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](mailto:cvoyles@drexel.edu)

Johns Hopkins: Dan Barnett, [dbarnet4@jhu.edu](mailto:dbarnet4@jhu.edu)

University of Pittsburgh: Kim Francis, [kaf73@pitt.edu](mailto:kaf73@pitt.edu)

West Virginia University: Audra Hamrick, [ahamric3@hsc.wvu.edu](mailto: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**