

## PROCEDURES AND RESPONSIBILITIES

### STUDENT

1. Meets with the Director of Community Projects (DCP) and Advisor prior to the end of the first year spring quarter to discuss CBMP areas of interest. Meets with Advisor and (when appropriate) the Community Preceptor to agree on a specific project, goals, and learning objectives, and to develop the Student Learning Agreement. Works with Advisor and (when applicable) Community Preceptor to schedule regular meetings to assess the student's progress. Prepares agendas for these meetings.
2. In collaboration with Advisor and DCP, identifies community sites to pursue for CBMP. Almost all students will have a community site, but the extent to which the site and preceptor are involved in supervising and evaluating the student may vary depending on the nature of the project.
3. Has any new project descriptions approved by DCP, confirms project placement with DCP by email (working project title and full preceptor contact information). Sets up initial meeting with Advisor, Student and Preceptor.
4. Attends mandatory **Workshops** as noted in this guidebook.
5. Spends a minimum of 12 hours per week working on the CBMP. For students with a traditional CBMP site, much of this time will be spent at the community site during the period of the CBMP. Not all of the activities there need be directly related to the masters project -- students may observe and participate in other aspects of the site's work and possibly assist with other projects, as appropriate, with the approval of the faculty advisor.
6. Exhibits professionalism in all aspects of the CBMP including attendance, appointments, meetings and discussions with Community Preceptor, Advisor, and others.
7. If student collects data as part of CBMP project, submits paper and electronic copies to Director of Community Projects for storage. **Student-collected data are the property of Drexel SPH.**
8. Schedules and presents **oral defense** to demonstrate the achievement of learning objectives and a clear understanding of the public health relevance of the project. The oral presentation will be evaluated by the Faculty Advisor, other attending Faculty and (when applicable) the Community Preceptor, and feedback will be provided to the student.
9. Writes and submits final CBMP Paper. **CBMP Paper must be submitted to Advisor and Community Preceptor at least one week in advance of the scheduled due date to allow time to review it and for students to make corrections.**
10. Completes the online CBMP Evaluations.
11. Presents a poster of the CBMP at the SPH Annual Poster Presentations and Awards Dinner.
12. Responsible for making certain that all of the required forms and submissions are completed and filed with the Director of Community Projects according to instructions.

## DIRECTOR OF COMMUNITY PROJECTS

1. Orients students, Advisors, and Community Preceptors to CBMP. Facilitates the CBMP process for students, Community Preceptors, and Advisors.
2. Maintains a community site directory. Solicits new sites and proposals annually and maintains contacts within the public health community.
3. Meets with individual students to learn of their CBMP needs and interests and suggests community sites. When the student has identified one or more sites of interest and these sites have been approved by the student's Advisor, facilitates the meeting of the student with the Community Preceptor to determine compatibility.
4. When the Community Preceptor and the student indicate mutual interest and agreement, sends letter and Affiliation Agreement to the Community Preceptor confirming placement.
5. Coordinates CBMP workshops.
6. Maintains files of student CBMP submissions.
7. Conducts comprehensive evaluation of CBMP and provides recommendations for improvement.
8. Staffs CBMP Oversight Committee meetings.

## CBMP ADVISOR

1. Discusses CBMP opportunities with the student and assists the student to select and prioritize those most appropriate for the student's educational goals and requirements. Once a site is selected, works with student and (when applicable) Community Preceptor to identify and approve a specific CBMP project.
2. Helps the student to establish realistic goals and learning objectives for the CBMP and to complete the Student Learning Agreement.
3. Provides general direction and guidance to the student through regular contact and timely feedback on assignments. Is readily available to answer questions and provide support. Ensures the quality of the CBMP experience by addressing progress and resolving problems that may arise. Reviews and provides feedback on the student's CBMP assignments (proposal, IRB submission, final paper, poster presentation, etc.). **Students and Advisors must agree on the minimum turnaround time for drafts and edits.**
4. Meets with the student mid-way through the CBMP to conduct a Progress Report. Completes and submits the Progress Report Form to Director of Community Projects.
5. Attends the student's oral defense and evaluates the student's performance. Reviews the final CBMP Paper and assigns a grade.
6. Completes online CBMP Evaluations.

## **PRECEPTOR**

*Note: The duties of the Preceptor may vary from those listed here depending upon the nature of the CBMP project. The role of the Preceptor should be clearly defined in the Affiliation Agreement.*

1. Works with student and CBMP Advisor to identify a specific CBMP project, set realistic goals/learning objectives, and complete the Learning Agreement.
2. Attends the CBMP Orientation for Community Preceptors at the beginning of the school year.
3. Provides an overview of the public health program/setting of the CBMP, including: organizational chart, program goals, objectives, and activities, community, etc. Explains work rules and procedures, makes necessary resources available, and assists in establishing access to the various data systems to be used by the student. Introduces student to colleagues and agency executives when possible and includes student in both agency and outside meetings.
4. Meets with student and Advisor regularly to discuss learning objectives, evaluate progress and resolve problems. Reviews and provides feedback on the student's CBMP assignments.
5. Reports to Advisor and Director of Community Projects periodically on student's progress.
6. Attends the student's oral defense and assists in evaluation.
7. Completes online CBMP Evaluations.

## **CBMP OVERSIGHT COMMITTEE**

1. Serves as a sub-committee of the Educational Coordinating Committee (ECC).
2. Oversees all aspects of the CBMP Program.
3. Is responsible for developing all curriculum content for and conducting evaluation of the CBMP Program.
4. Makes decisions related to individual student placements, progress, and any problems that may arise.
5. Makes recommendations to the ECC
6. Works with Director of Community Projects to assure implementation of the CBMP Program.
7. Is responsible for disseminating information to all appropriate parties.