This document provides information about the Baltimore Community Practicum (BCP) course, SOURCE’s flagship service-learning course. BCP is offered annually to graduate students at the Johns Hopkins Bloomberg School of Public Health. We are now seeking community-based organizations (CBOs) within SOURCE’s network of partners to offer practicum opportunities for our students.

This document contains the following information:

1. 1 page intro to BCP course
2. What, When, Where, Who, How?
3. How to Develop a Practicum Experience for a Student with your CBO
4. Competencies for Public Health Professionals
5. Types of Projects
6. CBO / JHSPH / Student Expectations
7. Step-by-Step Guide for using Online Submission Form

For more information, please contact:

Mindi B. Levin, MS, CHES®
Founder and Director, SOURCE
Course Director, Baltimore Community Practicum course
mlevin@jhu.edu, cell: 443-801-3038
Introduction to Baltimore Community Practicum Course

*Learning-by-doing* has been fundamental to the teaching of public health since Dean Welch formed the first school of public health at Johns Hopkins. To be effective, students must contribute to the work of public health with the field site, be properly supervised and evaluated, and reflect on their experience in a supportive environment. For the student, successful experiences not only integrate didactic learning with reality, but also expose them to a variety of career options in public health. Placements can be a useful tool for recruitment and retention. Most importantly, practitioners can focus student enthusiasm and knowledge in time-limited activities that accomplish organizational goals.

The *Baltimore Community Practicum* course supports student projects completed in partnership with community-based organizations. Master of Public Health (MPH) and Master of Health Science (MHS) candidates, as well as 1st year doctoral students from JHSPH will conduct a project involving a defined population. Concurrently, students will participate in a seminar which will cover basic methods of outreach to the community, attitudes, and values about the role of professionals in community-based work, the social contract required of service professionals, and the attitudes required for effective public health practice. Students in these seminars will be doing projects with a variety of CBOs, on a wide range of topics, and at differing levels of difficulty. It is hoped that their presentations and discussion cross-fertilize innovation, as well as engage more academic scholarship in the many complex issues of public health practice.

The projects done by students must arise from the organizational priorities of the CBOs. Coordination between the site preceptors and academic faculty is essential and requires dedicated staff time and support. Student projects are expected to make a contribution to the work of the CBO, while demonstrating a significant level of scholarship.

The purpose of these experiences is to provide students an opportunity to practice the application of their classroom learning to real-world situations. The students are expected to function in a role as a student/practitioner with their partnering CBO. The experience is considered to be service-learning and therefore it is expected that the student will make a contribution to the work of the site within the limits of their responsibility and authority. The result should be mutually beneficial to the site, the student, the Johns Hopkins Bloomberg School of Public Health, and most importantly, to the community/population served by the site.

**Course Learning Objectives:**

By the end of the two terms of the practicum, the students will be able to:

1. Describe in detail, as well as summarize, the development and operation of an on-going community-based public health project.
2. Describe the organizational structure of one particular public health practice site and its relationship with its community.
3. Demonstrate practical methods for promoting partnerships between communities, public health agencies, academic institutions, and community-based organizations.
4. Explain the basic concepts of community-based participatory research, service-learning, and civic professionalism.
5. Articulate their values and attitudes about community engagement and ways of developing partnerships.

6. Demonstrate effective communication and presentation skills, as well as how to give and receive constructive feedback from peers, supervisors, and community members.

7. List and briefly describe in their final presentation and paper, the ten most important items of content knowledge learned from their faculty and preceptors and documented in their journal.
**WHAT is the Baltimore Community Practicum?**

Graduate public health students will conduct a *PROJECT* involving a defined population with a community-based organization (CBO). Concurrently, students will participate in a *weekly seminar* with the course director. The purpose of this practicum is to provide students an opportunity to practice the application of their classroom learning with a CBO. The student is expected to function in a role as a student/practitioner with the CBO.

The Baltimore Community Practicum course is a **non-paid, for-credit** practicum program sponsored in partnership with SOURCE, Johns Hopkins Bloomberg School of Public Health and participating community-based organizations (CBOs).

