



Mid-Atlantic Regional Public Health Training Center

Collaborative Projects

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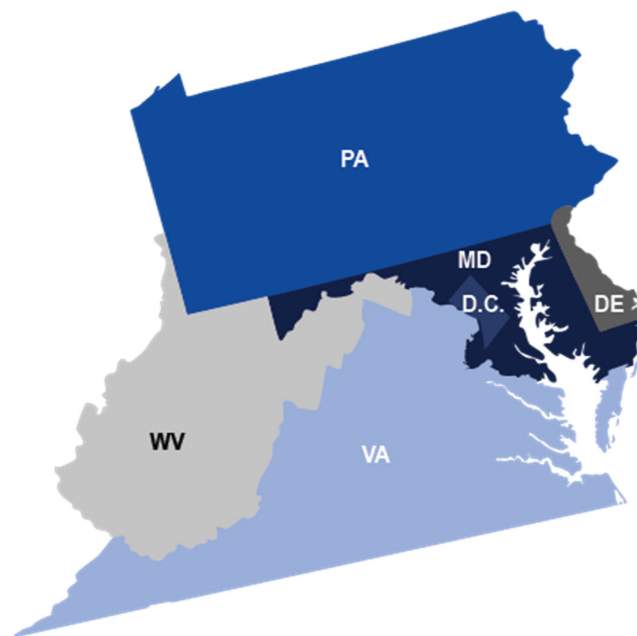


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WELCOME!

Colleagues:

Thank you for your interest in Collaborative Projects—experiential learning opportunities for public health students offered by the Mid-Atlantic Regional Public Health Training Center (MAR-PHTC). MAR-PHTC is one of 10 public health training centers supported by the Health Resources and Services Administration (HRSA). MAR-PHTC’s mission is to “increase the number of the individuals in the public health workforce, enhance the quality of the public health workforce, and improve the ability of the public health workforce to meet national, state, and local health care needs.”

To achieve these outcomes, MAR-PHTC established a community-based training partnership to serve students and public health practitioners across Delaware, Maryland, Pennsylvania, Virginia, Washington D.C, and West Virginia. Our partners include:

- DC Department of Health
- Delaware Department of Health and Social Sciences Division of Public Health
- Drexel University Dornsife School of Public Health
- The Institute for Public Health Innovation
- Johns Hopkins Bloomberg School of Public Health
- Pennsylvania Association of Community Health Centers
- West Virginia Local Health Inc.
- West Virginia School of Public Health

Collaborative Projects involve faculty members and students in initiatives designed to enhance public health services to medically underserved communities.

We hope that this guidance helps you to establish Collaborative Projects at your site. We welcome your questions and comments and look forward to working with you.

Warm regards,



Patricia I. Documet, MD, DrPH
Director, MAR-PHTC
pdocumet@pitt.edu



ABOUT COLLABORATIVE PROJECTS

The Mid-Atlantic Regional Public Health Training Center (MAR-PHTC) is the Health Resources and Services Administration (HRSA) funded Public Health Training Center in Region 3. MAR-PHTC adopts a collaborative team approach for its experiential learning opportunities. The MAR-PHTC Experiential Learning Team is comprised of academic institutions, governmental and community-based public health organizations, and experts in marketing and evaluation (see Attachment A, organizational chart and contact information). Drexel University (Drexel), Johns Hopkins University (JHU), and West Virginia University (WVU) are Pitt Public Health’s Academic Partners. Together, we strive to create opportunities to help the future public health workforce meet the demands they will face as public health professionals.

MAR-PHTC offers two experiential learning opportunities for students of public health: Collaborative Projects and Field Placements. *Collaborative Projects*, described in this handbook, may include research projects or community interventions identified by a governmental public health agency or other public health service entity.

Our experiential learning opportunities focus on eliminating health disparities. Healthy People 2030 defines a health disparity as:

“a particular type of health difference that is closely linked with social, economic, and/or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion.” (Source: <https://health.gov/healthypeople/priority-areas/health-equity-healthy-people-2030>)

Examples of Previous Collaborative Projects		
Academic Institution	Title	Description
Pitt	Neonatal Abstinence Syndrome & Methadone Clinic Access	The project examined the drive time from country population centers in PA to methadone clinics to determine correlations between drive times and Neonatal Abstinence Syndrome rates.
Pitt	Pitt Moves!	This student-initiated project introduced physical activity breaks in 10 courses at Pitt Public Health.
WVU	Now is the Time—Project Aware	The project helped increase awareness of mental health issues across WV by training schools and affiliated personnel who interact with school-aged youth.

