



**Annual Report  
2005-2006**

July 1, 2005 – June 30, 2006

Serving the Johns Hopkins University  
Schools of Medicine, Nursing, and Public Health

**SOURCE Annual Report 2005-2006**  
July 1, 2005 – June 30, 2006

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**Legend**

CBO: Community-Based Organization  
JHSPH: Johns Hopkins Bloomberg School of Public Health  
JHU: Johns Hopkins University  
SOM: School of Medicine  
SON: School of Nursing  
SOURCE: Student Outreach Resource Center

SOURCE Annual Report  
2005-2006 Academic Year

The creation of the Student Outreach Resource Center (SOURCE), the tri-school community service and service-learning center serving the JHU Schools of Medicine, Nursing, and Public Health, was announced towards the end of the 2004-2005 academic year (March 2005). Therefore, 2005-2006 was SOURCE's first full academic year and its first year of operation. The novelty of SOURCE brought about new challenges in creating and implementing a successful center.

SOURCE 2005-2006 Goals:

1. Increase awareness of SOURCE among the three Schools.
2. Develop and engage SOURCE's new governance structure, including the Governing Board and Community Council.
3. Create Policies and Procedures for Collaborating with SOURCE.
4. Implement "The Connection" Community Consultant Group.
5. Promote an enabling environment for community-based research, practice and education.

Goal Attainment:

**1. Increase awareness of SOURCE among the three Schools.**

With the creation of SOURCE came the need to market the center's services and resources to the three Schools. This was the first time that SOURCE was actively marketed to students in all three Schools, therefore our utilization data will serve as baseline data for the new center. SOURCE fulfilled the goal of increasing awareness through a variety of activities, including: Orientation activities in all three Schools, hosting two large-scale Tri-School Community Service Days (Fall and Spring), collaborations with student governments and other student organizations, hosting highly visible programs such as Dan Rodricks and a Biotech Park panel, and providing support for service-learning courses in all three Schools. Additionally, a partnership with the Maryland Institute College of Art (MICA) was utilized to create a logo and several promotional pieces for SOURCE.

**2. Develop and engage SOURCE's new governance structure, including the Governing Board and Community Council.**

Once SOURCE became an entity that serves three separate schools, a new governance structure was needed to ensure that all schools would be properly served. SOURCE's Director was tasked with guiding the development and engagement of the Governing Board and Community Council in order to maintain strong governance that provides organizational oversight, strategic planning and other support. During the course of the year, the Governing Board met three times, as did the Community Council. Additionally, SOURCE staff kept all members engaged with regular updates and additional discussions that occurred on an as-needed basis. A variety of key decisions were made with the assistance of these governing bodies, including the creation of a Security Task Force, policies and procedures for collaborating with SOURCE, a set of Mutual Expectations for partners, and direction for key programs.

**3. Create Policies and Procedures for SOURCE.**

During the conception of SOURCE, decision makers agreed upon the types of programs and services that would be offered by the center. However, a formal mission was not fashioned. With assistance from SOURCE's Governing Board and Community Council, SOURCE now has a cohesive mission statement. A need arose for the development of additional materials, including a set of criteria used to decide if a new community-based organization (CBO) would be a good fit for acceptance into SOURCE's network of partners. SOURCE gained recognition both on campus and in the community and an abundance of requests for partnership came into the center. SOURCE needed to have a written statement that explained how partnerships are formed so that decisions could be viewed as being more objective than subjective. Additionally, the Governing Board worked with SOURCE to craft a "Mutual Expectations of All Partners" document.

#### **4. Implement “The Connection” Community Consultant Group**

In the 2005-2006 school year, a small group of students joined forces with SOURCE to construct a mechanism for students to gain valuable practical experience in the community health arena without the need for long-term commitments. This brought about the creation of “The Connection,” a community consultant group that works with CBOs to complete short-term projects. In September, the Connection officially launched. Approximately 40 students signed on to participate. By the end of the year, the Connection completed seven successful projects with partnering CBOs. Evaluations from both the students and CBOs proved that the Connection is a valuable program. Additionally, the Connection applied for and received a \$1500 JHU Alumni Association grant to continue the group in the 2006-2007 school year.

