



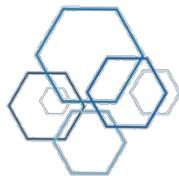
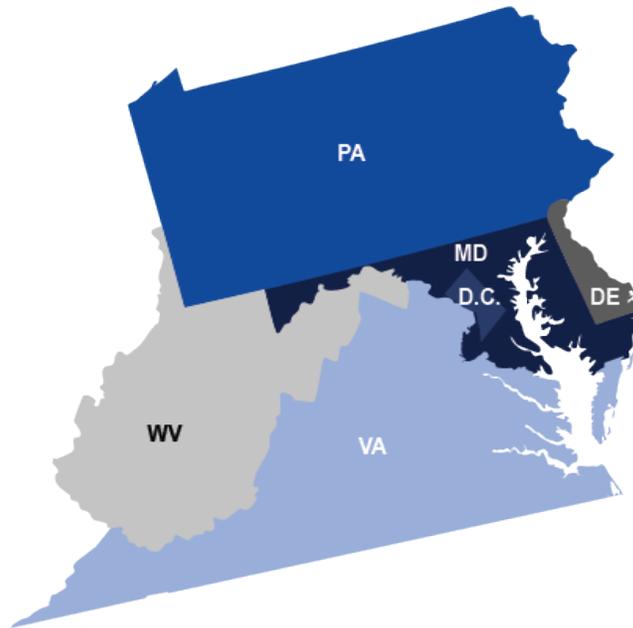
EXPO Experiential Learning Opportunities

THE MID-ATLANTIC REGIONAL PUBLIC HEALTH TRAINING CENTER

EXPO

Field Placement Guide

2019–2020



Mid-Atlantic Regional
PUBLIC HEALTH TRAINING CENTER

A member of the national Public Health Learning Network | www.marphctc.pitt.edu



This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number 1 UB6HP31689-01-00 “Public Health Training Centers” for \$3,699,596. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS, or the U.S. Government.





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Welcome!

Colleagues:

Thank you for your interest in EXPO Field Placements—Regional Public Health Training Center (MAR-PHTC). The MAR-PHTC is one of 10 regional public health training centers supported by the Health Resources and Services Administration (HRSA). The mission of the MAR-PHTC is to “increase the number of the individuals in the public health workforce, enhance the quality of the public health workforce, and improve the ability of the public health workforce to meet nation, state, and local health care needs.”

To achieve these outcomes, the MAR-PHTC established a community-based training partnership to serve students and public health practitioners across Delaware, Maryland, Pennsylvania, Virginia, West Virginia, and Washington D.C. Our partners include:

- DC Health
- DC Primary Care Association
- Delaware Department of Health and Social Sciences
- Drexel University Dornsife School of Public Health
- Johns Hopkins Bloomberg School of Public Health
- Pennsylvania Association of Community Health Centers
- Virginia Community Healthcare Association
- Virginia Department of Health
- West Virginia Local Health Inc.
- West Virginia School of Public Health

Field placements provide both a rewarding educational experience for students as well as utility for practice partners. In addition to working to address real public health issues, participants experience the day-to-day operations of an active health department or other practice partner while working with experienced public health practitioners. This experience will foster leadership and help ensure that the future public health workforce will be well prepared to address ever expanding public health mandates.

We hope that this guidance helps you to establish field placements at your site. We welcome your questions and comments and look forward to working with you.

Many thanks,

Elizabeth Van Nostrand, JD
Director, MAR-PHTC



About EXPO Field Placements

The Mid-Atlantic Regional Public Health Training Center (MAR-PHTC) is the Health Resources and Services Administration (HRSA) funded Public Health Training Center in Region 3. The MAR-PHTC adopts a collaborative team approach for its experiential learning opportunities, called **EXPO**. The MAR-PHTC EXPO Team is comprised of academic institutions, faculty, students, governmental and community-based public health organizations, and experts in marketing and evaluation. Drexel University (Drexel), Johns Hopkins University (JHU), and West Virginia University (WVU) are Pitt Public Health’s EXPO Partners. The MAR-PHTC EXPO Team Organizational Chart and contact information is found at Attachment A. Together, we strive to create opportunities to help the future public health workforce meet the demands they will face as public health professionals.

MAR-PHTC offers two experiential learning opportunities for students of public health: **EXPO Field Placements** and **EXPO Collaborative Projects**. EXPO Field Placements embed students in a public or nonprofit health agency or organization, particularly one serving underserved areas and populations, to work on discrete public health projects. These placements provide structured opportunities and experiences that allow students to apply acquired knowledge and skills in a public health practice setting. Examples of previous field placements are below.

Location	Title	Description
Dover, DE; DHSS Division of Public Health	DHSS Medical Marijuana Program: Education and Training for Medical Professionals	Developed training modules that incorporate state regulations, prescriber responsibilities, dispensing rules, legal risks, and patient counseling.
Pittsburgh, PA; University of Pittsburgh Medical Center	UPMC Legal Department Externship	Assisted attorneys with projects including research, writing, drafting agreements, organizing information, and participating in the creation/delivery of presentations.
Huntington, WV; Cabell-Huntington Health Department	Community Health Assessment Research and Analysis	Updates the Cabell-Huntington Health Department’s Community Health Assessment through data research and analysis.





About EXPO Field Placements

There are two different EXPO Field Placement programs in Region 3:

- **EXPO Partner Field Placements** - opportunities facilitated by Drexel, JHU, and WVU for their students.
- **EXPO Field Placements:**
 - Opportunities developed by the community-based training partners (CBTPs) in Region 3 available to students in any of the EXPO Partner academic institutions.
 - Students can initiate their own field placements at appropriate public or non-profit host organizations in Region 3.

EXPO Field Placements focus on eliminating health disparities. Healthy People 2020 defines a health disparity as:

“a particular type of health difference that is closely linked with social, economic, and/or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion.” (Source: <https://www.healthypeople.gov/2020/about/foundation-health-measures/Disparities>)

EXPO Field Placements may fulfill practica requirements. Usually, they occur during the summer months, but can take place during the academic year. A Site Supervisor is identified at the placement organization to coordinate the student’s experience and serve as the preceptor, role model, and guide.





EXPO Partner Field Placements

Introduction

EXPO Partners Drexel, JHU, and WVU facilitate EXPO Partner Field Placements for students of their respective universities. Each EXPO Partner develops their own processes for facilitating and promoting their EXPO Partner Field Placements. An example of a flyer developed by Pitt Public Health to promote its EXPO Field Placements is found at Attachment B. Please contact Joe Shadwick (jos180@pitt.edu) for a flyer template, if desired.

EXPO Partners must confirm student eligibility and fill out an EXPO Partner Cover Sheet for each placed student. A sample of this document is found at Attachment C. The completed form must be sent to Leslie Fink (lfink@pitt.edu) shortly after the student accepts an EXPO Partner Field Placement.

