**Student Field Placement Checklist**

Confirm your Site Supervisor is **NOT A UNIVERSITY FACULTY MEMBER**.

Confirm placement is **AN EMBEDDED PROJECT AT NON-ACADEMIC SITE.** During the pandemic, embedding can be virtual.

Confirm EXPO **stipend is not used** for tuition, fees, health insurance, etc.

Attend all required **meetings.**

Meet with Site Supervisor **in 1st week** of placement to complete school paperwork.

Touch base with Site Supervisor **weekly** in person, through email, in a phone call,

or via a virtual conversation like Zoom

Participate in the **EXPO Exchange** (strongly recommended).

Complete **EXPO Field Placement forms and Qualtrics surveys.**

Student Agreement – submit before starting FP (email to Leslie Fink, [lfink@pitt.edu](mailto:lfink@pitt.edu))

Student Intake Form – submit before starting FP (emailed survey)

Student Post-questionnaire – submit when project concludes (emailed survey)

Student 1 Year Post-questionnaire – submit 1 year post project completion. (emailed survey)

Complete these **project-related documents** and submit to [marphtc@pitt.edu](mailto:marphtc@pitt.edu).

Scientific report, poster presentation, or approved alternative format

Abstract for submission at public health conference

Other items required by the Site Supervisor

End of Checklist (10/21/2020)