There are two types of Collaborative Projects within MAR-PHTC:

- [Academic Partner Collaborative Projects](#) – opportunities facilitated by Drexel, JHU, and WVU for their students.
- [Faculty/student-initiated Field Placements](#) – Faculty and students at Pitt Public Health can develop their own Collaborative Projects.

Students, Faculty Supervisors, and Academic Partners should review the checklists at Attachment B to ensure adherence to project guidelines. Each checklist pertains to a specific role.

STUDENT ELIGIBILITY

A student is eligible to participate in a Collaborative Project if they are:

- enrolled, either part- 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.

What is a Non-citizen U.S. National? A Non-citizen U.S. National is a native of an American territorial possession (possessions include American Samoa and Swains Island).	What is a foreign national who is a U.S. Lawful Permanent Resident? A U.S. Lawful Permanent Resident is a citizen of another country who has a 'green card.' Individuals here on a student visa only DO NOT fit this category.
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Students must complete the Collaborative Project within 3–6 months.

Students can receive funding once through a HRSA-supported experiential learning opportunity (i.e., they can participate in either a Collaborative Project or Field Placement).

STIPENDS AND TRAVEL REIMBURSEMENTS

Students receive a \$3,500 stipend for participating in a Collaborative Project. Stipends are subsistence allowances for students to help defray living expenses during the Collaborative Project and cannot be used for tuition, fees, health insurance, or other associated costs. Stipends are disbursed in accordance with the policies of the student's academic institution.

Academic Partners must include each stipend as a budget line item. HRSA does not allow compensation for Site Supervisors or to any organization participating in Collaborative Projects.

MAR-PHTC may award additional travel support if a student's abstract is accepted for a public health conference or meeting.

STUDENT REQUIREMENTS AND DELIVERABLES

All Collaborative Project students should conduct themselves in a professional and ethical manner. In addition, students must:

- meet with their Faculty Supervisor in the first week of the project to review the project requirements and complete any school and/or departmental paperwork (school and departmental paperwork are the *student's* responsibility to review with their supervisor);
- touch base with their Faculty Supervisor weekly in person, through email, in a phone call, or via a virtual conversation like Zoom;
- meet with Kim Francis at the project start and mid-point;
- complete their project in 3–6 months; and
- participate in the Exchange (recommended).

All Collaborative Project students must complete the following documents which they will receive as a Qualtrics form in an email from Pitt Public Health unless otherwise noted.

- Collaborative Project Proposal Form: Completed together with the student's Faculty Supervisor (https://pitt.co1.qualtrics.com/jfe/form/SV_eXr0mf3EgthGQOq).
- Collaborative Project Student Agreement: Signed and submitted to Leslie Fink (lfink@pitt.edu) at

Pitt Public Health before the Collaborative Project begins (Attachment C, sample student agreement; received with notification letter).

- Collaborative Project Student Intake Form: Completed before the Collaborative Project begins (HRSA requirement).
- Collaborative Project Student Post-evaluation: Completed at the conclusion of the Collaborative Project (HRSA requirement).
- Collaborative Project Student 1-Year Post-evaluation: Completed approximately one year after the Collaborative Project concludes (HRSA requirement).

Collaborative Project students must also submit:

- *a scientific report or poster presentation* including an abstract, introduction, methodology, findings, conclusions, and discussion;
 - If the Collaborative Project does not lend itself to a scientific report, alternative formats may be acceptable. Examples of alternative formats are:
 - abstract, introduction, background, learning objectives, expected outcomes, methods, discussion, and conclusion; or
 - abstract, organization profile, organization analysis, project description, and self-evaluation of the practicum experience.
- *an abstract suitable for submission at a public health conference* (see Attachment D for suggested conferences);
- *any deliverables required by the Site Supervisor*; and
- *a poster for participation in Dean's Day or other departmental poster fair, for example, Epi in Action (Pitt Public Health students only)*.

The following federal funding language and MAR-PHTC logo must be on all deliverables and presentations (contact us at marphtc@pitt.edu to obtain the logo):

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number 2UB6HP31689-05-00 "Public Health Training Centers." This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS, or the U.S. Government.