Student Eligibility

A student is eligible to participate in an EXPO Partner Field Placement if they are:

- enrolled, either part-time or full-time, in an accredited graduate school of public health (Master's or Doctoral program), and
- a citizen of the United States, a non-citizen U.S. national, or a foreign national having possession of a visa permitting permanent residence in the United States.

If the student is full-time, the EXPO Partner Field Placement must be completed within one (1) year. If the student is part-time, the EXPO Partner Field Placement must be completed within two (2) years.

Students can only be funded once through a HRSA supported experiential learning opportunity (i.e., they can participate in either an EXPO Field Placement or an EXPO Collaborative Project).





Stipends and Travel Reimbursement

Students receive a \$3,500 stipend for completing an EXPO Field Placement. Stipends cannot be used for tuition, fees, health insurance, or other associated costs. The stipend disbursements are made in accordance with the policies of the student's academic institution.

Each stipend must be included by the EXPO Partner as a budget line item. Only students who receive stipends can be reported to HRSA. Compensation cannot be given to the Site Supervisor or to any organization participating in EXPO Partner Field Placements.

If a student's abstract is accepted at a public health conference or meeting, additional travel support may also be awarded.

Student Requirements and Deliverables

All EXPO Partner Field Placement students are expected to conduct themselves in a professional and ethical manner. In addition, all EXPO Partner Field Placement students must:

- meet with their Site Supervisor in the first week of the placement to complete any school and/or departmental paperwork
- attend bi-weekly meetings with their Site Supervisor to review the status of their project
- participate in the EXPO Exchange (recommended)

All EXPO Partner Field Placement students must complete the following documents:

- EXPO Field Placement Student Agreement. This document is completed by the student and submitted to Leslie Fink (lfink@pitt.edu) at Pitt Public Health before the EXPO Partner Field Placement begins. A sample agreement is found at Attachment D.
- EXPO Field Placement: Student Intake Form. The student completes this document required by HRSA before the EXPO Partner Field Placement begins. All students will receive this form via Qualtrics Survey in an email from Pitt Public Health. A sample intake form is found at Attachment E.
- EXPO Field Placement: Student Post-questionnaire. The student completes this document required by HRSA after the EXPO Partner Field Placement is concluded. All students will receive this form via Qualtrics Survey in an email from Pitt Public Health. A sample post-questionnaire form is found at Attachment F.
- EXPO Field Placement: Student 1 Year Post-questionnaire. The student completes this document required by HRSA approximately one year after the student has concluded their EXPO Partner Field Placement. All students will receive this form via Qualtrics Survey in an email from Pitt Public Health. A sample one-year evaluation is found at Attachment G.





Student Requirements and Deliverables

All EXPO Partner Field Placement students are also required to submit the following:

- *a scientific report or poster presentation* including an abstract, introduction, methodology, findings, conclusions, and discussion;
 - if the EXPO Partner Field Placement does not lend itself to a scientific report, alternative formats may be acceptable
 - Examples of alternative formats are:
 - abstract, introduction, background, learning objectives, expected outcomes, methods, discussion, and conclusion; or
 - abstract, organization profile, organization analysis, project description, and self-evaluation of the practicum experience.
- *an abstract for submission at a public health conference*
 - travel and other conference support for those students whose abstracts are accepted may be provided by Pitt Public Health
 - a listing of possible conferences is found at Attachment H
- *any deliverables required by the Site Supervisor*

The following federal funding language and MAR-PHTC logo must be on all deliverables and presentations (the logo can be obtained by contacting Joe Shadwick at jos180@pitt.edu):

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number 1 UB6HP31689-01-00 "Public Health Training Centers" for \$3,699,596. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.

All deliverables must be sent to Dr. Craig Tower (ctower1@jhu.edu) who will ensure that they comport with HRSA requirements (cc Kim Francis, kaf73@pitt.edu and Leslie Fink, lfink@pitt.edu). Students must include name, the name of their field site and supervisor, and their university on their final reports. Dr. Tower will submit the scientific report and abstract to HRSA on behalf of all EXPO Field Placement students.

In the event that the report does not meet the format criteria, the EXPO Partner will be notified with feedback on what changes are required for full acceptance of the student's work. Any student whose report is not accepted will be asked to submit a corrected report within 30 days.





Site Supervisor Expectations

Each Site Supervisor is responsible for:

- meeting with EXPO Partner Field Placement students in the first week of to complete any paperwork and discuss the project
- attending bi-weekly meetings with students to review the status of the project
- determining any additional project deliverables

Each Site Supervisor is responsible for completing the following documents:

- EXPO Field Placement: Site Supervisor Intake Form. The Site Supervisor completes this document required by HRSA shortly after the EXPO Partner Field Placement begins. All Site Supervisors will receive this form via Qualtrics Survey in an email from Pitt Public Health. A sample intake form is found at Attachment I.
- EXPO Field Placement: Site Supervisor Post-evaluation. The Site Supervisor completes this document required by HRSA after the EXPO Partner Field Placement is concluded. All Site Supervisors will receive this form via Qualtrics Survey in an email from Pitt Public. A sample post-evaluation form is found at Attachment J.



DREXEL UNIVERSITY

Dornsife

School of Public Health



JOHNS HOPKINS

BLOOMBERG SCHOOL
of PUBLIC HEALTH





EXPO Field Placements

Introduction

There are two different options for field placements provided through Pitt Public Health:

- CBTP-initiated Field Placements (all Region 3 students)
- Student-initiated Field Placements (Pitt Public Health Students only)

CBTP-initiated Field Placements:

Field Placements developed by the CBTPs and other non-profit organizations are available to Drexel, JHU, Pitt Public Health, and WVU students. The MAR-PHTC CBTPs include the following organizations:

- DC Health
- DC Primary Care Association
- Delaware Department of Health and Social Sciences
- Drexel University Dornsife School of Public Health
- Johns Hopkins Bloomberg School of Public Health
- Pennsylvania Association of Community Health Centers
- Virginia Community Healthcare Association
- Virginia Department of Health
- West Virginia Local Health Inc.
- West Virginia University School of Public Health

Student-initiated Field Placements:

The sky's the limit! Be creative! Work with an organization on a project about which you feel passionate! Students are encouraged to develop their own EXPO Field Placement opportunities. Students are responsible for identifying an appropriate public or non-profit host organization and site supervisor with whom to partner. Provided that the other requirements are met, an EXPO Field Placement can take place anywhere.

Need help? Contact Kim Francis (kaf73@pitt.edu) for assistance in creating your proposal!

Pitt Public Health will facilitate and promote Field Placements located at CBTPs. The EXPO Field Placement opportunities and student applications will be posted on the EXPO tab of the MAR-PHTC website (<https://lms.marphtc.pitt.edu/mod/page/view.php?id=256>). The application deadlines are project specific.