**WHEN will the course/program be offered?**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer 2021</strong> (Deadline: Fri, August 13)</td>
<td>Recruitment of CBOs for project and preceptor identification. <strong>Deadline Fri, August 13 by 11:59 pm</strong></td>
</tr>
<tr>
<td><strong>Summer 2021 – September 2021</strong></td>
<td>Recruitment of students to apply. Multiple information sessions, emails, flyers, messages to academic coordinators.</td>
</tr>
<tr>
<td><strong>Tues, September 21, 2021</strong></td>
<td><strong>Deadline for Students</strong> to apply for specific projects</td>
</tr>
<tr>
<td><strong>Fri, September 24, 2021</strong></td>
<td>Internal Admissions team reviews all applications. Team will narrow the applications to the top candidates for each project (3 or 4 maximum students)</td>
</tr>
<tr>
<td><strong>Tues, September 28 – Wed, October 13, 2021</strong></td>
<td><strong>Interview for Positions.</strong> Preceptors will have the opportunity to interview (via video or phone) up to 3 students to select their final student. Please reserve time NOW on your calendars to be able to accommodate student interviews during this window</td>
</tr>
<tr>
<td><strong>Wed, October 13 by 5 pm ET</strong></td>
<td><strong>Preceptors and Students report their rank orders of preferred students/placements</strong></td>
</tr>
<tr>
<td><strong>Thurs, October 14</strong></td>
<td>Internal Admissions team conducts final matching of student internships. Emails will go out by Mon, October 18 to notify all parties of final matches.</td>
</tr>
<tr>
<td><strong>2nd term</strong> Week of Oct 26, 2021 through Week of December 22, 2021 (WINTER BREAK)</td>
<td><strong>Students work on projects with CBOs.</strong> Student will commit to the CBO projects for 2 terms (2nd and 3rd terms of the JHSPH academic calendar.</td>
</tr>
<tr>
<td><strong>3rd term</strong> Week of Jan 24, 2022 through Week of March 18, 2022</td>
<td>A total of 16 weeks of dedicated work. Please note that Winter Break if <strong>NOT</strong> required.</td>
</tr>
<tr>
<td><strong>Early March 2022</strong></td>
<td><strong>Final celebration and appreciation event. Preceptors invited to attend student presentations.</strong></td>
</tr>
</tbody>
</table>
WHERE will students be completing their practicum?

Students will work with CBOs for **4 hours per week** (*most popular and preferred*), or 8 hours per week. These hours are connected to the number of credits that students can earn for their community efforts. Due to the COVID-19 pandemic, we are seeking flexibility with WHERE students will work this year. We anticipate that the University will fully re-open in the Fall, but final guidelines have not been released at this time. Therefore, we are asking community preceptors if they are open to fully remote work (meaning that a student would not need to be in Baltimore to participate), hybrid work (some time on-site at the organization and some time working remotely), or fully in-person (should University and organization guidelines allow). Students will be expected to maintain a schedule that is agreed to by both parties. Students should be emerged into the culture of their host organization in order to have a meaningful experience.

WHO is involved with the Baltimore Community Practicum?

**CBO Preceptor:**
One representative from a CBO will need to serve as a preceptor for the student as they complete the assigned project. The preceptor must be able to work one-on-one with a student and offer feedback, guidance, and direction. The preceptor is both a supervisor and a mentor to the student. The preceptor will have contact with the course director. The preceptor will also provide **written feedback** for the student and complete an evaluation of the student at the **midpoint and conclusion** of the project. Preceptors must have a working knowledge and practical experience in the project areas assigned to the student and an interest in and commitment to helping a graduate student. **Preceptors must also have time to meet with their student each week (even for 30 minutes – 1 hour).**

**Student:**
Any masters degree student or doctoral student at the Johns Hopkins Bloomberg School of Public Health (JHSPH) can apply to participate in the Baltimore Community Practicum Course.