#### **5. Promote an enabling environment for community-based research, practice and education.**

In order to improve our students’ practical experiences and to better assist our partnering CBOs, SOURCE continuously makes strides to stretch beyond volunteerism into academics. SOURCE participates in an on-going effort to do the following: raise awareness about community issues, educate faculty, encourage students to challenge the process, identify institutional barriers, and recommend methods to improve and implement sustainable measures to institutionalize service-learning and community-based research, practice and education. In 2005-2006, SOURCE has aided in this process by advocating for change in a variety of formats, including:

- Advising student groups, including: JHSPH - SPARC (**S**tudents for a **P**ositive **A**cademic **p**a**R**tnership with the East Baltimore **C**ommunity), Student Assembly Community Relations Committee; SOM – InterAction Council; SON Student Government Association
- UHI (Urban Health Institute) Executive Committee
- JHSPH Interdepartmental Program in Applied Public Health Executive Committee
- Partnership for a Healthier East Baltimore
- JHSPH MPH Community Practicum Course - development
- SON Community Outreach Course and Program Placements
- SOM Physician and Society Course

#### SOURCE 2006-2007 Goals:

1. Execute the improvement plan for the Connection community consulting group (including increased student participation, improved satisfaction results, sustainability, and automated matching system).
2. Enhance awareness of Baltimore health issues (Baltimore Week, increased programs, newsletter focus).
3. Increase faculty involvement/collaboration with SOURCE.
4. Advance civic engagement through service-learning initiatives (MPH Community Practicum Course, SOM Physicians and Society Course, SON Community Outreach Course, service-learning and CBPR course lists, etc).
5. Implement policies for service-learning courses (course listings from all three Schools, Acknowledgment of Personal Responsibility forms, panel to address safety and awareness when working with the community).

## Resources and Services

**Annual Volunteer Fair** In September of each year, CBOs set up display booths and acquaint students, faculty and staff with potential field experiences and collaborative research projects.

**CBO Partnership** Those in the SOURCE network of partnering CBOs receive exposure and/or participation in all of SOURCE's programs. In addition, volunteer management and recruitment consultation is available from SOURCE staff.

**Charity/Donation Drives** Ongoing charity drives are conducted throughout the year to benefit the community.

**Community Service Awards** These are given to students who have performed outstanding service with a CBO. Nominations are accepted each year in April, during National Volunteer Week.

**Community Tours** Community leaders take potential volunteers on scheduled tours through the East Baltimore neighborhood to familiarize students with the community. Both walking and bus tours are available, particularly around Orientation time.

**Monthly CBO Seminar Series** Seminars familiarize students with the work done by CBOs and encourage collaboration between students and the community.

**National Volunteer Week** In April, SOURCE plans a weeklong calendar of events in celebration of National Volunteer Week. Service projects and CBO seminars are organized.

**On-Line CBO Directory** SOURCE's website is available 24 hours a day/7 days a week to assist individuals in finding meaningful service opportunities. Our online directory of partnering CBOs is organized into a variety of categories and also includes a search feature to aid in locating appropriate CBO opportunities.

**One-Time Service Projects** SOURCE coordinates one-time service projects for those who lack the time to volunteer more frequently.

**Reflection/Evaluation Form** This online tool is used to assist in tracking student involvement experiences and evaluating partnerships with CBOs. Students self-report their hours, job responsibilities, and feelings regarding their experiences.

**Resource Room** SOURCE's Resource Room is located in the School of Public Health (615 N. Wolfe St). The room includes: tables and chairs for small group meetings, literature racks, files on all partnering CBOs, and maps of Baltimore. The Resource Room is particularly useful for service-based student organizations. Student groups use the room's mailboxes to receive and send phone messages and faxes, store materials, collect items, and utilize the computer and printer.

**Student Advising** SOURCE schedules meetings with students that are interested in a variety of community involvement opportunities. Students are assisted with: identifying CBOs and projects of interest, clarifying service-learning components of courses, developing customized internships, connecting to CBOs for fellowship and scholarship opportunities, and more.

**Student Group Advising** SOURCE works with student groups and organizations within all three Schools. Students are assisted with: special event planning, service projects, community speakers, grant and other funding opportunities, and more.

**Student Volunteer Recruitment Kit** During the summer months, all partnering CBOs receive a Student Volunteer Recruitment Kit. This booklet describes the needs, schedules, and desires of our special student populations. Additionally, academic programs that encourage/require community involvement are outlined.

**Tri-School Days of Service** In both the Fall and Spring terms, SOURCE hosts Tri-School Days of Service. Students from all 3 Schools volunteer to participate in simple one-time service projects. Approximately 6-8 projects are organized on the same day, and large scale marketing efforts encourage students to give a day to the community.