Establishing a CBTP-initiated EXPO Field Placement

The CBTPs and other non-profit organizations are encouraged to create Field Placement opportunities. An EXPO Field Placement Request Form Site-initiated can be found on the EXPO tab of the MAR-PHTC website (<https://lms.marphtc.pitt.edu/mod/page/view.php?id=256>). A sample request form is found at Attachment K. Please submit the completed request form via email to marphtc@pitt.edu

Establishing a Student-initiated EXPO Field Placement

The student (Pitt Public Health students only) and host organization must execute the EXPO Field Placement Proposal form, found on the EXPO tab of the MAR-PHTC website (<https://lms.marphtc.pitt.edu/mod/page/view.php?id=256>), together. A sample proposal form is found at Attachment M. Please submit a completed proposal via email to marphtc@pitt.edu.

Applications will be reviewed as they are received. Students will receive an email notifying them of whether their proposal is accepted approximately two weeks after their application is received.

Student Eligibility

A student is eligible to participate in an EXPO Field Placement if they are:

- enrolled, either part-time or full-time, in an accredited graduate school of public health (Master's or Doctoral program), and
- a citizen of the United States, a non-citizen U.S. national, or a foreign national having possession of a visa permitting permanent residence in the United States.

If the student is full-time, the EXPO Field Placement must be completed within one (1) year. If the student is part-time, the EXPO Field Placement must be completed within two (2) years.

Students can only be funded once through a HRSA supported experiential learning opportunity (i.e., they can participate in either an EXPO Field Placement or an EXPO Collaborative Project).

Students from any of the EXPO Partner academic institutions are welcome to apply to available opportunities at CBTPs. The EXPO Field Placement Application, a fillable PDF document, can be found on the EXPO tab of the MAR-PHTC website (<https://lms.marphtc.pitt.edu/mod/page/view.php?id=256>). A sample application is found at Attachment L.





Stipends and Travel Reimbursement

Students receive a \$3,500 stipend for completing an EXPO Field Placement. Stipends cannot be used for tuition, fees, health insurance, or other associated costs. The stipend disbursements are made in accordance with the policies of the student's academic institution.

Each stipend must be included by the EXPO Partner as a budget line item. Only students who receive stipends can be reported to HRSA. Compensation cannot be given to the Site Supervisor or to any organization participating in EXPO Partner Field Placements.

If a student's abstract is accepted at a public health conference or meeting, additional travel support may also be awarded.

Student Requirements and Deliverables

All EXPO Field Placement students are expected to conduct themselves in a professional and ethical manner. In addition, all EXPO Field Placement Students must:

- meet with their Site Supervisor in the first week of the placement to complete any school and/or departmental paperwork
- attend bi-weekly meetings with their Site Supervisor to review the status of their project
- serve in the field placement for at least 200 hours
- participate in the EXPO Exchange (recommended)

All EXPO Field Placement students must complete the following documents:

- EXPO Field Placement Student Agreement. This document is completed by the student and submitted to Leslie Fink (lfink@pitt.edu) at Pitt Public Health before the Pitt Public Health EXPO Field Placement begins. A sample agreement is found at Attachment D.
- EXPO Field Placement: Student Intake Form. The student completes this document required by HRSA before the EXPO Field Placement begins. All students will receive this form via Qualtrics Survey in an email from Pitt Public Health. A sample intake form is found at Attachment E.
- EXPO Field Placement: Student Post-questionnaire. The student completes this document required by HRSA after the EXPO Field Placement is concluded. All students will receive this form via Qualtrics Survey in an email from Pitt Public Health. A sample post-questionnaire form is found at Attachment F.
- EXPO Field Placement: Student 1 Year Post-questionnaire. The student completes this document required by HRSA approximately one year after the student has concluded their Pitt Public Health EXPO Field Placement. All students will receive this form via Qualtrics Survey in an email from Pitt Public Health. A sample one-year evaluation is found at Attachment G.





Student Requirements and Deliverables

All EXPO Field Placement students are also required to submit the following:

- *a scientific report or poster presentation* including an abstract, introduction, methodology, findings, conclusions, and discussion;
 - if the Pitt Public Health EXPO Field Placement does not lend itself to a scientific report, alternative formats may be acceptable
 - Examples of alternative formats are:
 - abstract, introduction, background, learning objectives, expected outcomes, methods, discussion, and conclusion; or
 - abstract, organization profile, organization analysis, project description, and self-evaluation of the practicum experience.
- *an abstract for submission at a public health conference*
 - travel and other conference support for those students whose abstracts are accepted may be provided by Pitt Public Health
 - a listing of possible conferences is found at Attachment H
- *a poster for participation in Dean's Day* (Pitt Public Health students only)
- *any deliverables required by the Site Supervisor*

The following federal funding language and MAR-PHTC logo must be on all deliverables and presentations (the logo can be obtained by contacting Joe Shadwick at jos180@pitt.edu):

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All deliverables must be sent to Dr. Craig Tower (ctower1@jhu.edu) who will ensure that they comport with HRSA requirements (cc Kim Francis, kaf73@pitt.edu and Leslie Fink, lfink@pitt.edu). Students must include name, the name of their field site and supervisor, and their university on their final reports. Dr. Tower will submit the scientific report and abstract to HRSA on behalf of all EXPO Field Placement students.

In the event that the report does not meet the format criteria, the EXPO Partner will be notified with feedback on what changes are required for full acceptance of the student's work. Any student whose report is not accepted will be asked to submit a corrected report within 30 days.



Site Supervisor Expectations

Each Site Supervisor is responsible for:

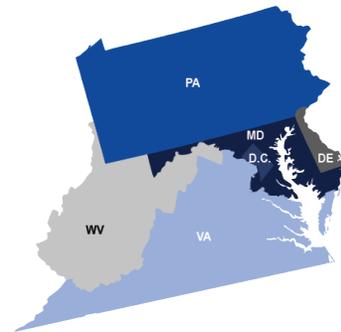
- meeting with the EXPO Field Placement students in the first week of to complete any paperwork and discuss the project
- attending bi-weekly meetings with students to review the status of the project
- determining any additional project deliverables
- communicating with Kim Francis (kaf73@pitt.edu) to discuss any program issues

Each Site Supervisor is responsible for completing the following documents:

- EXPO Field Placement: Site Supervisor Intake Form. This document is completed by the Site Supervisor shortly after the EXPO Field Placement begins and is required by HRSA. All Site Supervisors will receive this form via Qualtrics Survey in an email from Pitt Public Health. A sample intake form is found at Attachment I.

EXPO Field Placement: Site Supervisor Post-evaluation. This document is completed by the Site Supervisor after the EXPO Field Placement is concluded and is required by HRSA. All Site Supervisors will receive this form via Qualtrics Survey in an email from Pitt Public Health. A sample post-evaluation form is found at Attachment J.