**JHSPH Course Director:**
Mindi B. Levin, MS, CHES®
Founder and Director, SOURCE

**Faculty Appointments:**
Johns Hopkins Bloomberg School of Public Health
Health, Behavior and Society (primary)
Health Policy and Management (joint)
Johns Hopkins School of Nursing (joint)
**HOW are practicum projects developed?**

BCP is built around the assumption that the best learning occurs when it is in response to CBO and community-identified needs. CBOs will identify a worthwhile and meaningful project that is mutually beneficial to the student’s academic progress in public health and to the CBO’s mission. Appropriate and realistic goals and objectives for specific projects must be created. These goals and objectives must be specific.

The project must meet these principal objectives:

- Apply knowledge, techniques and tools acquired in the classroom
- Provide practical experience through an applied public health and/or community health setting
- Learn how a CBO functions
- Reflect upon the contribution of the core public health competencies
How to Develop a Practicum Experience for a Student with Your CBO

1. First, think about what a student could do with your CBO to help meet your organizational goals and objectives. Where could you use extra support?

2. Choose specific projects that students can work on, and who at the CBO will be available to mentor the student throughout the project (the practicum preceptor).

3. Begin to develop a written description of the project (including goals, tasks)

4. Determine the hours per week and length of the commitment for an internship. Most students will commit 4 hrs/week to the BCP project over the 2 academic terms (preferred). Some students will commit 8 hrs/week to the BCP project over the 2 academic terms. (NOTE: The most feasible number of hrs per week for students is typically 4 hours per week. In some cases, students may be able to work 8 hours per week.)

5. Fill out and submit a project description including information on the designated preceptor. The information can be completed online at: https://pos.jhsph.edu/

   NOTE: Screenshots of how to use the online submission form are included at the end of this document. Please review for information that is specific to BCP.

6. If you have never used the https://pos.jhsph.edu website before, you will need to complete the “Preceptor Registration” first when you arrive at the website.

Competencies for Public Health Professionals:
*See the full list of core competencies online at:

Domains include:

- Analytic/Assessment Skills
- Policy Development/Program Planning Skills
- Communication Skills
- Cultural Competency Skills
- Community Dimensions of Practice Skills
- Public Health Sciences Skills
- Financial Planning and Management Skills
- Leadership and Systems Thinking Skills
Types of Projects

- Provide case management services and health education
- Evaluate existing programs to see how effective they are
- Investigate new partnerships that could also act as client resources
- Coordinate programs and activities
- Design programs/curriculum on health topics
- Grant writing (Provide support and assistance in funding research)
- Create educational materials
- Analyzing barriers to implementation and presenting recommendations for improvement
- Program coordination
- Quality improvement projects
- Patient advocacy
- Outreach and marketing
- Needs assessments
- Conduct cost-effectiveness, cost-benefit, and cost utility analyses
- **AND OTHERS!**
CBO / JHSPH / AND STUDENT EXPECTATIONS

Student performance in BCP is graded on (a) the community preceptor’s evaluation, (b) participation in weekly seminar, (c) written assignments (d) an oral presentation, and (e) a final paper. The course is graded Pass/Fail.

EXPECTATIONS OF THE CBO

1. Based upon the agency’s organizational goals and mission, identify a meaningful and challenging project for the student to complete
2. Define deliverables for student project and set clear expectations
3. Provide a designed preceptor for the project
4. Provide adequate resources to complete the project, as needed
5. Ensure a safe work environment (including virtual space) and reasonable hours for the student’s project work.
6. Be aware of and respect the fact that the student has agreed to a specific assignment and may not be available for other optional duties.
7. Update any changes to the site or agency contact person and contact information.

EXPECTATIONS OF THE PRACTICUM PRECEPTOR

1. Orient the student to the site’s mission, goals and culture.
2. Review the site’s expectations of the student and the goals and deliverables of the project.
3. Review and clarify the project goals and learning objectives documented in their learning contract.
4. Orient the student to the logistical aspects of the agency
5. Allow sufficient time for supervision and instructions through regular meetings and interactions.
6. Evaluate the student’s performance and provide the student with feedback informally and during the midpoint and end reviews.
7. Be aware of and respect the fact that the student has agreed to a specific assignment and may not be available for other optional duties.
8. Notify the Course Faculty at any time should problems arise.

