A Step-by-Step Guide for
“Public Health Application for Student Experience (PHASE)”
Course Preceptors:

Submitting a Project Description through the Practicum Opportunities Site

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 Practicum Opportunity (p. 3)
Step 4: Fill Out Details of your Practicum Opportunity (p. 4 – 8)
  Step 4 continued: Save your Work for Later (p. 8)
Step 5: Preview your Submission (p. 9)
Step 6: Submit your Practicum Opportunity (p. 10)

Now What? (p. 9)
If your Practicum Opportunity Submission is “Approved”… (p. 11)
If your Practicum Opportunity Submission is “Rejected”… (p. 11)
If your Practicum Opportunity Submission “Needs Editing”… (p. 12)
Dear Prospective PHASE Internship Preceptors,

Thank you for your interest in serving as a preceptor for the **PHASE Internship** course at the Johns Hopkins Bloomberg School of Public Health! We use a “Practicum Opportunity Site,” an online portal that streamlines the project description submission and application process for students, course directors, and preceptors.

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

Please do not hesitate to contact Paulani Mui from the Practice Office (by email at pmui1@jhu.edu; or by phone at 410-502-8952) 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 site itself or need additional help in troubleshooting!

---

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

Review Preceptor information and identify a project of appropriate scope. **Contact the Practice Office if you have questions about this!**

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

**Step 1: Create a New Registration**

Go to the Practicum Opportunity Site URL: [https://pos.jhsph.edu/](https://pos.jhsph.edu/)

Click on “**Preceptor Registration**”.

---
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. Please also submit a resume or CV.

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 PracticumOpportunity@jhsph.edu that confirms your registration (at right). It will also include your username and password.

Step 3:
Create a New Practicum Opportunity
After you have successfully registered, you will be taken to this screen below. Click “Create New Opportunity” to begin submitting your project description. 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 practicum opportunities.

“Profile”
Here you can update your profile and submit your CV/Resume.

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

Fill in important information about the Practicum Opportunity you are proposing for students. Fields marked with an asterisk (*) are REQUIRED. The next pages list the questions asked in the Practicum Opportunity Site.

Please pay particular attention to the yellow highlighting for guidance on hours per week and internship dates.

Skip to page 8 of this guide to learn how to save your work and come back to it.

---

Fields marked with an asterisk are required.

* Practicum Description For: [PHASE Internship]

Name of Agency/Organization:

Purpose/Mission of Agency/Organization:

* Practicum Title (Hint: Make the title descriptive and appealing so that students will be interested to read the remainder of the practicum description):

Brief Practicum Description & Proposed Approach (include primary responsibilities of student):

Practicum Goals:

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 public health practice activities you anticipate being accomplished through the practicum (please select all that apply):

- [ ] Administer Survey
- [ ] Advocacy Conduct Education and Outreach
- [ ] Analyze Data (Primary or Secondary)
- [ ] Develop Strategic Plan
- [ ] Develop Survey
- [ ] Evaluate Program
Skills needed by the student to complete the practicum:
(Please be as specific as possible. Example skills needed may be: level of proficiency in any language(s), level of experience with the following software: STATA, SAS, Epi-Info, MS Access, MS Excel, MS PowerPoint, MS Word, GIS Software, and other computer skills. Please indicate if these or other skills are a requirement or a preference.)

Number of students requested for this practicum:  

Anticipated time commitment needed for one student (hours per week): **6 or 8 hours per week**

Expected START DATE for practicum:

Expected END DATE for practicum:

Please enter the following dates: October 23, 2017 – May 11, 2018 / *(Project Description Submission Deadline Aug 23, 2017)*
Anticipated Total Practicum Hours:

Will the student conduct interviews?  
- Yes  - No  - Unknown

Does your project involve data about individual living people (e.g. personal health information, individual identifiers such as address, birthdate, race/ethnicity)?
- Yes  - No  - Unknown

Will the student’s practicum require review by your agency/organization’s own Institutional Review Board (IRB)?
- Yes  - No  - Unknown

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:

Practicum Area:  
Select One

Street: 

City: 

State:  
Select One

Zip: 

Country:  
Select One

Location (please select all that apply):  
- On-site  - Off-site
Will you be the primary preceptor for the student’s project?  
- [ ] Yes
- [x] No

Has the primary preceptor reviewed and agreed to the responsibilities of being a preceptor for JHSPH?  
- [ ] Yes
- [x] No

Will the primary preceptor provide the student ongoing feedback and practicum guidance?  
- [ ] Yes
- [x] No

Please list any STRENGTHS. What do you or your organization have to offer which would make this a significant educational experience for the student:

Please list any LIMITATIONS. What challenges might you see that need to be addressed for a successful student experience? (political or administrative barriers or time constraints?):

Application Procedure (Provide details on how the student will apply for the practicum—e.g. materials requested from the student, such as a cover letter and resume, contact information for the student to submit their materials to, etc.):

Organization URL (e.g. http://www.jhsph.edu):

* Deadline to submit application materials

**Deadline to submit applications materials is 09/18/2017**

Enter any additional comments and/or questions for the appropriate Program Manager:
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 practicum opportunity, click “Preview Submission” to review your project description. 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 ‘Practicum Description For’, ‘Project Title’, and ‘DeadLine Date’ 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 project description to the course directors. The instructions are as follows: “Your practicum 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 Practicum Opportunity

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

Your project will now appear under the “Completed Practicum 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 PracticumOpportunity@jhsph.edu that confirms that your practicum opportunity has been submitted for review.

Now What?

After you have submitted your practicum 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.

2. **Rejected**: your submission has been rejected for this year’s course. There may be other ways your organization can partner with JHSPH 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 Practicum Opportunity Site 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 Practicum Opportunity Submission is “Approved”…
You will receive an email notification. This will also be reflected in the “Status” column under the “Completed Practicum 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 Practicum Opportunity Submission is “Rejected”…
You will receive an email notification. This will also be reflected in the “Status” column under the “Completed Practicum Opportunities” section of the dashboard in the “Home” Navigation tab. There may be other ways your organization can partner with JHSPH (such as independent capstone experiences for students, etc.) and we are happy to explore those other options with you.
If your Practicum Opportunity Submission "Needs Editing"…

You will receive an email notification. This will also be reflected in the "Status" column under the "Completed Practicum 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 Practicum Opportunity Site 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 site will prompt you to make sure that is indeed what you want to do, so be careful!

Please do not hesitate to contact the Practice Office 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.