PittPublicHealth



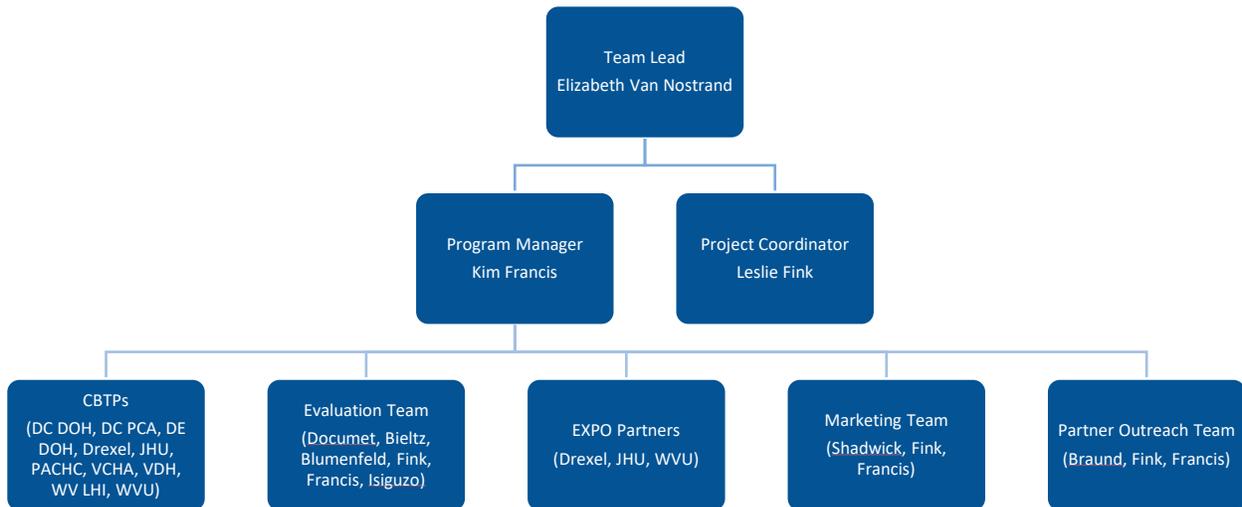
EXPO Exchange

Current and former HRSA supported students, their supervisors, faculty collaborators, former MAR-PHTC sponsored students, and CBTPs will be invited to participate in the EXPO Exchange—a distance accessible interactive forum where participants can share experiential learning experiences, discuss projects, engage in panel discussions, and learn about career and networking opportunities in public health practice. The EXPO Exchange will promote both intra-regional and interdisciplinary learning. **The EXPO Exchange will be offered throughout the year starting in October 2019.**



Attachment A

MAR-PHTC EXPO Team Organizational Chart & Contacts



EXPO Team Contacts:

- Elizabeth Van Nostrand at evannostrand@pitt.edu
- Kim Francis at kaf73@pitt.edu
- Leslie Fink at lfink@pitt.edu

Evaluation Team Contact:

- Patricia Documét at pdocumet@pitt.edu

Marketing Team Contact:

- Joseph Shadwick at jos180@pitt.edu

Partner Outreach Team Contact:

- Wendy Braund at wendy.braund@pitt.edu

EXPO Partner Contact:





EXPO Experiential Learning Opportunities

THE MID-ATLANTIC REGIONAL PUBLIC HEALTH TRAINING CENTER

- University of Pittsburgh Graduate School of Public Health Center for Public Health Practice (CPHP): marphtc@pitt.edu
- District of Columbia Department of Health (DC Health):
 - **Jacqueline Watson** at Jacqueline.watson@dc.gov
- DC Primary Care Association (DCPA):
 - **Megan Loucks** at mloucks@dcpca.org
- Delaware Health and Social Services:
 - **David Walton** at dave.walton@state.de.us
- Drexel University Dornsife School of Public Health Center for Public Health Practice (CPHP):
 - **Caroline Voyles** at cvoyles@drexel.edu
- Johns Hopkins Bloomberg School of Public Health:
 - **Craig Tower** at ctwer@jhu.edu
- Pennsylvania Association of Community Health Centers (PACHC):
 - **Cindi Christ** at cindi@pachc.org
- Virginia Community Healthcare Association (VCHA)
 - **Trinette Randolph** at TRandolph@VaCommunityHealth.org
- Virginia Department of Health (VDH)
 - **Donna Taylor** at donna.taylor@vdh.virginia.gov
- West Virginia Local Health Inc. (WVLHI):
 - **Deb Koester** at DebKoester.wvlhi@gmail.com
- West Virginia University School of Public Health:
 - **Audra Hamrick** at ahamric3@hsc.wvu.edu
 - **Ranjita Misra** at ramisra@hsc.edu





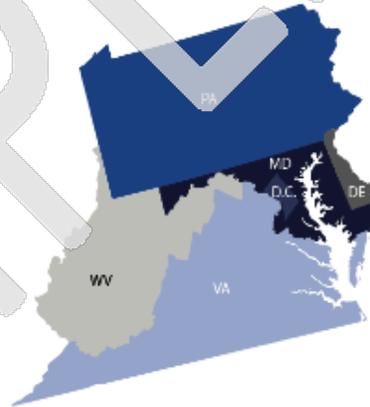
Attachment B

EXPO Marketing Example



THE MID-ATLANTIC REGIONAL PUBLIC HEALTH TRAINING CENTER (MAR-PHTC) EXPO FIELD PLACEMENTS

The MAR-PHTC provides trainings, resources, and experiential learning opportunities throughout the Department of Health and Human Services Region 3. The Central Office for the MAR-PHTC is located in the Center for Public Health Practice at the University of Pittsburgh, Graduate School of Public Health. Together with our Community Based Training Partners—DC Department of Health, DC Primary Care Association, Delaware Department of Health, Drexel University Dornsife School of Public Health, Johns Hopkins Bloomberg School of Public Health, Pennsylvania Association of Community Health Centers, West Virginia Local Health Inc., and West Virginia University School of Public Health—the MAR-PHTC strengthens the public health system by training the future public health workforce.



EXPO Field Placement

An EXPO Field Placement:

- places a student in a public or nonprofit health agency or organization, particularly one aiding underserved areas and populations, to work on a discrete public health project;
- provides structured opportunities and experiences for the student to apply acquired knowledge and skills in a public health practice setting;
- contributes to the mastery of public health competencies, with a focus on balancing the educational and practice needs of the student with the needs of the community; and
- may count towards school practicum requirements.

Students of public health and are eligible to participate in an EXPO Field Placement if they are:

- a citizen of the United States,
- a non-citizen U.S. national, or
- a foreign national having possession of a visa permitting permanent residence in the United States.

**Please note that because this program is funded through a federal grant there is a student citizenship requirement.*

Stipend Requirements

Participants will receive a stipend of \$3,500 to help defray living expenses associated with any EXPO Field Placement.



