**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)

[ ] 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.

[ ] 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)