EXPECTATIONS OF THE STUDENT

1. Behave as a professional: be prompt, courteous, respectful and positive while working with the community-based organization or local health department, dress appropriately for the professional setting.
2. Academic requirements such as completing an educational plan, final paper, and additional assignments
3. Attendance in weekly seminar and on-site at CBO.
4. Fulfill all agreed upon duties and responsibilities at the site.
5. Provide feedback about their experience to both the site and to JHSPH through evaluations and the midpoint review.
6. Be open to learning about new cultures and lifestyles
7. Respect the privacy and confidentiality of those served by the site.
8. Notify the Course Faculty at any time should problems arise.
EXPECTATIONS OF THE JHSPH COURSE FACULTY

1. Provide information to students about potential internship opportunities at sites.
2. Assist students and sites in finding a good match between student, site, and project.
3. Assist the student in clarifying the educational goals for the practicum, as documented in their learning contract.
4. Respond to the needs of the student and site during the internship.
5. Inform the site of any feedback received from students and faculty that have worked with the site.
6. Evaluate the student’s performance in collaboration with CBO preceptors.
7. Evaluate the quality of the service-learning associated with the practicum in collaboration with the CBO preceptor and the student.
8. Make modifications in future curricula to address educational problems identified in evaluation of the practicum.
The following section is a *Step-by-Step Guide* for submitting a project proposal through the Practicum Opportunity Site (POS).

The guide includes screenshots, and helpful tips.

Preceptors must first register with the site, and then create a new placement opportunity.

Be sure to select that the proposal being submitted is for the “Baltimore Community Practicum.”

**Other info to keep in mind when submitting:**

- 4 hours per week is recommended (or 8 hours)
- **START and END DATES:** 10/26/21 - 3/18/2022
- **Student Application Deadline:** 9/21/2021

[https://pos.jhsph.edu](https://pos.jhsph.edu)
A Step-by-Step Guide for Baltimore Community Practicum

Submitting a Project Proposal through the Practicum Opportunity Site (POS)

Introductory Note to Preceptors (p. 1)
Step 0: Decide to be a Preceptor (p. 1)
Step 1: Create a New Registration (p. 1)
Step 2: Fill out Basic Information for Registration (p. 2)
  Step 2 continued: Successful Registration (p. 3)

Step 3: Create a New Placement Opportunity (p. 3)
Step 4: Fill Out Details of your Placement Opportunity (p. 4 – 7)
  Step 4 continued: Save your Work for Later (p. 7)
Step 5: Preview your Submission (p. 8)
Step 6: Submit your Placement Opportunity (p. 9)

Now What? (p. 9)
If your Placement Opportunity Submission is “Approved”… (p. 10)
If your Placement Opportunity Submission is “Rejected”… (p. 10)
If your Placement Opportunity Submission “Needs Editing”… (p. 11)
Dear Prospective Baltimore Community Practicum Course (BCP) Preceptors,

Thank you for your interest in serving as a preceptor for either the Baltimore Community Practicum course at the Johns Hopkins Bloomberg School of Public Health! The Placement Opportunities System (POS) is our online portal which streamlines the project proposal submission and matching process for students, course directors, and preceptors.

This step-by-step guide is meant to walk you through the online submission of a project proposal through the online system.

Please do not hesitate to contact Mindi Levin at SOURCE (by email at mlevin@jhu.edu; or by phone at 443-801-3038) if you have any questions about the course, the nature of the project(s) you are proposing, the role(s) of the preceptor, the online system itself or need additional help in troubleshooting!

Step 0: Decide to Be a Preceptor

Review Preceptor information and Course information and identify a project of appropriate scope. Contact SOURCE if you have questions about this!

Confirm that this is indeed an opportunity that would fit your organization given the course timeline and time commitment of a student intern. Confirm that there will be a committed preceptor to serve as a mentor to the student intern(s) and be mindful of transportation needs of students (often limited to public transportation). Also contact SOURCE if you have questions about this!

Step 1: Create a New Registration

Go to the Placement Opportunity System URL: https://pos.jhsphs.edu/

Click on “Preceptor Registration”.