For more information, contact
Kim Francis kaf73@pitt.edu
marphtc.pitt.edu





Attachment C

EXPO Partner Cover Sheet

Please complete and send to Leslie Fink at lfink@pitt.edu. All fields are required.

1. **Academic Partner Information:**
 - A. **Partner**
 - Drexel
 - JHU
 - WVU
 - B. **Partner location:**
 - Baltimore
 - Morgantown
 - Philadelphia
2. **Is this a collaborative project or field placement?**
 - Collaborative Project (joint project with academic partner's faculty)
 - Field Placement (embedded project with a non-academic partner)
3. **Supervisor Information (Please list only the primary supervisor. For Field Placements, the supervisor must work at the non-academic site.)**
 - A. **Host organization:**
 - B. **Organization location (full street address with zip+4):**
 - C. **Supervisor name:**
 - D. **Supervisor email:**
 - E. **Supervisor phone:**
4. **Student Information**
 - A. **Name:**
 - B. **University:**
 - C. **Program of study:**
 - D. **Degree program:**
 - E. **Graduate academic year (1st, 2nd, etc.):**
 - F. **Email:**
 - G. **Phone:**
 - H. **The student is:**
 - U.S. citizen
 - non-citizen U.S. national
 - non-citizen U.S. national, or a foreign national having in my possession a visa permitting permanent residence in the U.S.
5. **Project Information**
 - A. **Title:**
 - B. **Short description (1–2 sentences):**
 - C. **Learning objectives**

Example: At the conclusion of the field placement, the student will be able to apply systems thinking tools to a public health issue.

At the conclusion of this project, the student will be able to:

 -
 - D. **Which of the following areas does this project address (select all that apply):**
 - mental health opioid abuse childhood obesity none of the above
 - E. **Describe the medically underserved community this project serves: Project start date:**
 - F. **Anticipated project end date:**





Attachment D

EXPO Field Placement Student Agreement

Student Responsibilities

The EXPO Field Placement, sponsored by the Mid-Atlantic Regional Public Health Training Center, provides graduate students in public health or health sciences with an opportunity to address real public health public health issues while experiencing the day-to-day operations of an active health department or other practice partner. The project may focus on eliminating health disparities. Healthy People 2020 defines a health disparity as “a particular type of health difference that is closely linked with social, economic, and/or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion.” (Source: <https://www.healthypeople.gov/2020/about/foundation-health-measures/Disparities>)

As an EXPO student, I agree to:

- Complete at least 200 hours of EXPO service (Pitt Public Health students only);
- Meet with my Site Supervisor in the first week of the placement to complete any school and/or departmental paperwork;
- Attend bi-weekly meetings with my Site Supervisor to review the status of my project;
- Develop and complete a discrete project that addresses a specific need of a medically underserved community within my placement organization’s service area;
- Complete the required project deliverables:
 - a scientific report or poster presentation that includes the following sections: abstract, introduction, methodology, findings, conclusions, and discussion
 - an abstract suitable for submission to a public health conference
 - an abstract submitted to Pitt Public Health Dean’s Day. (Only currently matriculated Pitt Public Health students are eligible to compete); and
 - any deliverables required by the Site Supervisor;
- Include federal funding language and MAR-PHTC logo on all deliverables and presentations (logo can be obtained by contacting Joe Shadwick at jos180@pitt.edu): *This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number 1 UB6HP31689-01-00 “Public Health Training Centers” for \$3,699,596. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.;*
- Actively participate in the work team of which I am a member;
- Conduct all work in a professional and ethical manner;
- Use work resources (e.g., computers, internet) only for legitimate work purposes;
- Follow the dress code guidelines set forth by my Site Supervisor; and
- Maintain confidentiality consistent with my placement organization and federal standards.

Additionally, I will complete the following documents.

- Field Placement Student Intake Form (to be completed at the beginning of the project)
- Field Placement Student Post-questionnaire
- Field Placement Student 1 Year Post-questionnaire
- Any additional forms required by my school and/or department

I have read, understand, and agree to comply with the Student Responsibilities

Printed Name

Signature

Date





Attachment E

EXPO Field Placement: Student Intake Form

Understanding your field placement experience is important to us. Please take five minutes to complete this intake form. Thank you!

1. Name

<i>(First Name)</i>	<i>(Last Name)</i>
---------------------	--------------------

2. The name of your Site Supervisor

<i>(First Name)</i>	<i>(Last Name)</i>
---------------------	--------------------

3. What is the graduate academic year you are currently completing (based on academic credits)?

- A. First
- B. Second
- C. Third
- D. Fourth
- E. Fifth or higher

4. Select your disciplinary area of concentration (select all that apply)

- Public Health – Biostatistics and Informatics
- Public Health – Environmental health
- Public Health – Epidemiology
- Public Health – Health policy and management
- Public Health – Behavioral and Social Science
- Public Health – Community Health
- Public Health – Global Health
- Public Health – Maternal and Child Health
- Public Health – Minority Health and Health Disparities
- Other (Please Specify _____)

5. Please indicate if you are a full-time or part-time student.

- A. Full-time
- B. Part-time

5. Which of the following choices best describes your enrollment status?

- A. Campus based only
- B. Distance learning only
- C. Hybrid

7. What is your gender? _____

8. What is your year of birth? _____

9. Are you Hispanic or Latino?

- A. Yes
- B. No

10. Which best describes your race? (select all that apply)





- A. American Indian/Alaska Native
- B. Asian
- C. Black or African American
- D. Native Hawaiian or other Pacific Islander
- E. White
- F. Other (Specify: _____)

11. What is your address of longest residence?

(# Street)	(City)	(State)	(Zip Code)
------------	--------	---------	------------

12. Are you the first in your family to attend college?

- A. Yes
- B. No

13. What is your veteran status?

- A. Active military duty
- B. Reservist
- C. Veteran (prior service)
- D. Veteran (retired)
- E. Not a Veteran

The following questions inquire about your understanding of health disparities. Please respond True or False.

14. Everyone is affected by implicit bias.

- A. True
- B. False

15. In [Pennsylvania], there are clear health disparities by age.

- A. True
- B. False

16. In [Pennsylvania], there are clear health disparities by race.

- A. True
- B. False

17. In [Pennsylvania], there are clear health disparities by income.

- A. True
- B. False

The next questions are about what you plan to do after you graduate.

18. Which of the following do you plan to pursue further training in? Select all that apply.

- A. Public Health
- B. Medically Underserved Communities
- C. Primary Care Settings
- D. Rural Settings

19. Which of the following settings do you intend to become in employed in? Select all that apply.

- A. Medically Underserved Communities
- B. Primary Care Settings
- C. Rural Settings
- D. Public Health Agency

Thank you!





Attachment F

**EXPO Field Placement
Student Post-questionnaire**

Congratulations on completing your field placement! Understanding your experience is important to us. Please take 10 minutes to complete this form. Please be sure to indicate your email in the field below, so that we can follow-up with you in one year. Thank you!