**Volunteer Celebration** At the end of April, during National Volunteer Week, all students who have reported their community involvement experiences with SOURCE are invited to a Volunteer Celebration and Luncheon. Certificates are given to recognize students for their efforts.

**Weekly Service Scoop** An email service sent to subscribers once a week that is used to identify, catalog, and disseminate information on opportunities for community involvement, including one-time projects, special studies, capstones, internships, federal work-study, conferences, grants and on-going volunteer positions.

## JHSPH

*Note: This section is organized to highlight only those activities and services provided for JHSPH.*

### Utilization of Services

Student Phone and Email Correspondence	891
Student In-Person Meetings	274
Faculty Phone and Email Correspondence	295
Faculty In-Person Meetings	172

### MPH Community Practicum Course

At the request of the MPH Program Office, SOURCE's Director has assisted in the creation of a MPH Community Practicum course, along with another faculty member from the School's Interdepartmental Program in Applied Public Health (IPAPH). This course will increase opportunities for MPH students to conduct population-based projects with CBOs or local health departments. This course is viewed as a crucial need, particularly in light of the School's self study process for CEPH accreditation. Throughout the course of the year, the working team has: designed a course proposal and gained approval from CAS (Committee on Academic Standards), recruited community-based organizations to serve as preceptors, collaborated with PHASE (Public Health Applications for Student Experience) instructors (a similar course with placements at the state health department) to align administrative processes, teamed with IS to create an online-database system for the practicum, and much more. The course will be implemented in the 2006-2007 school year.

### Supported Programs and Events

7/6/05 - 7/8/05:	MPH Orientation - presentation and activities fair MPH Bus Tour- 38 attended (7/14/05)
7/25/05:	Spoke to Diversity Summer Interns regarding SOURCE
8/15/05:	SOURCE Info Session for MPH Students
8/16/05:	Refugee Panel – IRC and BMS
8/26/05 – 8/31/05:	Orientation presentation and activities fair
9/05:	Buddy System for Tulane Students attending JHSPH
9/8/05:	Presentation to the Committee of the Whole
9/13/05:	UNICEF training – 37 attended
9/14/05:	Bus Tour – 38 attended
9/30/05:	Visitors Day presentation and activities fair
11/18/05:	Visitors Day presentation and activities fair
1/20/06:	African Public Health Network Planning for Black History Month
1/26/06:	Student Assembly Community Relations Meeting
2/6/06:	Boys of Baraka Film, Discussion, and Organizing
2/7/06:	Student Assembly Meeting
2/7/06:	MPH Community Practicum Meeting
2/10/06:	MPH Community Practicum Meeting
2/16/06:	Applied Public Health Executive Committee Meeting:
2/16/06:	Student Assembly Community Relations Meeting
2/16/06:	SPARC Meeting
2/22/06:	SPARC Curriculum Committee Meeting
2/27/06:	Anna Baetjer Society Metropolitan Transition Center Tour
2/28/06:	SPARC Meeting
3/1/06:	Community Health Scholars - presentation for Lee Bone's applicants
3/2/06:	PHASE Expansion Meeting
3/3/06:	Career Services Career Fair
3/6/06:	Anna Baetjer Society Metropolitan Transition Center Tour

3/9/06: Boys of Baraka Organizing Meeting  
 3/9/06: SPARC Interest Meeting  
 3/10/06: Visitors Day  
 3/16/06: Applied Public Health Executive Committee Meeting  
 3/16/06: Student Assembly Community Relations  
 3/30/06: EHSSO Toxic Tour  
 3/30/06: SPARC Curriculum Committee  
 4/3/06: SPARC Meeting  
 4/6/06: MPH Community Practicum/PHASE Working Group  
 4/6/06: CEPH Assistance  
 4/10/06: Visitors Day  
 4/13/06: SPARC Meeting  
 4/17/06: MPH Community Practicum/PHASE Working Group  
 4/20/06: Applied Public Health Executive Committee Meeting  
 4/20/06: Student Assembly Community Relations Committee Meeting  
 4/27/06: National Volunteer Week – JHSPH Information Table  
 5/2/06: SPARC Meeting  
 5/4/06: Connection End-of-Year Celebration  
 5/5/06: APHN Faces of Africa with Tench Tilghman Elementary School students  
 5/8/06: Brown Scholars Introduction Luncheon  
 5/8/06: SPARC Meeting  
 5/9/06: Student Assembly Community Relations Committee Meeting  
 5/12/06: PHASE Symposium at DHMH  
 5/16/06: CBPR Summer Institute Meeting  
 5/18/06: Applied Public Health Executive Committee Meeting  
 5/23/06: Honors and Awards – presented JHSPH SOURCE Awards  
 5/30/06: Baltimore Initiative Meeting – hosted by UHI  
 6/20/06: MPH Practicum Course/PHASE Working Committee  
 6/23/06: Collaboration meeting with MidAtlantic Public Health Training Center

