

COMMUNITY ENGAGEMENT PARTNERSHIP STUDENT GUIDE



2026-2027 Academic Year

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2026–2027 Community Engagement Partnership Student Guide

Community Engagement Partnerships (CEP)

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A. Introduction to CEP

Students in the Doctor of Osteopathic Medicine program at the University of the Incarnate Word School of Osteopathic Medicine are required to engage in community service activities during the first two years of the undergraduate medical school curriculum. Engagement with the community serves as a foundation for the application of social justice and social accountability principles to serve community needs.

This Student Guide describes the requirements and expectations of the Community Engagement Partnership (CEP) program and the activities that constitute it. The CEP program is managed by the CEP committee, a group of faculty, staff, and administrators at the UIWSOM.

CEP Committee 2026–2027

Steve Mifflin, PhD	Chair
Karen Jaceldo-Seigl, DrPH	Co-Chair
Adam Zuniga, MA	CEP Coordinator
TimMarie Williams, PhD	Committee Member
James Mayberry, MD	Committee Member
Terry McGarvey, PhD	Committee Member
Alicia Cortez, CMA, AAS, BS, MAA	Committee Member
Dawn Field, MSIS, AHIP	Committee Member

B. Mission and Vision of CEP

The mission of the CEP flows from the mission of the UIWSOM to empower all members of the medical education community to develop a commitment to lifelong learning through excellence in student-centered, patient-focused education, justice-based service and research, and meaningful partnerships of osteopathic clinical service.

The vision of CEP is to develop learning communities with the ability to impact civic engagement, education, health, and health care locally and globally.

C. Objectives of CEP

UIWSOM medical students will interact with the community to increase their awareness of social determinants of health and health inequities and the risk factors of health disparity across the life span. With a focus on self-reliance, medical students will partner with different organizations and agencies within Bexar County, particularly in San Antonio city council districts 2 and 3, allowing medical students to work collaboratively with families, community organizations, and health providers to improve health outcomes, decrease health disparities, promote community-responsive care, and identify reasonable approaches for these goals.

UIWSOM is developing partnerships with area schools and community organizations serving the underserved in San Antonio to provide opportunities for medical students to better understand some of the health care needs of the local community and to interact with and serve people in the community. These community engagement partnerships are established via a Memorandum of Understanding (MOU) between the organization and UIWSOM; the MOU describes the responsibilities and expectations of each member of the partnership and is developed by the CEP committee and approved and signed by the Dean of the UIWSOM.

D. The Track System

At the beginning of the first and second years, students will be asked to identify with a track. The tracks are designed to aid students in developing engagement activities specific to their interests and to assist in their goal to match with a Graduate Medical Education program.

The track system provides a way for students to document their interest in a specialty at an early stage in their career; for any students who have not decided on a specialty, there is a selection for “Undecided.” This information will be used to provide students information on the expectations of residency directors and other factors to consider when deciding upon a residency match.

The track system provides a framework for developing engagement activities for students with specific interests. The tracks mirror many of the SOM student government organizations, and the CEP committee and student organizations will work together to develop, publicize, recruit students, and document their participation in engagement activities; the CEP provides an administrative structure to assist in all these aspects of engagement activities, including track-aligned events that are managed through CEP’s GivePulse structure.

E. Community Engagement Partnership Requirements

During their four years as a DO student, students are required to participate in 24 hours of community engagement activities. These hours are a graduation requirement and may be completed in a way that best suits the student's schedule; for example, a student may complete 12 hours during each of the first two years, or any other combination, and if necessary, engagement hours can be earned during the third and fourth years to give a total of 24 hours.

To ensure clear and consistent tracking, CEP hours are awarded only for activities that are registered and tracked through CEP-managed GivePulse event pages, including CEP-sponsored events and formally approved collaborative events that have been incorporated into the CEP GivePulse structure in advance. Logging service in other GivePulse subgroups or systems does not automatically count toward CEP requirements unless the activity has been set up as a CEP-managed opportunity and the student has registered through that CEP event page.

Students who perform significantly more than 24 hours of service during their four years (48 hours or more) will receive a certificate for Outstanding Community Engagement, which will be mentioned in the Dean's Medical Student Performance Evaluation letter.

F. Developing Community Engagement Activities

The CEP committee will develop opportunities with interest to all SOM students (for example, food bank events and mentorship programs). In addition, the CEP committee will encourage and facilitate the development of activities by students, and student organizations and clubs, particularly those that align with specific tracks.

When developing a new activity, student organizations **MUST** coordinate with CEP so that CEP-credit-eligible activities can be created and managed as CEP GivePulse events; this ensures that interested students can register appropriately and that hours are visible in CEP's central reports.