- [Image]

**Welcome to the Placement Opportunity System.**

**What is a Placement Opportunity?**

Placements are defined as for-credit practice-based learning opportunities for graduate-level public health students at the Johns Hopkins Bloomberg School of Public Health (JHSPH) which are planned, supervised, and evaluated. Placements are coordinated between preceptors in the field (public health professionals located at community-based organizations, local health departments, non-profits, government agencies, etc.) and JHSPH faculty. Placements involve discrete activities that can be completed by students in order to meet the needs of the participating organizations/agencies. Simultaneously, the placement helps to further enhance the student’s own learning as a component of their public health education and training. Placements must have realistic expectations and objectives that can be delivered in a specific amount of time (typically corresponding with the length of a course). Placements must meet specific goals and objectives for particular courses within JHSPH. JHSPH faculty members will work with preceptors to determine if particular placement opportunities are appropriate for their specific courses.

- [Image]

**Step 0: Decide to Be a Preceptor**

- [Image]

**Step 1: Create a New Registration**

- [Image]
Step 2: Fill out Basic Information for Registration

Fill in important information about yourself such as Name, Email, Password, Title, Organization name and Contact Information.

Fields marked with an asterisk (*) are REQUIRED.

When done, click “Register”. This creates your registration. The next screen will confirm that “Your account has been successfully created.”

Click on “Continue” to proceed.
Step 2 continued:
Check Confirmation Email → Successful Registration
You will receive an email from PlacementOpportunity@jhsph.edu that confirms your registration (at right). It will also include your user name and password.

Step 3:
Create a New Placement Opportunity
After you have successfully registered, you will be taken to this screen below. Click “Create New Opportunity” to begin submitting your project proposal. Also notice the three navigation tabs across the top left: “Home”, “Profile”, and “Password”; and the “Logout” button on the top right above the name you entered in Step 1.

Navigation Tabs:
“Home”
This is your dashboard. Here you will be able to create a new opportunity, view working drafts of opportunities that are drafts “in progress”, and also view completed placement opportunities.

“Profile”
Here you can update your profile and submit a CV/Resume if you’d like.

“Password”
Here you can change your password.
Step 4:
Fill Out Details of your Placement Opportunity

Fill in important information about the Placement Opportunity you are proposing for students. Fields marked with an asterisk (*) are REQUIRED. The next pages list the questions asked in the Placement Opportunity system. Skip to page 7 of this guide to learn how to save your work and come back to it.

Placement Opportunity and Agreement

Fields marked with an asterisk are required.

* Proposal For: [Baltimore Community Practicum]

Name of Agency/Administration/Office:

Purpose/Mission of Agency/Administration/Office:

* Project Title:

Project Description:

Project Goals:

Primary Responsibilities of the intern:

Examples of work the intern could accomplish during the placement (Please give a clear sense of the type of work that a student could expect to do, recognizing that student and preceptor may re-negotiate specific details as the practicum experience unfolds):

Please check which of the practice activities you anticipate being accomplished through the internship:

- Administer Survey or Conduct Interviews
- Advocacy
- Analyze Data (Primary or Secondary)
- Assist with Planning
- Attend Inter and/or Intra Agency Meetings
- Community Organizing
- Conduct Health Education classes
- Curriculum Development
- Develop Database or Information System
- Develop Policy Recommendations
- Develop Survey
- Evaluate Program
- Implement Program
- Outreach Campaign/Marketing
- Review Literature
- Write Report
Design Programs

Skills needed by the intern to complete this project:

Number of interns needed for this project:

Minimum time commitment needed for one intern:

hours/weeks *(Enter either 4 hours per week (preferred) or 8 hrs per week to match with BCP course)*

(In general placements work best in ½ day blocks with at least 4-5 hours on-site at a time.)