## SOM

*Note: This section is organized to highlight only those activities and services provided for SOM.*

### Utilization of Services

Student Phone and Email Correspondence	475
Student In-Person Meetings	111
Faculty Phone and Email Correspondence	113
Faculty In-Person Meetings	32

### Physician and Society Course

One of the requirements of the PAS course is for students to complete a "Community Project." Each student is expected to become an active participant in some organized societal undertaking which is outside of medical school related activities. In the past, students did not receive specific options for their community project. This year, SOURCE was able to come to class to be of further assistance. SOURCE representatives educated students about the East Baltimore community, arranged tours of eight separate CBOs, and worked with students to identify service projects that matched students' interests.

### Supported Programs and Events

8/3/05:	InterAction Council Meeting
8/25/05:	Orientation presentation and activities fair
8/25/05:	Meeting with all service-based student group leaders
8/26/05:	Presentation and service project for Sandy Hill Retreat
8/29/05:	Planning for Human Genetics Department Volunteer Event
9/7/05:	Bus Tour – 5 attended (last minute session announced by professor)
9/8/05:	InterAction Council Meeting
9/28/05:	Physicians and Society course, 8 site visits for all 120 students
10/6/05:	InterAction Council Meeting
11/3/05:	UHI Caroline St. Clinic options for SOM students
11/10/05:	InterAction Council Meeting
12/1/05:	InterAction Council Meeting
1/19/06:	InterAction Council Meeting
2/9/06:	InterAction Council Meeting
2/16/06:	Dean Barone and Free Clinic Students Meeting
3/2/06:	InterAction Council Meeting
4/6/06:	InterAction Council Meeting
4/7/06:	Accepted Minority Students Reception and Fair
4/24/06:	National Volunteer Week – SOM Information Table
5/4/06:	InterAction Council Meeting
6/21/06:	InterAction Council Meeting
6/21/06:	InterAction Council Retreat Planning
6/28/06:	Latino Health Organization and Programa Salud Meeting with Students and Dean Simpson

## SON

*Note: This section is organized to highlight only those activities and services provided for SON.*

### Utilization of Services

Student Phone and Email Correspondence	482
Student In-Person Meetings	128
Faculty Phone and Email Correspondence	120
Faculty In-Person Meetings	62

### Community Outreach Program

During the 2005-2006 school year, SOURCE's Director worked closely with Lori Edwards (SON faculty) to assist in placing nursing students in CBOs for practical experience. The complex process requires a great deal of time, and consists of some of the following steps:

- Educate CBOs about the program and requirements.
- CBOs submit job descriptions to program staff.
- Students submit applications, ranking their preferred job placements.
- An admissions team matches students with jobs at CBOs.
- Placements are altered due to scheduling and other conflicts.

SOURCE's Director was involved throughout the entire process. The related course and placement process occurred twice, with separate sections for accelerated and traditional students. In addition to aiding in the placement process, SOURCE provided resources for the "Community Outreach to Underserved Populations in Urban Baltimore" course. SOURCE presented during the course, organized tours of East Baltimore, and helped to identify and arrange for guest speakers from CBOs.

At the completion of the academic school year, the following summary statistics were reported for the Community Outreach program:

89 students participated in the community outreach placement  
31 community organizations were served  
5177.5 hours of service were contributed in the community

### Supported Programs and Events

7/20/05:	Accelerated class service project planning meeting
7/22/05:	Bus Tour– 34 attended
9/1/05-9/2/05:	Orientation presentation and activities fair
9/19/05:	Community Outreach Program Training
9/24/05:	Community Outreach Program Bus Tour and Class Presentation
9/26/05:	Community Outreach Course Presentation on Placements
10/1/05:	Community Outreach Program Bus Tour and Class Presentation
11/5/05:	Community Outreach Program Bus Tour and Classroom Presentation
11/17/05:	Programa Salud students re: Hispanic Outreach Initiatives
11/19/05:	Community Outreach Program Bus Tour and Classroom Presentation
2/3/06:	Taste of the Villages Planning Meeting
2/23/06:	Walmart Movie Viewing Planning Meeting
3/3/06:	Accelerated Accepted Students Day
4/25/06:	National Volunteer Week – SON Information Table
4/27/06:	Walking Tour – organized for Jessica Roberts (10 students)
5/2/06:	Walking Tour – Kati Kluckman-Ault's community health nursing students
6/2/06:	Accelerated Students Expo and Information Fair
6/22/06:	Walking Tour for Returned Peace Corps Volunteers
6/29/06:	Walking Tour for Returned Peace Corps Volunteers

