Attend all required **meetings.**

[ ] Meet with the student in the **1st week** of the project to review the project requirements.

[ ] Touch base with the student **weekly** in person, through email, in a phone call,

 or via a virtual conversation like Zoom

[ ] Determine any additional project deliverables.

[ ] Complete project in 3–6 months.

[ ] Communicate any issues to:

Drexel: Caroline Voyles, cvoyles@drexel.edu

Johns Hopkins: Dan Barnett, dbarnet4@jhu.edu

University of Pittsburgh: Kim Francis, kaf73@pitt.edu

West Virginia University: Audra Hamrick, ahamric3@hsc.wvu.edu

Complete **EXPO Collaborative Project forms and Qualtrics survey.**

[ ] Faculty Intake Form – submit before starting CP (emailed survey)

[ ] Faculty Post-evaluation – submit when project concludes (emailed survey)

[ ] Additional forms required by student’s school and/or department

End of Checklist (10/21/2020)

**Faculty Collaborative Project Checklist**