**TEMPLATE Practicum Opportunity Description**

**Name of Agency/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose/Mission of Agency/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Title** (Hint: Make the title descriptive and appealing so that students will be interested to read the remainder of the project description)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Project 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 internship experience unfolds)**:**

**Practice Activities:**

Please select which of the public health practice activities you anticipate being accomplished through the project (please highlight all that apply):

* Administer Survey
* Analyze Data (Primary or Secondary)
* Assist with Planning
* Attend and Participate in Inter and/or Intra Agency Meetings
* Conduct Cost Effectiveness Analysis
* Conduct Education and Outreach
* Conduct Health Assessment
* Conduct Health Education Classes
* Design Programs
* Develop Budget
* Develop Curriculum
* Develop Database or Information System
* Develop Policy Recommendations
* Develop Strategic Plan
* Develop Survey
* Evaluate Program
* Implement Outreach Campaign/Marketing
* Implement Program
* Organize Community Effort
* Outreach Campaign/Marketing
* Review Literature
* Write Grant
* Write Report
* Other (please specify) \_\_\_\_\_\_
* Not sure

**Skills needed by the student to complete the project:**(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 project: \_\_\_\_\_\_\_\_\_**

**Anticipated time commitment needed for one student (hours per week): \_\_\_\_\_\_\_\_\_\_\_\_**

**Expected START DATE for project: \_\_\_\_\_\_\_\_\_\_\_**

**Expected END DATE for project: \_\_\_\_\_\_\_\_\_\_\_**

**Anticipated Total Project 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 project 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 address where the intern will be primarily working?**
**Street:**

**City:**

**State:**

**Zip:**

**Country:**

**Location** (Fully Virtual/Remote, Onsite, Offsite, Both)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If onsite work is required, 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 preceptor for the student's project?** If no, please enter primary preceptor’s full name, email, and phone number. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will the primary preceptor provide the student ongoing feedback and project guidance?** (Yes/No)

**Please review the overview of preceptor responsibilities and confirm you are on board with this:**\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is this position compensated?** Yes | No*If yes, please share any relevant compensation details including any eligibility restrictions (e.g., US work authorization, etc.):* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Enter any additional information you would like to share with students:**

**Application Procedure** (Provide details on how the student will apply for the project– 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: \_\_\_\_\_\_\_\_\_\_\_**

**Deadline to submit application materials: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Enter any additional comments and/or questions for the appropriate Program Manager:**