

2025-2026

# *Community Engagement Partnership Student Guide*



*Community Engagement Partnerships (CEP)  
2025 – 2026 Academic Year*

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### **A. Introduction to Community Engagement Partnerships**

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 2025-2026

<b>Name</b>	<b>Function</b>
Dr. Steve Mifflin	CEP Director and Co-Chair
Dr. Karen Jaceldo-Siegl	Co-Chair
Dr. TimMarie C. Williams	Member
Dr. Melissa Walker	Member
Dr. James Mayberry	Member
Dr. Terry McGarvey	Member
Ms. Dawn Field	Member
Ms. Alicia Cortez	Outreach Representative
Mr. Adam Zuniga	CEP Coordinator

### **B. Mission and Vision of Community Engagement Partnerships**

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.

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

### **C. Objectives of Community Engagement Partnerships**

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. These MOUs are developed by the CEP committee and approved 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”. The Office of Development will provide information to participants in a track regarding 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.



Word cloud of responses of Class of 2026 to track survey

#### **E. Community Engagement Partnership Requirements**

During their 4 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 2 years or any other combination. If necessary, engagement hours can be earned during the 3<sup>rd</sup> and 4<sup>th</sup> years to give a total of 24 hours.

Students who perform significantly more than 24 hours service during their 4 years (48 hours) 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: A Role for Student Organizations**

The CEP committee will develop opportunities with interest to all SOM students (e.g., food bank, mentorship programs). In addition, the CEP committee will encourage and facilitate the development of activities by student organizations and clubs. It is hoped that student organizations will help develop community engagement activities that have interest for specific tracks.

When developing a new activity, please be aware that due to liability concerns, **“clinical” activities require clinician oversight**. Such activities include, but are not limited to, vaccine drives, athletic physicals, measurements of blood pressure. Our MOU template includes a statement that “UIWSOM students are not to examine, diagnose, treat, or provide individual clinical advice during any experiences or programs without clinician oversight.”

#### **G. Using the Engage/GivePulse App to Find and Enroll in Community Engagement Activities**

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

Sign up for activities: Students can search for opportunities and sign-up for activities using the [Community Engagement Partnership GivePulse page](#).

Log your service: After an event, verify your participation and log your service hours using the GivePulse platform. Your participation is termed an "impact".

1. [Log in to the IMPACT page](#) for the CEP.
2. Choose the event: Go to the drop-down menu labeled: "Did you attend a listed event or volunteer opportunity?" Be sure to select the correct event and date (there may be more than one).
3. Add participation information: Provide 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 we can't share with DegreeWorks and Banner). Now click "Update Impact." You are done! Repeat this for each impact.
5. Verify your impact: Check to see that your impact is visible on your profile page. Note: it takes at least 24 hours for your entry to transfer to DegreeWorks and Banner.

## **H. How to Receive Credit for non-CEP Generated Activities**

UIWSOM students may volunteer for activities outside of the CEP program. Non-CEP volunteer events require approval to receive credit for the activity. Before the event, the student should contact the CEP Coordinator to ensure the activity is approved as a qualified volunteer activity in order to receive credit for it.

The policy for learner community activities, verification and tracking are designed to ensure that learners participate in meaningful and beneficial activities that enhance their academic and personal development.

A non-CEP event can qualify for community engagement hours if:

1. The event aims to provide a benefit to the community, especially the underserved.
2. You *volunteered* for the event and did not receive any compensation for participating.
3. The event took place while enrolled at UIW SOM.
4. The event is verifiable in at least one of the following ways:
  - a. Provide proof of registration with your name and details about your role in the event.
  - b. Provide a photo of you volunteering at the event.
  - c. Provide a letter from the volunteer coordinator that confirms your participation.
5. Contact info and name of the volunteer coordinator may be requested in the event that your participation needs to be verified by CEP.

To request approval for a *past* non-CEP event:

1. Contact the community engagement coordinator [adzuniga@uiwtx.edu](mailto:adzuniga@uiwtx.edu) for the link to input your event.
2. Using this link, complete the registration, reflection, and upload verification documents (when applicable).
3. GivePulse will send you an email verifying that your hours have been submitted.

To request approval for an *upcoming* non-CEP event:

1. Contact the community engagement coordinator no less than 10 days before the event to request approval. Provide the event name, date, and activity for which you will participate.
2. If approved or not approved, the CEP coordinator will notify the student via email.
3. After the event, use the link provided by the engagement coordinator to complete the registration, reflection, and upload verification documents (when applicable).
4. GivePulse will send you an email verifying that your hours have been submitted.

After the event, complete a post-event reflection. GivePulse will automatically provide email reminders with instructions for completing the post-event reflection.

The policy aims to encourage engagement in community activities other than CEP-sponsored activities. They should align with learners' interests, values, and goals and foster a culture of social responsibility and civic engagement among the student body.

## **I. General Professionalism Guidelines for all Community Engagement Activities**

Remember that in any activity, you are not only representing yourself as a medical professional in training but are also representing UIWSOM and UIW. For details regarding the expectations for professional conduct and attire please reference the [UIWSOM Student Handbook](#) section on “Student Professionalism and Ethical Expectations”.



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METROPOLITAN HEALTH DISTRICT



Brooke Army Medical Center