In Search of Project Proposals for our 2022-2023 SOURCE Service Scholars Program.

2nd Round Proposals due by Friday May 6th, 2022 at 11:59 pm ET.

We are currently seeking 6 additional projects.

Up to 15 SOURCE Service Scholars (SSS) will be selected for the next academic year to lead small teams of students on projects to be developed with SOURCE partnering community-based organizations (CBOs). Projects should be geared towards the ability to lead and involve a small team of students (minimum of 4 students, but opportunity to engage more students in activities is welcome) and should take place throughout the academic year. Upon completion of in-depth training and a minimum requirement of 150 hours of service, Scholars will receive a small stipend for their on-going commitment to the community project.

Scholar projects must be completed within the 2022-2023 academic year. The program is not designed to bring students on as interns to assist with regular program management; rather, the position should be designed to begin and end within the timeframe allotted, working on a specific project. Additionally, the role of the Scholar is designed to assist an organization in bringing on volunteers from the JHU health professional schools to work on the project or assist with activities at the organization – these can be either one-time or ongoing volunteer positions. CBOs interested in bringing on a Scholar must have ideas for the volunteer recruitment component of the project.

Potential Project Examples Include:
- Development and implementation of health-related curriculum or educational workshops
- Community outreach (e.g. building partnerships in the business community and/or will other Baltimore-based CBOs and agencies; developing social media outreach and marketing activities)
- Advocacy (e.g. designing/organizing educational awareness campaigns)
- Program Design (If you have a new program that you would like to carry out, but don’t have the resources or time to do so, this could be your opportunity to get the ball rolling!)
- Service extension of your organization – This could be anything that is direct service where you would need volunteers for an extended period. The Scholar could create a volunteer management and training process as well as recruit volunteers.

CBO Preceptors are expected to:
- Complete SOURCE Online Preceptor Module
- Supervise Scholar and recruited volunteers over the term of the project
- Establish regular and frequent meetings with Scholars regarding progress of project
- Provide appropriate guidance for Scholars to complete project within academic year 2022-2023
- Ensure continuity of the project by working with the Scholar on a sustainability plan
- Communicate regularly with SOURCE staff to ensure Scholar is on pace to meet stated project needs
- Respond to all SSS communications in a timely manner
- Complete a mid-year and final evaluation regarding the Scholar and the Scholar project
- Be able to verify Scholar hours
- Remain flexible with reasonable changes in the program structure

SOURCE Service Scholars are expected to:
- Maintain a consistent presence at the CBO throughout the project (on average, 3-4 hours per week)
- Remain in constant contact and collaboration with the lead contact/preceptor at the partnering CBO
- Ensure sustainability of the project by working with the CBO contact on a sustainability plan
- Attend all 6 SSS Academy sessions offered by SOURCE
• Recruit a minimum of 4 student volunteers from the JHU Schools of Public Health, Nursing, and Medicine to assist with the SSS project. Engage all recruited volunteers in regular critical reflection (training on reflection will be provided).
• Attend quarterly check-in meetings with assigned SOURCE staff advisor
• Respond to all SSS communications in a timely manner
• Complete a mid-year and final report on project progress
• Complete summer learning and reflection activities remotely
• Complete a minimum of 150 service hours
• Track hours and activities logged on a weekly basis through Hopkins Engage
• Complete a final paper and poster summarizing their work
• Remain flexible with reasonable changes in the program structure

To Submit a Project Proposal:
If you have ideas for a project, please complete the electronic form by Friday May 6th, 2022 at 11:59 pm ET. You may call Rosemary Riel, SOURCE Assistant Director at 410-955-3880 to discuss your ideas prior to submitting the project proposal form. Students will apply for the program May/June 2022 and CBOs with approved SSS projects will receive a list of top applicants to interview and rank.

