**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 who is a U.S. Lawful Permanent Resident, i.e. is in possession of a “green card” (Individuals on a student visa are not eligible to apply for a Field Placement.)

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).

**Application Instructions**

* Please submit the completed EXPO Field Placement Request Form via email to [marphtc@pitt.edu](mailto:marphtc@pitt.edu). You will be notified when the application posts.
* Applications will be forwarded to you upon receipt by MAR-PHTC. If desired, schedule interviews with prospective candidates. **Please** **do not offer the position during an interview.**
* When you have decided on a candidate, please email the MAR-PHTC ([marphtc@pitt.edu](mailto:marphtc@pitt.edu)) clearly stating your decision. The MAR-PHTC is responsible for sending out an offer letter to the student.

***Please complete. All fields are required.***

1. **Site Information**
2. Name of Organization:
3. Work Site Address:
4. Site Supervisor
5. Name:
6. Title:
7. Email:
8. Phone:
9. **Project Title**:
10. **Project Description (1–2 paragraphs)**:
11. **Learning Objectives (1 or more; use action verbs):**

*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:

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

mental health opioid abuse childhood obesity

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

*Example:* ‘Rough sleepers’ (i.e. those who are street homeless)

1. **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.).
2. **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).

1. **Please estimate the number of hours required to complete the project:**
2. **Which of the following will be available to the student?** (check all that apply)

office cubicle computer/laptop telephone

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

no yes If yes, how many hours per week? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

résumé or CV transcript other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

yes no

1. **Signature**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Printed Name** |  | **Signature**  **(typed signature is acceptable)** |  | **Date** |

After completing this form, please submit it via email to [marphtc@pitt.edu](mailto:marphtc@pitt.edu) as a Word document attachment. Scanned forms or pdfs will not be accepted.