Level of supervision provided to the intern:

Expected length of this project:

Expected START DATE for placement: **10/26/2021**

Expected END DATE for placement: **3/18/2022**

Anticipate JHSPH IRB review:

Is your own institutional IRB needed: (ex. DHMH, MDE, etc.):

Do you require students to work through January intersession:

*(JHSPH terms are approximately two months long with a break for Christmas and January.)*
LOCATION AND TRAVEL (Please be clear and specific for students unfamiliar with Baltimore)
What is the location/address where the intern will be primarily working:

Street: 
City: 
State: 
Zip: 

Is this location in walking distance of JHSPH (615 N. Wolfe St. Baltimore, MD 21205):

Yes  No

If an intern does not have his/her own transportation, is it possible to access your organization by public transportation:

Yes  No

If YES, please specify the routes that can be used to access your organization (exact numbers/names for JHU shuttle stop, bus, metro, light rail, etc.):

Will you be the primary subject matter expert for the student’s project:

Yes  No

Will the student be working with or reporting to any additional staff:

Yes  No

Have you reviewed the responsibilities of being a preceptor for JHSPH:

Yes  No
Step 4 continued: **Save your Work for Later**

To save your work and return to it later, simply scroll to the end 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.
Step 5:

Preview your Submission

After you have finished filling in important information regarding your placement opportunity, click “Preview Submission” to review your proposal. If any required fields (those marked with an asterisk [*]) have not been filled in, you will get the above alert reminding you to go back and fill in those values (e.g. “You must select a value for ‘Proposal For’. ‘Project Title is required.”).

After successfully completing all the required information, you will be taken to the screen at the right for one last review before submitting your proposal to the course directors. The instructions are as follows: “Your placement opportunity has not been submitted! Please verify all of the information and click ‘Submit for Review/Approval’ below to complete your submission.” Review your submission to make sure you have included all the relevant information. Click “Make Revisions” to go back and make changes.
Step 6: Submit your Placement Opportunity

After you have reviewed your work and made any necessary changes, you are now ready to submit your placement opportunity. Click “Submit for Review/Approval”.

Your project will now appear under the “Completed Placement Opportunities” section of the dashboard in the “Home” Navigation tab. The Status column will list your project as “Pending Review” by the course directors.

You will also receive an email from PlacementOpportunity@jhsph.edu that confirms that your placement opportunity has been submitted for review.

Now What?

After you have submitted your placement opportunity, give the course directors some time to review your submission. The review process can yield one of three outcomes, and you will be notified by email:

1. **Approved**: your submission has been approved for the course. No further edits are necessary. The course directors will follow up with next steps of the matching process as students register for the course.

2. **Rejected**: your submission has been rejected for this year’s course. There may be other ways your organization can partner with SOURCE and we are happy to explore those other options with you.

3. **Needs Editing**: your submission needs modification before it can be approved for the course. You will need to log back in to the Placement Opportunity System and make some edits as specified by the course directors. After you have resubmitted the edited version, the course directors will review the submission again to determine whether it can be approved for the course.
If your Placement Opportunity Submission is “Approved”…

You will receive an email notification. This will also be reflected in the “Status” column under the “Completed Placement Opportunities” section of the dashboard in the “Home” Navigation tab. The course directors will follow up with next steps of the matching process as students register for the course. No further action is needed until the interviews by phone or in-person. These will help match the students to the specific placements.

If your Placement Opportunity Submission is “Rejected”…

You will receive an email notification. This will also be reflected in the “Status” column under the “Completed Placement Opportunities” section of the dashboard in the “Home” Navigation tab. There may be other ways your organization can partner with SOURCE (such as “The Connection” community consultant group, independent capstone experiences for students, etc.) and we are happy to explore those other options with you.
If your Placement Opportunity Submission “Needs Editing”…

You will receive an email notification. This will also be reflected in the “Status” column under the “Completed Placement Opportunities” section of the dashboard in the “Home” Navigation tab. Your submission needs modification before it can be approved for the course. You will need to log back in to the Placement Opportunity System to view the comments of the course director(s) and make some edits as specified. There is also the option to Delete the project and start all over again by clicking on the trashcan icon. The system will prompt you to make sure that is indeed what you want to do, so be careful!

Please do not hesitate to contact SOURCE if you have any questions regarding the course directors’ comments. After you have resubmitted an edited version (follow Steps 4 through 6 – the project will again be “Pending Review”), the course directors will review the submission again to determine whether it can be approved for the course.

QUESTIONS?
Contact SOURCE!