## Tri-School

### Reported Volunteers

**241** students reported their volunteer commitments via SOURCE's Online Feedback and Reflection Form. The following chart shows the breakdown of figures by separate schools, one-time vs. on-going service, and hours given to the community.

	<b>Total # of volunteers</b>	<b># of one-time vols</b>	<b># of on-going vols</b>	<b>avg hrs/week for on-going vols</b>	<b>avg total committed time for on-going vols</b>	<b>Total Hours (one-time and on-going vols)</b>
<b>JHSPH</b>	137	55	82	3.8	82	154 + 6514 = 6668
<b>SOM</b>	44	16	28	2.7	53.5	91 + 1338 = 1429
<b>SON</b>	69	25	35	5	95	127 + 3245 = 3372
<b>Tri-School Total</b>	<b>241</b>	<b>96</b>	<b>145</b>			<b>11,469</b>

**Total Hours of Service  
Contributed to the  
Community: 11,469**

### Utilization of Services

#### *Students*

Total Listserv Subscribers 1360  
Total Student Phone and Email Correspondence 1848  
Total Student In-Person Meetings 513

#### *Faculty*

Total Faculty Phone and Email Correspondence 528  
Total Faculty In-Person Meetings 266

#### *CBOs*

Phone and Email Correspondence 382  
In-Person Meetings 91

### Supported Programs and Events

Year-round: Clothing Drive: year round, in conjunction with JHU Professional Clothing Drive (delivered to Women's Housing Coalition and Christopher Place Employment)  
7/8/05: Hosted JHU's Community Relations Council Meeting  
7/18/05: Attended Environmental Justice Partnership Retreat

9/9/05: Bus Tour – 40 attended  
 9/15/05: VOLUNTEER FAIR (JHSPH 137, SOM 77, SON 42, CBOs 46)  
 Total attendance: approx 300  
 9/19/05: SOURCE Community Council Meeting  
 9/23/05: Meeting with MICA Students for SOURCE art projects  
 9/23/05: Bus Tour – 37 attended  
 10/17-10/31: Food Drive: in conjunction with JHU Women’s Network (delivered to the Maryland Food Bank)  
 10/20/05: Crafts project - donated to a CBO  
 10/31/05: Community Consultants “The Connection” Meet and Greet  
 11/5/05: Fall Tri-School Day of Service  
 12/5-12/16: Toy Drive: delivered to the Rose Street Community Center, St. Michael’s Outreach Center, and The Ark  
 12/6/05: Community Perspectives: Strengths and Challenges of CBPR Noontime Seminar  
 12/8/05: In Our Own Backyard: Demolition, Relocation and Urban Renewal  
 12/9/05: Breaking the Disconnect – Inaugural Environmental Justice Partnership Showcase  
 1/30/06: SOURCE Community Council  
 2/7/06: UHI Executive Committee  
 2/13/06: SOURCE Governing Board Meeting  
 2/28/06: National Volunteer Week Planning Committee  
 3/7/06: National Volunteer Week Planning Committee  
 3/9/06: UHI Forum on Biotech Park  
 3/14/06: National Volunteer Week Planning Committee  
 3/17/06: UHI Executive Committee Meeting  
 3/23-3/25: Habitat for Humanity Alternative Break  
 3/23 – 4/1: Book Drive: delivered to Baltimore Reads for Books for Kids Day  
 3/30/06: National Volunteer Week Planning Committee  
 4/13/06: UHI Executive Committee Meeting  
 4/17-4/28: Toiletry Drive: in conjunction with JHU Women’s Network (delivered to Project PLASE)  
 4/18/06: Security Task Force Follow-up with Corporate Security  
 4/20/06: National Volunteer Week Planning Committee  
 4/21/06: SOURCE Awards Selection Committee  
 4/22/06: Spring Tri-School Day of Service  
 4/26/06: GEMS of Hope NVW Presentation  
 4/27/06: Dan Rodricks, “Ceasefire” Presentation  
 4/28/06: SOURCE Awards and Appreciation Luncheon  
 5/30/06: UHI “Baltimore Conversations” Meeting  
 6/14/06: Urban Health Curriculum Meeting

Student Outreach Resource Center (SOURCE)  
Serving the Johns Hopkins University Schools of Medicine, Nursing, and Public Health

**Mission:**

SOURCE provides academic, professional and personal development opportunities for the members of the JHU Schools of Medicine, Nursing, and Public Health through community outreach and service-learning partnerships with community-based organizations.