1. Name

_____	_____
<i>(First Name)</i>	<i>(Last Name)</i>

2. The name of your Site Supervisor

_____	_____
<i>(First Name)</i>	<i>(Last Name)</i>

3. Non-university affiliated email: _____

4. Did you receive training in any of the following? Select all that apply and indicate the approximate number of contact hours:

- A. Primary care setting
Number of contact hours: _____
- B. Medically underserved community
Number of contact hours: _____
- C. Rural area
Number of contact hours: _____
- D. None of the above

5. Did you receive training in any of the following areas? Select all that apply.

- A. Opioid use treatment
- B. Telehealth
- C. Integrated behavioral health in primary care
- D. Medication assisted treatment (MAT) for SUD/OD
- E. Substance use treatment
- F. I participated on a health care team delivering integrated behavioral health services in primary care
- G. I received a SAMHSA waiver to prescribe medication assisted treatment (MAT)
- H. None of the above

Please indicate the degree to which you agree with the following:

6. I was assigned to do about the right amount of work.

- A. Strongly Disagree
- B. Disagree
- C. Neutral
- D. Agree
- E. Strongly Agree

7. Overall, my learning objectives were met by the placement.

- A. Strongly Disagree





- B. Disagree
- C. Neutral
- D. Agree
- E. Strongly Agree

8. I have identified actions I will take to apply information I learned from this placement.

- A. Strongly Disagree
- B. Disagree
- C. Neutral
- D. Agree
- E. Strongly Agree

9. The information I learned during the placement is relevant to my future public health career plans.

- A. Strongly Disagree
- B. Disagree
- C. Neutral
- D. Agree
- E. Strongly Agree

Please indicate the degree to which you agree with the following.

10. My field placement experience has increased my interest in working with vulnerable/underserved populations.

- A. Strongly Disagree
- B. Disagree
- C. Neutral
- D. Agree
- E. Strongly Agree

11. The experience complemented my coursework.

- A. Strongly Disagree
- B. Disagree
- C. Neutral
- D. Agree
- E. Strongly Agree

12. My Site Supervisor reviewed agency policies and standards of practice with me.

- A. Strongly Disagree
- B. Disagree
- C. Neutral
- D. Agree
- E. Strongly Agree

13. My Site Supervisor was knowledgeable in his/her area of responsibility.

- A. Strongly Disagree
- B. Disagree
- C. Neutral
- D. Agree
- E. Strongly Agree

14. My Site Supervisor was accessible to me.

- A. Strongly Disagree
- B. Disagree





- C. Neutral
- D. Agree
- E. Strongly Agree

15. My Site Supervisor provided adequate supervision.

- A. Strongly Disagree
- B. Disagree
- C. Neutral
- D. Agree
- E. Strongly Agree

16. To what extent did your field placement involve working with or for underserved populations?

- A. To a great extent
- B. To a moderate extent
- C. To some extent
- D. To a small extent
- E. Not at all

17. To what extent have your public health practice skills increased because of the field placement?

- A. To a great extent
- B. To a moderate extent
- C. To some extent
- D. To a small extent
- E. Not at all

18. To what extent has your knowledge of public health increased because of the field placement?

- A. To a great extent
- B. To a moderate extent
- C. To some extent
- D. To a small extent
- E. Not at all

19. Please write a one-sentence definition of health disparities.

Please respond True or False to the following.

20. Everyone is affected by implicit bias.

- A. True
- B. False

21. In [STATE], there are clear health disparities by age.

- A. True
- B. False

22. In [STATE], there are clear health disparities by race.

- A. True
- B. False

23. In [STATE], there are clear health disparities by income.

- A. True
- B. False



24. To what extent have your public health practice skills increased because of your field placement experience?

- A. To a great extent
- B. To a moderate extent
- C. To some extent
- D. To a small extent
- E. Not at all

The following questions are about your plans after you graduate.

25. Which of the following do you plan to pursue further training in? Select all that apply.

- A. Public Health
- B. Medically Underserved Communities
- C. Primary Care Settings
- D. Rural Settings

26. Which of the following settings do you intend to become in employed in? Select all that apply.

- A. Medically Underserved Communities
- B. Primary Care Settings
- C. Rural Settings
- D. Public Health Agency

27. What was the best part of your field placement experience?

28. What suggestions do you have for improving the field placement experience?

29. Please give an overall rating of your field placement experience.

- A. Poor
- B. Fair
- C. Good
- D. Very Good
- E. Excellent

30. Is there anything else you would like to say about the field placement experience?

Thank you!





Attachment G

**EXPO Field Placement
Student Evaluation – 1 Year**

Now that some time has passed since your field placement, we would like to follow-up with you to learn about your current ideas and experiences. Please take 10 minutes to complete this form. Thank you!

1. Name

(First Name)

(Last Name)

2. Please write a one-sentence definition of health disparities.

Please respond True or False to the following.

3. Everyone is affected by implicit bias.

- A. True B. False

4. In [STATE], there are clear health disparities by income.

- A. True B. False

5. In [STATE], there are clear health disparities by age.

- A. True B. False

6. In [STATE], there are clear health disparities by race.

- A. True B. False

Please indicate if you are working in one or more of the following settings.

7. Are you currently working in a medically underserved area?

- A. Yes B. No

8. Are you currently working in a primary care setting?

- A. Yes B. No

9. Are you currently working in a rural area?

- A. Yes B. No

10. Are you currently working in a public health agency?

- A. Yes B. No

11. Please provide the name of your current employer: _____

12. Now that time has passed, what was the best part of your field placement experience?

13. What suggestions do you have for improving the field placement experience?

14. Is there anything else you would like to say about the field placement?

Thank you!





Attachment H

Public Health Conferences

Conference	Dates	Location	Abstract Due Date
<u>AcademyHealth Annual Research Meeting</u>	June 13–16, 2020	Boston, MA	Submission Open: Mid-November 2019 Deadline: Thursday, January 9, 2020, 5:00 p.m. ET
<u>AcademyHealth National Health Policy Conference</u>	February 10–11, 2020	Washington, DC	TBD
<u>American Public Health Association Annual Meeting</u>	October 24–28, 2020	San Francisco, CA	TBD
<u>Association of Schools & Programs of Public Health Annual Meeting</u>	March 18–20, 2020	Arlington, VA	November 1, 2019
<u>CDC Public Health Law Conference</u>	September 16–18, 2020	Baltimore, MD	November 8, 2019
<u>Council of State and Territorial Epidemiologists Annual Conference</u>	June 28–July 2, 2020	Seattle, WA	January 10, 2020
<u>Governor’s Emergency Preparedness Summit (PA)</u>	TBD	TBD	TBD
<u>NACCHO Annual Meeting</u>	July 7–9, 2020	Denver, CO	TBD
<u>NACCHO Public Health Preparedness Summit</u>	March 31–April 3, 2020	Dallas, TX	September 30, 2019
<u>National Association of Local Boards of Health Annual Conference</u>	2020 TBD	TBD	TBD
<u>Public Health Informatics Conference</u>	2020 TBD	TBD	TBD
<u>West Virginia Public Health Association Conference</u>	Fall 2020, TBD		TBD
<u>West Virginia Rural Health Conference</u>	Fall 2020, TBD	Huntington, WV	TBD





Attachment I

EXPO Field Placement: Site Supervisor Intake Form

Please take five minutes to complete this intake form and return. Thank you!

