Community Health Practice Collaborative Host Organization Info Packet

PROJECT CONSIDERATIONS – BEST PRACTICES

Based on extensive experience working with project partners to develop impactful and meaningful projects, the following are some observations of best practices related to student work and project development.

The projects that have worked best generally have the following characteristics:

- Provide an opportunity to add real value to the organization
- Have clearly defined objectives, steps for how those can be achieved, and focused deliverables with clearly defined questions to answer (for example, grant applications, data collection materials, etc)
- Provide access to a point-person at the organization who can help advance the work

STUDENTS

The students you will be working with are all MPH students studying Community Health at the CUNY Graduate School of Public Health & Health Policy, and typically have the following characteristics:

- Majority are working professionals; of those employed, 77% are working full-time
- Average age is 26
- 8-10% international students
- 3-5 years of professional experience prior to CUNY SPH
- Broad range of professional backgrounds, including health, social sciences, natural sciences, business etc.

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COURSE TIMELINE & EXPECTATIONS

After presenting your organization and project in the first class, students will sign up for their top two choices. The instructor will review their resumes, transcripts thus far, and a brief written statement about their interest and will determine the group assignments. At that point you will be introduced to your groups and can start working with them on the project. Note that this fieldwork lasts *two* semesters (June – December)

Timeline	Host Organizations	CUNY SPH Student Teams
Late February– May 15	Work with CUNY SPH staff and faculty to develop a project proposal, designate a point person, and identify additional requirements for the student team (required vaccinations, documentation, required background checks, etc.).	Register for CUNY SPH courses, including Community Health Practice Collaborative.
June 1	Course Begins	
June 1- June 7	Prepare relevant background information about the project to share with the student team.	Prepare for project work by attending course sessions; review project proposals, submit project preferences, and form teams.
June 7	Student Teams Finalized	
June 7- June 14	Work with student team to complete any additional requirements (required vaccinations, documentation, required background checks, etc.) needed to conduct project work.	Send introductory email to host organization; complete any additional requirements (required vaccinations, documentation, required background checks, etc.) needed to conduct project work
June 14- July 31	Project work (approximately 2 hours per week); provide feedback on the student team's project outline.	Project work (approximately 6 hours per week)
July 31	Provide feedback to student team and CUNY SPH faculty	Submit final presentation and deliverables to CUNY SPH faculty and host organization
July 31	End of Summer Semester	
August 26	Start of Fall Semester	
August 26- December 10	Project work (approximately 2 hours per week); provide feedback on the student team's project outline.	Project work (approximately 6 hours per week)
December 14 or 21	Attend student team's presentation and provide feedback.	Deliver a final presentation at CUNY SPH to the host organization.

December 22	Provide feedback to student team and CUNY SPH faculty	Submit final presentation and deliverables to CUNY SPH faculty and host organization
December 22	End of Spring Semester	

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PROJECT PROPOSAL FORM

Organization Name:	
Organization Address:	
Organization Website:	
Project Contact Name and Title:	
Project Contact Email:	
Project Contact Phone:	

Organization Overview:

Description of Proposed Project:

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Onboarding Requirements:

*Submit Project Proposal to Dr. Meredith Manze at Meredith.Manze@sph.cuny.edu