Proposal and Recruitment Timeline:
The following is the timeline for the proposal and recruitment process for CBOs. Please mark your calendars with the following dates and times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 6, 2022</td>
<td><strong>Deadline Friday May 6th, 2022 at 11:59pm</strong> Recruitment of CBOs for project proposals.</td>
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<tr>
<td>May 6, 2022 – May 13, 2022</td>
<td>SOURCE will review and follow up on projects with any questions. Final notice on proposal acceptance will be sent by <strong>Friday, May 13th</strong>.</td>
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<td>May 16, 2022 – June 6, 2022</td>
<td><strong>Recruitment of students to apply/participate.</strong> Multiple information sessions, emails, fliers, message to academic coordinators.</td>
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<td>Monday June 6, 2022</td>
<td><strong>Deadline for Students</strong> to apply for specific projects for the <strong>second round</strong>.</td>
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<tr>
<td>June 8-10, 2022</td>
<td>Internal Support Team begins review of all applications. Team will narrow the applications to the top candidates for each project (3 or 4 maximum students)</td>
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<td>June 13 2022 – June 24 2022</td>
<td><strong>Interview for Positions.</strong> Preceptors will have the opportunity to interview 3-4 students (in-person, video, or phone) to rank order their potential Scholar. <strong>Please reserve time NOW on your calendars to be able to accommodate student interviews during this window of time.</strong></td>
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<tr>
<td>Friday, June 24 2022</td>
<td><strong>Preceptors and Students report their rank orders</strong> of preferred students/placements.</td>
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<tr>
<td>Monday June 27, 2022</td>
<td>Internal Support Team conducts final matching of student placements. Email notification will be sent to all parties on or before <strong>Tuesday June 28th, 2022</strong>. Students must respond to SSS placement opportunities within 5 business days if accepting the opportunity.</td>
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<td>Summer 2022</td>
<td><strong>Preceptors</strong> must complete the SOURCE <strong>Online Preceptor Module</strong>. This mandatory module will prepare preceptors to work effectively with students through the SOURCE Service Scholars program. <strong>Deadline for completion is August 1, 2022.</strong> Send completed certificate to <a href="mailto:SOURCE@jhu.edu">SOURCE@jhu.edu</a>.</td>
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<td>Summer 2022 (optional) September 2022-May 2023</td>
<td><strong>Students collaborate on service projects with CBOs.</strong> Students work with the organization for the entire academic year. Students are not required to work during school breaks but coordinate schedules with the preceptor to ensure a timeline for resuming work plans after session breaks.</td>
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<tr>
<td>April 2023</td>
<td>Final celebration/appreciation event – Preceptors attend student poster session and celebration</td>
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SSS FAQs

1. My proposed project is really for one student internship project. Is that suitable for a SOURCE Service Scholar project?
   Unfortunately, no. Because of the initial grant guidelines, and to ensure that the funding for the program has great reach, we require all SOURCE Service Scholars to recruit a minimum of 4 JHU student volunteers throughout the course of their work with the organization. Additional volunteer engagement does not have to follow a specific structure. For example, some Scholars have recruited volunteers for one-time events/activities (e.g. leading a 2-hour workshop), some are recruited to work on a short-term project as an extension of the Scholar activities (e.g. development of a cookbook in conjunction with nutrition workshops the Scholar is leading), and some have recruited volunteers over the course of the academic year (e.g. recruiting volunteers to mentor/tutor youth at the organization with which they are working). Additionally, the Scholars’ main duties do not have to relate to volunteer recruitment, but there must be some element of volunteer involvement.

   If this still doesn’t seem like a fit, SOURCE is happy to advertise for your internship opportunity through our SOURCE Weekly Service Scoop – those can be sent to SOURCE@jhu.edu.

2. I’ve had a SOURCE Service Scholar in the past. Can I apply for one again?
   Yes, you can! Note, though, that we will give higher preference to CBOs who have not previously had a Scholar project – we like to spread the love amongst our 100+ community partners. If you do intend to propose another Scholar project, keep in mind that the project you propose must be completely separate and distinct from previous Scholar projects. Projects should be completed within one academic year. In some cases, however, there might be a clear way for a Scholar to branch off of the project from the previous year, but there must be a clear distinction.

3. Why do we need two preceptors from our organization?
   We understand that with a small organization, both staffing and time can be a bit tenuous, and it is always good to have more people “in the know”. Additionally, in the past we’ve had projects fall apart because only one person with the organization knew and was supportive of the Scholar project. Unfortunately, when that preceptor left in the middle of the academic year, there was no one else at the organization knowledgeable of the project or willing/able to supervise the Scholar. Therefore, we now require two preceptors to be aware and supportive of the project.

4. How many hours per week will the Scholar work and will they be working a regular schedule?
   Scholars are required to complete a minimum of 150 hours with the organization over the course of the academic year (Sept-May). This typically comes to around 4 hours/week at (or on behalf of) the organization. We recommend Scholars set a regular schedule with the CBO, but supervisors must understand that student schedules change during each term. Because each of the health professional schools (Public Health, Nursing, Medicine) have different schedules, it is the responsibility of the Scholar to communicate their schedule (and schedule changes) with their CBO preceptor. Additionally, we do not require students to work during their academic breaks (e.g. winter break, spring break, etc.), however they must communicate this with the preceptor. Some students do choose to work (and potentially make up extra hours) during those breaks if they happen to stay in Baltimore.

5. I’m a busy professional. How much supervision is needed of the Scholar?
   Scholars are meant to be supervised as a member of your organization’s team. This includes proper orientation and space provided for their work. Additionally, we recommend regular bi-weekly meetings with Scholars for check-ins, such as a supervisor would with their full-time staff members. We don’t want to leave Scholars fending for themselves within the organization, so we expect the supervisor to take the time and effort to supervise the Scholar to set them up for success.

6. I’m not good with electronic forms. Can I submit a paper form?
   Unfortunately, we are no longer able to accept paper forms. In an attempt to streamline the process, we’ve implemented an electronic form. If you have questions about the electronic submission, please contact Rosemary Riel, SOURCE Assistant Director at 410-955-3880 for support.