**Logo:**



## SOURCE's Guidelines for Potential Partners

The Student Outreach Resource Center (SOURCE) at the Johns Hopkins University Schools of Medicine, Nursing, and Public Health is the East Baltimore campus' community service and volunteerism center. SOURCE provides academic, professional and personal development opportunities for the members of the JHU Schools of Medicine, Nursing, and Public Health through community outreach and service-learning partnerships with community-based organizations. Our focus is on serving the Baltimore community within the realm of these health professions. A particular, but not exclusive, focus is on East Baltimore neighborhoods near the Johns Hopkins Medical Institutions.

The following are a set of basic criteria that we review before approving new partnering community-based organizations (CBOs). CBOs need not meet all criteria in order to become SOURCE partners. However, we are unable to serve all interested parties, unless there is a clear reciprocal benefit for a partnership.

SOURCE primarily partners with CBOs that:

- Have an emphasis on community health issues
- Are non-profit organizations (preferably with 501c3 status or affiliation)
- Can demonstrate longevity of their organization
- Have a mission statement and/or purpose that relate to the health professions
- Are located within Baltimore City, particularly in East Baltimore (due to the close proximity to the schools, and the limited transportation of our students)
- Have their own offices within the community  
(Liability issues prevent us from sending students to someone's home, even if that person is a well intentioned individual.)
- Provide professional development opportunities for students in the health fields
- Demonstrate an interest in serving as preceptors/mentors/teachers for students in the health professions
- Offer worthwhile and meaningful practical experiences where students can practice the skills they have learned in the classroom
- Provide a unique experience for student involvement
- Can provide a contact person to serve as the liaison between SOURCE and your organization

Generally speaking, students are looking to find involvement opportunities related to their studies. However, we do partner with some CBOs that are outside of this area (such as tutoring and mentoring programs). We are reluctant to create new partnerships with such organizations if we already have similar partners within our network that are located within a close proximity to our campus. This is an intentional effort, so that we do not dilute the efforts of our current partners.

We accept applications for new partners on an on-going basis. CBOs are required to complete a Partnering Agency Entry Form. Upon receipt of the form, time will be set up to discuss a potential partnership. Site visits will be scheduled at the CBO's location if a partnership is deemed to be promising. A committee of representatives including students, faculty, staff, and community members will decide if a particular CBO should be added to the network of partners.

**Please note:** All clinical opportunities must be supervised by a Hopkins faculty member.

*Student Outreach Resource Center (SOURCE) \* 410-955-3880 \* source@jhsph.edu  
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## Mutual Expectations of Partners

SOURCE aspires to maintain productive relationships with its partners, and the relationships must be reciprocal in order to succeed. Listed below are expectations regarding partnerships between SOURCE and community-based organizations (CBOs).

Note: These expectations have been approved by SOURCE's Community Council.

### Student Outreach Resource Center (SOURCE) is expected to:

- Advertise and recruit volunteers to serve all partnering CBOs.  
*NOTE: We are unable to guarantee volunteers, but will make every effort to publicize CBO needs.*
- Serve as an advisor on logistical, risk management, and troubleshooting issues.
- Be familiar with the purpose and programs of all partnering CBOs.
- Promote volunteerism, service opportunities, service-learning, and community-based participatory research on campus and in the community.
- Provide information about our schools, students, academic calendars, and special programs.
- Strive to continually improve our services by evaluating the effectiveness and appropriateness of those services and involving all stakeholders in that process.
- Inform CBOs of any feedback received from students and faculty who have worked with them.
- Serve as a coordinator between faculty, students, and CBOs to supplement/facilitate service-learning.
- Keep records of service-learning agreements, project goals, and completed activities.
- Offer consultations with CBOs interested in strengthening their partnership with the Johns Hopkins University Schools of Medicine, Nursing, and Public Health, and knowledge of service-learning.