1. Contact information

Name: _____
Title: _____
Organization: _____
Address: _____
Phone: _____
Email: _____

2. Name of the student doing the field placement: _____

3. Select your primary disciplinary area (select all that apply)

- Public Health – Biostatistics and Informatics
- Public Health – Environmental health
- Public Health – Epidemiology
- Public Health – Health policy and management
- Public Health – Behavioral and Social Science
- Public Health – Community Health
- Public Health – Global Health
- Public Health – Maternal and Child Health
- Public Health – Minority Health and Health Disparities
- Other (Please Specify _____)

4. What is your veteran status?

- A. Active military duty
- B. Reservist
- C. Veteran (prior service)
- D. Veteran (retired)
- E. Not a Veteran

5. Please indicate your profession and primary area of study or practice. For example, 'nutrition;' or 'internal medicine;' or 'behavioral health - marriage and family therapy.'

6. What is your gender? _____

7. What is your year of birth? _____

8. Are you Hispanic or Latino?

- A. Yes
- B. No

9. Which best describes your race? (select all that apply)

- A. American Indian/Alaska Native
- B. Asian





Attachment J

EXPO Field Placement Site Supervisor Post-evaluation

Your feedback as a Site Supervisor is important to us. Please take five minutes to complete this evaluation of the Field Placement student. Thank you!

1. Name (Site Supervisor): _____

2. Name of the student doing the field placement: _____

3. Does this training site implement interprofessional education and/or practice?

- A. Yes
- B. No

4. Does this site offer any of the following? Please select all that apply:

- A. This site offers integrated behavioral health services in a primary care setting
- B. This site offers opioid use treatment services
- C. This site offers telehealth services
- D. This site offers medication assisted treatment (MAT) for OUD
- E. This site offers substance use treatment services
- F. None of the above

5. Are any of the following vulnerable populations served at this site? Please select all that apply:

- A. Adolescents
- B. College students
- C. Individuals with mental illness or substance use disorders
- D. Migrant workers
- E. People with disabilities
- F. Returning war veterans (Iraq or Afghanistan)
- G. Uninsured/Underinsured persons/families
- H. Tribal Population
- I. Children
- J. Homeless individuals
- K. Lesbian/Gay/Bisexual/Transgender
- L. Military and/or military families
- M. Pregnant women and infants
- M. Undocumented Immigrants
- O. Veterans
- P. None of the above
- Q. Chronically ill
- R. Individuals with HIV/AIDS
- S. Low income persons/families
- T. Older adults
- U. Refugee Adults
- V. Unemployed
- W. Victims of abuse or trauma





6. The amount of contact with your student was...

- A. Too little
- B. About right
- C. Too much

Please indicate the degree to which you agree with the following.

7. The student's learning objectives were met by the placement.

- A. Strongly Disagree
- B. Disagree
- C. Neutral
- D. Agree
- E. Strongly Agree

8. I had enough information to implement this Field Placement.

- A. Strongly Disagree
- B. Disagree
- C. Neutral
- D. Agree
- E. Strongly Agree

9. I knew who to ask questions about the Field Placement if I needed to.

- A. Strongly Disagree
- B. Disagree
- C. Neutral
- D. Agree
- E. Strongly Agree

10. What other supports would you need to implement the Field Placement?

11. Did having a student with the Field Placement help you or your project or organization? Please explain.

12. During his/her field placement, to what extent has [STUDENT] tried to understand health disparities?

- A. To a great extent
- B. To a moderate extent
- C. To some extent
- D. To a small extent
- E. Not at all

13. What was the best thing about the Field Placement?

14. What suggestions do you have for improving the Field Placement?

15. Please give an overall rating of the Field Placement.

- A. Poor
- B. Fair
- C. Good
- D. Very Good
- E. Excellent

16. Is there anything else you would like to say about the Field Placement?





Attachment K

EXPO FIELD PLACEMENT REQUEST FORM: SITE SUPERVISOR INITIATED PROJECT

EXPO Field Placements are offered to students of public health throughout Region 3 (R3) of the U.S. Department of Health and Human Services. EXPO Field Placements embed students in a public or nonprofit health agency or organization, particularly those supporting underserved areas and populations, to work on discrete public health projects. These placements provide structured opportunities and experiences that allow students to apply acquired knowledge and skills in a public health practice setting. Field placements are expected to contribute to the mastery of public health competencies, with a focus on balancing the educational and practice needs of the student with the needs of the community.

Student Eligibility

A student is eligible to participate in an EXPO Field Placement if they are:

- enrolled, either part-time or full-time, in an accredited graduate school of public health (Master’s or Doctoral program), and
- a citizen of the United States, a non-citizen U.S. national, or a foreign national having possession of a visa permitting permanent residence in the United States.

Students can only be funded once through a HRSA supported experiential learning opportunity (i.e., they can participate in either an EXPO Field Placement or an EXPO Collaborative Project).

Please complete. All fields are required.

I. Site Information

- A. Name of Organization: _____
- B. Work Site Address: _____
- C. Site Supervisor
1. Name: _____
 2. Title: _____
 3. Email: _____
 4. Phone: _____

II. Project Title: _____

III. Project Description (1–2 paragraphs): _____

IV. Learning Objectives (1 or more; use an action verb):

Example: At the conclusion of the field placement, the student will be able to apply systems thinking tools to a public health issue.

At the conclusion of this field placement, the student will be able to:

- _____
- _____

V. Does this project address any of the following? (check all that apply)

- mental health opioid abuse childhood obesity





VI. **Describe the medically underserved community this project serves.**

Example: 'Rough sleepers' (i.e. those who are street homeless)

VII. **Please list the proficiencies necessary for fulfilling field placement responsibilities** (e.g., comfortable with public speaking, valid driver's license, subject-specific knowledge, technical skills, etc.).

VIII. **Successful completion of the field placement requires submission of the following deliverables:**

- a scientifically oriented report
- an abstract for submission to a public health conference
- an abstract for participation in Pitt Public Health's Dean's Day competition (Pitt Public Health students only).

Please list any additional deliverables you require (i.e., research report, program implementation plan, program evaluation plan, community health curriculum).