When developing a new activity, please be aware that due to liability concerns, clinical activities require UIWSOM licensed physician; such activities include, but are not limited to, vaccine drives, athletic physicals, and measurements of blood pressure, A1c. UIWSOM students are not to examine, diagnose, treat, or provide individual clinical advice during any experiences or programs without clinician oversight.

To participate in clinical activities requiring physician oversight, student organizations must initiate the process at least two months prior to the event by contacting Clinical Outreach Manager Alicia Cortez at alcorte2@uiwtx.edu and Dr. James Mayberry at jrmayber@uiwtx.edu. Once the initial request is approved, student leaders must complete an official event form, which Mrs. Cortez will provide via email. This completed paperwork must be returned at least three weeks before the event date. Meeting this strict three-week deadline ensures adequate time for coordination with the event coordinator, the ordering of any necessary supplies, and the proper setup of the event on GivePulse.

G. Using GivePulse

UIWSOM utilizes the GivePulse platform to list and manage service opportunities. GivePulse acts as a hub that connects students with community partners, assists with discovering opportunities, tracking service hours, and submitting post-event reflections when applicable; in addition, service impact is connected to Banner and DegreeWorks, giving students a more complete record of their service.

For CEP credit, students must search for and sign up through CEP-managed GivePulse event pages. In practice, this means using the Community Engagement Partnership GivePulse page (and any linked CEP subgroups) to identify events, registering through those event listings, and logging impacts to those same CEP-managed events; hours recorded only in other UIW groups or self-created listings are not automatically counted toward CEP requirements. Students who engage in non CEP-managed community service must follow the instructions as explained in Non-CEP Activities & Credit below.

Sign up for activities

To begin, students can search for opportunities and register for activities using the official Community Engagement Partnership GivePulse page and the CEP-managed events listed there. Events listed on Sign-up Genius, Whatsapp, GroupMe, etc. are not used by CEP and therefore do not count as registration.

Log your service

After an event, verify your participation and log your service hours using the GivePulse platform; within GivePulse, your participation is termed an “impact.”

1. Log in to the IMPACT page for that CEP event where you volunteered.
2. Choose the event: Go to the drop-down menu labeled “Did you attend a listed event or volunteer opportunity?” and select the correct CEP-managed event and date.
3. Add participation information: Provide the number of hours you participated (if applicable) and provide reflection, feedback, and rating.
4. Make it public: Under “Sharing and Privacy Settings,” search for “School of Osteopathic Medicine” and select; under privacy, make your impact public (otherwise it cannot be shared with DegreeWorks and Banner), then click “Update Impact.”
5. Verify your impact: Check to see that your impact is visible on your profile page; it takes at least 48 hours for your entry to transfer to DegreeWorks and Banner so please do not ask the CEP Coordinator about the status of your impact before then.

H. Non-CEP Activities & Credit

UIWSOM students may volunteer for activities outside of the CEP program, and such experiences are encouraged as part of a broader commitment to service and civic engagement. However, to receive CEP credit, an activity **MUST** be reviewed and incorporated into the CEP-managed GivePulse structure *in advance of the event* so that hours can be tracked centrally and reported accurately.

Before committing to an outside volunteer opportunity for which CEP credit is desired, the student should contact the CEP Coordinator to request review of the event. If the activity is approved as a CEP-appropriate

community engagement opportunity, the CEP committee or coordinator will create or designate a CEP-managed GivePulse event page; students must then register and log their service for that event through the CEP page in order to receive CEP credit.

The policy for learner community activities, verification, and tracking is designed to ensure that learners participate in meaningful and beneficial activities that enhance their academic and personal development while preserving clear visibility into progress toward CEP requirements. Service that is not incorporated into CEP-managed GivePulse pages may still be recognized as valuable volunteerism, but it will not automatically fulfill CEP graduation requirements.

Because CEP credit is tied to advance registration in CEP-managed events, walk-in participation at activities that require registration will not receive CEP credit, even if the student later logs hours; this respects community partners' expectations and models professional, community-responsive engagement.

I. Professionalism Guidelines

In any community engagement activity, students are representing themselves as medical professionals in training and are also representing UIWSOM and the University of the Incarnate Word. Professionalism therefore includes not only behavior and attire, but also honoring registration expectations, communicating with partners, and fulfilling commitments made through CEP-managed GivePulse events.

For details regarding expectations for professional conduct and attire, students should reference the UIWSOM Student Handbook section on "Student Professionalism and Ethical Expectations."