### Community-Based Organizations are expected to:

- Orient students to the CBO's mission and goals, as well as expectations about the student's duties, so that they can better understand their role.
- Provide work that is meaningful and challenging to the student, related to their coursework and skills.
- Provide appropriate training, supervision, feedback, and resources necessary for student success in the service opportunity.
- Agree on and document, with the student, the expected deliverables and duties.
- Ensure a safe work environment and reasonable hours for the student to perform service.
- Have an organizational commitment to involving students in your CBO.
- Be aware of and respect the fact that the student has agreed to a specific assignment and may not be open to other volunteer duties.
- Update any changes in the CBO's volunteer coordinator/contact person, address, phone number, or other pertinent information related to the involvement opportunities available through SOURCE.
- Notify SOURCE when any student, faculty, or staff from the Johns Hopkins University Schools of Medicine, Nursing, or Public Health collaborates with the CBO.
- Inform SOURCE quickly of any serious infractions of agreement by a student.

**Students are expected to:**

- Agree on and document, with the CBO, the expected deliverables and duties.
- Meet time and duty agreements made with the CBO, and provide adequate notice of absence if needed.
- Be prompt, willing, respectful, and positive at their CBO.
- Provide feedback about their experience and its relevance to their field of study through SOURCE's online feedback and reflection form.
- Be open to learning about cultures and lifestyles different from their own.
- Speak with their supervisor if uncomfortable or uncertain about their responsibilities.
- Speak with SOURCE staff if they are displeased with their service experience or need mediation.
- Adhere to the CBO's rules and procedures, including the confidentiality of the clients served.
- Know that they are not able to provide clinical care without the direct supervision of a faculty member from their Johns Hopkins University school (i.e. a medical student must be supervised by a JHU SOM faculty).
- Accept supervision and feedback that will enhance the learning experience.

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## **The Connection Community Consultant Group**

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*Connecting students with their communities  
Connecting learning with experience  
Connecting Johns Hopkins with Baltimore*

In 2005, the Connection, a community consultant group, was launched in response to student requests for more short-term service opportunities in Baltimore. Working in teams, the Connection's consultants partner with local community-based organizations (CBOs) to carry out finite projects that usually last from three to five weeks. Connection consultants are students affiliated with the Johns Hopkins University Schools of Medicine, Nursing, and Public Health.

The Connection provides a mutually beneficial exchange: CBOs receive additional support for short-term projects, and students can put the skills they learn in the classroom to work in the real world.

In 2005-2006, the program's pilot year, Connection projects included grant writing, bylaw development, survey design, quality assurance assessment, curriculum development, and skill building workshops. Over 25 consultants worked with six local organizations.

After an extremely successful pilot year, the Connection looks forward to expanding in 2006-2007. Part of this expansion will be facilitated by a \$1,500 grant from the Johns Hopkins Alumni Association. In the future, we anticipate that Connection projects will involve skills such as data analysis and interpretation, surveying, writing/revising grants, fundraising, and teaching health topics.

The following pages provide a summary of this past year's projects as well as information about each CBO and the composition of the Connection teams.

Administrators:

Mindi Levin, MS, CHES  
Director, Student Outreach Resource Center (SOURCE)

Lainie Rutkow, JD, MPH  
Fellow, Center for Law and the Public's Health  
PhD Candidate, Health Policy & Management

### **UHI Caroline Street Free Clinic for the Uninsured**

**Description:** Established in 2004 by Johns Hopkins's Urban Health Institute, this clinic was designed to provide health services to people with no health insurance. The clinic offers basic primary care, screening, chronic disease management, health education, and HIV testing and counseling services for adults and children. The clinic is staffed by Hopkins volunteers and all services are free.

**Project:** To help the Caroline Street Clinic improve its community outreach and address residual community needs, such as HIV testing, the Connection team developed an intake questionnaire for the clinic. The questionnaire, which incorporates local demographic and risk factor considerations, will be administered to people seeking HIV testing by counselors trained to work with people seeking such services.

**Connection team:** 5 JHSPH students

### **YMCA Afterschool Program at Dr. Rayner Browne Elementary School**

**Description:** Located in East Baltimore, Dr. Rayner Browne Elementary School serves students in pre-kindergarten through fifth grade. The school's faculty and staff strive to increase student achievement through comprehensive academic programs. In addition, they work to improve student attendance, behavior, and parental involvement.

**Project:** The Connection team developed a nutrition curriculum for the school and recruited five Hopkins students to teach nutrition and health education to students at Rayner Browne. The sessions included topics such as the four food groups, portion control, smoking education, hygiene, and heart and GI tract functioning. The project received two donations from Whole Foods, which allowed the students to have taste-testing sessions with healthy foods. The Connection team received a \$1,000 grant from the Johns Hopkins Alumni Association, which will allow the educational program to continue to Rayner Browne.