IX. **Please estimate the number of hours required to complete the project:** _____

X. **Which of the following will be available to the student?** (check all that apply)

office cubicle computer/laptop telephone

XI. **Will the student be permitted to work remotely?**

yes If yes, how many hours per week? no

XII. **What supporting documents are required for this placement?**

résumé or CV transcript other _____

XIII. **Do you want to interview applicants?**

yes no

XIV. **Signature**

Printed Name

Signature

Date

Please submit the completed EXPO Field Placement Request Form via email to marphtc@pitt.edu. This form must be digitally signed and sent as an email attachment. Scanned forms will not be accepted





Attachment L

EXPO Student Field Placement Application

EXPO Field Placements are offered to students of public health throughout Region 3 (R3) of the U.S. Department of Health and Human Services. EXPO Field Placements embed students in a public or nonprofit health agency or organization, particularly those supporting underserved areas and populations, to work on discrete public health projects. These placements provide structured opportunities and experiences that allow students to apply acquired knowledge and skills in a public health practice setting. Field placements are expected to contribute to the mastery of public health competencies, with a focus on balancing the educational and practice needs of the student with the needs of the community.

Student Eligibility

A student is eligible to participate in an EXPO Field Placement if they are:

- enrolled, either part-time or full-time, in an accredited graduate school of public health (Master’s or Doctoral program), and
- a citizen of the United States, a non-citizen U.S. national, or a foreign national having possession of a visa permitting permanent residence in the United States.

Students can only be funded once through a HRSA supported experiential learning opportunity (i.e., they can participate in either an EXPO Field Placement or an EXPO Collaborative Project).

Please complete. All fields are required.

I. Student Information:

- A. Name (including title): _____
- B. Email: _____
- C. Phone: _____
- D. School: _____
- E. Department: _____
- F. Current Degree Program: _____
- G. Graduate Academic Year: _____

II. Student Citizenship (check only one)

I am:

- ___ a U.S. citizen
- ___ a non-citizen U.S. national
- ___ a non-citizen U.S. national, or a foreign national having in my possession a visa permitting permanent residence in the U.S.
- ___ none of these (please explain) _____

III. Project Interest

Please indicate the project number and title for which you would like to be considered. To apply for more than one field placement, submit a separate application form for each project.

IV. Pitt Public Health Students Only

Do you intend to use this field placement to fulfill the practicum requirement?

yes

no





If yes:

Departmental Practicum Supervisor

1. Name: _____
2. Title: _____
3. Email: _____
4. Phone: _____

V. **Personal Statement**

Please attach a short personal statement about your interests and your goals for your EXPO Field Placement.
3600 character limit

VI. **Required Documents**

Please submit the completed EXPO Field Placement Application with your personal statement and a current résumé or CV (including paid and unpaid public health experience) via email to marphct@pitt.edu. This form must be digitally signed and sent as an email attachment. Scanned forms will not be accepted.

You will be notified by email regarding the status of your application.

SAMPLE





Attachment M

Pitt Public Health EXPO Field Placement Proposal

Pitt Public Health EXPO Field Placements are offered to students of public health at the University of Pittsburgh Graduate School of Public Health. Pitt Public Health EXPO Field Placements embed students in a public or nonprofit health agency or organization, particularly those supporting underserved areas and populations, to work on discrete public health projects. These placements provide structured opportunities and experiences that allow students to apply acquired knowledge and skills in a public health practice setting.

Student Eligibility

A student is eligible to participate in an EXPO Field Placement if they are:

- enrolled, either part-time or full-time, in an accredited graduate school of public health (Master's or Doctoral program), and
- a citizen of the United States, a non-citizen U.S. national, or a foreign national having possession of a visa permitting permanent residence in the United States.

Students can only be funded once through a HRSA supported experiential learning opportunity (i.e., they can participate in either an EXPO Field Placement or an EXPO Collaborative Project).

Please complete. All fields are required.

I. Student Information:

- A. Name (including title): _____
- B. Email: _____
- C. Phone: _____
- D. School: _____
- E. Department: _____
- F. Current Degree Program: _____
- G. Graduate Academic Year: _____

II. Student Citizenship (check only one)

*Please note that because this program is funded through a federal grant there is a student citizenship requirement.

I am:

- a U.S. citizen
- a non-citizen U.S. national
- a non-citizen U.S. national, or a foreign national having in my possession a visa permitting permanent residence in the U.S.
- none of these (please explain) _____

III. Site Information

- A. Name of Organization: _____
- B. Work Site Address: _____
- C. Site Supervisor
 - 1. Name: _____
 - 2. Title: _____
 - 3. Email: _____
 - 4. Phone: _____





For the Student

IV. Project Proposal

- A. What is the title of your project? _____
- B. Describe the public health service(s) provided by the organization. _____
- C. Describe the medically underserved community this project supports. _____
Example: 'Rough sleepers' (i.e. those who are street homeless)
- D. State the needs or problems to be addressed. _____
- E. Describe how you will address these needs or problems. _____
- F. State the goal(s) of this project. *What do you want to accomplish?* _____
- G. What steps will you take to reach your goal(s)? _____
- H. Learning Objectives (1 or more; use an action verb):

Example: At the conclusion of the field placement, the student will be able to apply systems thinking tools to a public health issue.

At the conclusion of this collaborative project, the student will be able to:

- _____
- _____

- I. Estimate the amount of time it will take to complete your project. _____
- J. When do you anticipate starting the project? _____
- K. When do you anticipate finishing the project? _____
- L. Pitt Public Health Students Only

Do you intend to use this field placement to fulfill the practicum requirement?

yes no

If yes:

Departmental Practicum Supervisor

- 1. Name: _____
- 2. Title: _____
- 3. Email: _____
- 4. Phone: _____

V. Does this project address any of the following? (check all that apply)

mental health opioid abuse childhood obesity

For the Site Supervisor

VI. Successful completion of the field placement requires submission of the following deliverables:

- a scientifically oriented report
- an abstract for submission to a public health conference
- an abstract for participation in Pitt Public Health's Dean's Day competition (Pitt Public Health students only).

Please list any additional deliverables you require (i.e., research report, program implementation plan, program evaluation plan, community health curriculum). _____

VII. Which of the following will be available to the student? (check all that apply)

office cubicle computer/laptop telephone

VIII. Will the student be permitted to work remotely?



yes If yes, how many hours per week? no

IX. **Please list the proficiencies necessary for fulfilling field placement responsibilities** (e.g., comfortable with public speaking, valid driver’s license, subject-specific knowledge, technical skills, etc.).

X. **Signatures**

Printed Name of Site Supervisor	Signature of Site Supervisor	Date
Printed Name of Student	Signature of Student	Date

Please submit the completed Pitt Public Health EXPO Field Placement Proposal via email to marphct@pitt.edu. This form must be digitally signed and sent as an email attachment. Scanned forms will not be accepted

You will be notified by email regarding the status of your proposal.

SAMPLE

