COMMUNITY-BASED PRACTICE THROUGH CIVIC ENGAGEMENT

CBO Info Sheet

**Brief Description of the Course:**
We have developed an online course that uses critical online service-learning techniques to enable students, regardless of their geographical location, to engage in real-word, community-based, evaluation projects. Students will engage with Baltimore-based community organizations, using critical reflection, on issues of equity and professional practice. We will discuss the limitations and ethical aspects inherent to civic engagement evaluation work. For their main project, students will *develop an evaluation tool* for the organizations’ identified need. The course is designed to build reciprocal partnerships that reach beyond “consultancy” by examining contexts, histories, and stories alongside evaluation needs.

**The goals of this course project are to:**
1) identify evaluation needs and capacity of a community-based organization (CBO),
2) **create an evaluation tool** that the CBO is able to sustainably implement

A small team of 3-5 students will be working on each project. Students will collaborate with the CBO to design an evaluation tool that will meet the needs of the CBO (e.g. volunteer management, program evaluation, client feedback forms). Students will meet virtually with the CBO partner at least two times throughout the term (via online video like Skype or Zoom). The final assignment includes the evaluation tool, implementation strategy, and a group presentation to the CBO during the final week of class. The nature of the assignment will vary slightly depending on the needs of the specific CBO.

**CBO Expectations:**
*Because this is an online service-learning course, the CBO will be expected to participate in the following ways:*

- Plan to meet with the instructors in order to discuss the organization’s history and mission and to develop the general objectives and the purpose of the service-learning project.
- Collaborate on a short, recorded presentation to provide students with background information regarding the history and mission of the organization. We will also outline the project goals and expectations for students.
- Communicate your experiences of working in Baltimore to give students a picture of your work in the city. Provide students with background information about any past or ongoing evaluations, as well as evaluation or reporting requirements.
- *Through at least 2 video conferences,* work with students to identify your evaluation needs. Organizations may have many different needs. A few examples of projects include: volunteer satisfaction surveys, interview guides for clients, or a program evaluation survey.
- Be available for contact through email, phone or video calls from a student group representative for additional clarification.
- Estimated hours for CBO: 1-2 hours per week *on average*
- Provide feedback to students and faculty as the assignment is carried out to assure organization’s needs are met.

**Student Expectations:**
• Complete course presentations, activities, attend small group meetings, and synthesize the content in order to produce a well-informed evaluation tool.
• Use designated times and come prepared to meet with representatives of the CBO for guidance.
• Communicate clearly and professionally with the CBO.
• Work in small teams to provide a final evaluation report to the CBO.

Final Deliverable:
The community-based organization will receive:
- A final report that includes:
  1) a description of the evaluation purpose;
  2) an evaluation tool for the program or activity to be evaluated;
  3) a proposed plan for implementation.
- The report will be based on community-based evaluation methods and reviewed by Johns Hopkins Bloomberg School of Public Health faculty.

Examples:
• A benchmark tool that evaluates client or neighborhood needs, progress, or assets
• A survey that assesses volunteer strengths or satisfaction
• Surveys, interview protocols, or quantitative metrics that evaluate the effectiveness of a program
• A readiness evaluation related to organizational capacity

Course Timeline and Key Dates:
This eight-week course runs from Tuesday, March 23 – Friday, May 21.

Week 3: April 4 – 10
Virtual Meeting #1

Week 5: April 18 – 24
Draft of CBO eval tool due

Week 7: May 2 – May 8
Virtual Meeting #2

Week 9: May 17– 21
Final Presentation and Report to CBO due

Instructions for how CBOs can Submit a Project Proposal for the course:
*Please submit your proposals by clicking here: https://jhsph.co1.qualtrics.com/jfe/form/SV_1MLbz2Q2msZN7ro

Deadline for submissions: Friday, March 5, 2021