**Connection team:** 3 JHSPH students

## Environmental Justice Partnership

**Description:** The Environmental Justice Partnership (EJP) was formed in 2003 as a way to promote healthy behavior in the East Baltimore community and to better involve the community in the research conducted at the School of Public Health. EJP's underlying philosophy holds that better partnerships and community input could lead to better science and better solutions to environmental problems.

**Project:** The Connection team drafted a set of bylaws for EJP. The bylaws, which provide a comprehensive overview of EJP's operations, contain information about EJP's objectives, membership, board of directors, officers, meetings, fundraising and development, and conflict resolution system.

**Connection team:** 3 JHSPH students, 1 SOM student

## The Men's Center

**Description:** The Men's Center improves the quality of relationships between fathers and their children, thus enhancing the preservation of families. The Center is a coordinating place for East Baltimore residents that increases the accessibility of services and community awareness. The Center offers a holistic array of services designed to move men towards self-empowerment.

**Project:** The Connection team wrote a grant requesting funds to upgrade the Men's Center's facilities. In addition, the team developed materials to help the Men's Center apply for a grant to enhance Lifeskills, the Center's main program. To help the Men's Center in the future, the team researched additional grant opportunities that could provide funds to further upgrade the Center's facilities.

**Connection team:** 3 JHSPH students, 1 SON student

### **Greater Homewood Community Corporation**

**Description:** The Greater Homewood Community Corporation (GHCC) is a non-profit organization serving the 40 neighborhoods of north central Baltimore. Established in 1969, GHCC's mission is to strengthen neighborhoods in north central Baltimore through improving education, supporting youth development, and advancing economic development and community revitalization. GHCC has focused on improving the quality of life for people living in Greater Homewood neighborhoods. To this end, the program focuses on education and youth, community development, and neighborhood revitalization. In addition, the organization serves as a meeting ground for a diverse community.

**Project:** The Connection team developed basic monitoring and evaluation tools that GHCC could use for its Youth Development Initiative. The consultants conducted an "Introduction to Monitoring and Evaluation" session for GHCC staff; facilitated a half-day workshop to further define GHCC processes and objectives; identified a comprehensive set of indicators to be used for monitoring and evaluation of program processes and outcomes; and constructed a set of tools and strategies for data collection that related to the indicators.

**Connection team:** 3 JHSPH students, 1 SOM student

### **International Rescue Committee**

**Description:** Founded in 1933, the International Rescue Committee (IRC) is a global leader in emergency relief, rehabilitation, protection of human rights, post-conflict development, resettlement services and advocacy for those uprooted or affected by conflict and oppression. For refugees afforded sanctuary in the United States, the IRC provides a range of assistance aimed at helping new arrivals to become settled and acquire the skills to become self-sufficient.

**Project:** The Connection team developed a survey for refugees who were resettled in the Baltimore area through the IRC. The survey targets refugees who have been resettled for over one year, and will be used by the IRC to determine their clients' satisfaction with the IRC's services. In addition, the survey will help the IRC to determine what additional services it should offer. The IRC will assess the validity and reliability of the survey in summer 2006.

**Connection team:** 4 JHSPH students

## **The Men's Center**

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**Project:** The Connection team worked to improve the Men's Center's database management. This quality assurance project was designed to better enable the Men's Center to run progress reports on each of its clients. Because much of the Center's work is time-sensitive, an efficient and effective database system is crucial. The team delivered an improved database and plans to train the Men's Center staff in its use.

**Connection team:** 3 JHSPH students

## **What students are saying about the Connection...**

“This was a great way to apply what I had learned in class and our team really worked collaboratively to identify resources and models that were appropriate to the client’s programs.”

“This is a great resource and great experience.”

“I learned about networking, meeting community activists and workers, database management, focus groups, and survey development.”

“The projects were very valuable experiences and I’m very happy to have had this opportunity!”

## **What local organizations are saying about the Connection...**

“Thanks to the students our staff are now able to conduct their own evaluations of our programs.”

“The students were a tremendous help and without them we would not have been able to make the progress that we have made.”

“These students certainly helped our organization. Their expertise was greatly appreciated.”

“We would like to have other Connection projects in the future and highly recommend this program.”



# SOURCE

Student Outreach Resource Center

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*The SOURCE for community involvement opportunities.*

## SOURCE Staff

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