURCE Public Health Practice Program Assistant, at hbrahmb3@jhmi.edu and type “BCP Internship Resume” in the subject line. Please send a PDF version of your CV/resume now.

**Terms and Conditions**
I understand that I must send my resume/CV to hbrahmb3@jhmi.edu in order to complete my application.

- Yes
- No

I understand that I must be available for interviewing between Sept 23, 2019 - Oct 9, 2019.

- Yes
- No

I understand that I **must** be available for the BCP weekly seminar (Tuesdays from 3:30 pm - 4:20 pm during 2nd term; and Tuesdays from 12:15 pm - 1:05 pm during 3rd term).

- Yes
- No

I understand that I must enroll in the BCP course for **BOTH** 2nd & 3rd terms.

- Yes
- No

Reminder: save project descriptions from the [POS website](https://pos.jhmi.edu).

We highly recommend that you save the project descriptions on the POS website to refer to later. Students in the past have wanted to look back at descriptions before their interviews and the descriptions will not be available on the website after the deadline of September 17.

To do this, click "Print View" for each project you're interested in, in the POS system, and save to your computer.

*Continue to the next page to complete the application.*
You are almost done! Thank you for completing your application for the Baltimore Community Practicum course. Please be reminded that every effort will be made to accommodate your request for one of the internships you selected.

If you have any questions about BCP or the application process, please contact ALL 3 BCP Team members together:
Mindi Levin (Course Director), mlevin@jhu.edu
Danielle Nestadt (Course TA), dnestadt@jhu.edu
Haley Brahmbhatt (Program Assistant), hbrahmb3@jhmi.edu

If you have any questions related to the MPH program requirement for a population-health experience, please contact Paulani Mui at pmui1@jhu.edu. The BCP course is sponsored in partnership with the Johns Hopkins Bloomberg School of Public Health (JHSPH), SOURCE, and a variety of community-based organizations (CBOs). We are grateful for their support!

ONE STEP LEFT TO COMPLETE YOUR APPLICATION:
Click >> to submit your application for review. If you make a mistake, and can't get back in, contact hbrahmb3@jhmi.edu for assistance.