Students should send deliverables to MAR-PHTC (marphtc@pitt.edu) at the conclusion of their project. On their final reports, students must include their name, site and supervisor name, and their university. MAR-PHTC will ensure the report comports with HRSA requirements and will submit the deliverables to HRSA on behalf of all Collaborative Project students.

If the report does not meet the format criteria, the student will receive feedback on required changes and will have 30 days to submit a corrected report.

FACULTY RESPONSIBILITIES

The Faculty Supervisor serves as a role model and guide for the student. They are responsible for:

- completing, together with the student, a Collaborative Project Proposal (https://pitt.co1.qualtrics.com/jfe/form/SV_eXr0mf3EgthGQOq);
- meeting with the student in the first week of the project to review the project requirements and complete any school and/or departmental paperwork;
- touching base with the student weekly in person, through email, in a phone call, or via a virtual conversation like Zoom;

- meeting with Kim Francis at the project mid-point (supervisors of Pitt students only);
- ensuring project completion in 3–6 months (part-time students have one year to complete their project); and
- determining any additional project deliverables.

Supervisors should communicate with the student’s academic institution to resolve any issues (see Attachment A, contact information).

In addition, Faculty Supervisors must complete the following documents which they will receive as a Qualtrics form in an email from Pitt Public Health.

- Collaborative Project Faculty Intake Form: Completed before the Collaborative Project begins (HRSA requirement).
- Collaborative Project Faculty Post-evaluation: Completed at the conclusion of the Collaborative Project (HRSA requirement).
- Any additional forms required by the student’s school and/or department.

Faculty serving as a Faculty Supervisor for a Collaborative Project must be employed as full- or part-time faculty at an accredited school of public health.

ACADEMIC PARTNER COLLABORATIVE PROJECTS

Academic Partners Drexel, JHU, and WVU facilitate Collaborative Projects for students at their respective universities. Each Academic Partner develops their own processes for facilitating and promoting their Collaborative Projects.

Academic Partners must confirm student eligibility (see [Student Eligibility](#)) and complete a Partner Cover Sheet for each placed student (https://pitt.co1.qualtrics.com/jfe/form/SV_8oGUzrxctzWlzQG).

FACULTY/STUDENT-INITIATED COLLABORATIVE PROJECTS (Pitt Public Health students)

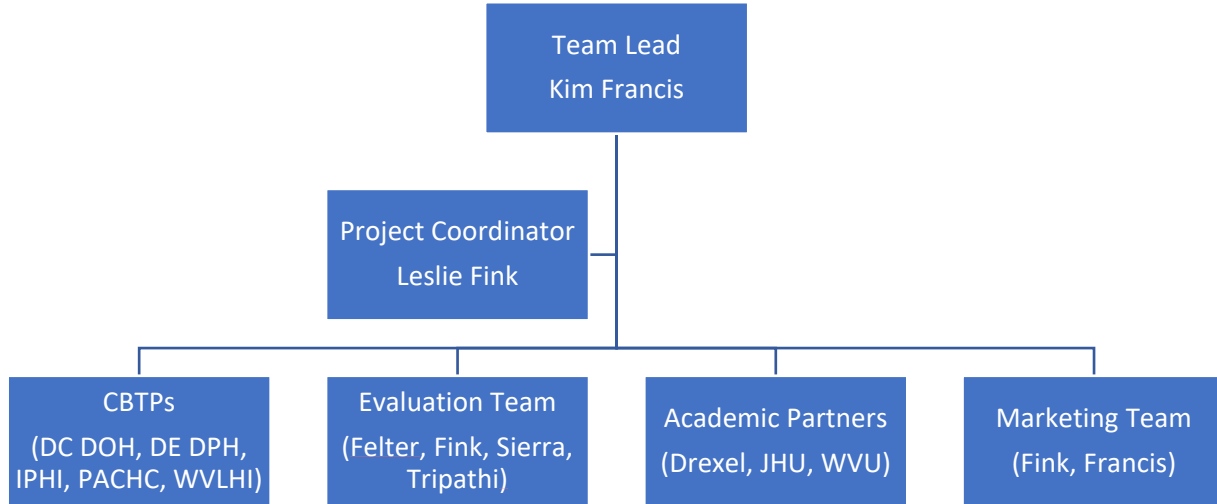
We encourage faculty and students to work together to develop Collaborative Projects. To apply, complete the Collaborative Project Proposal form (https://pitt.co1.qualtrics.com/jfe/form/SV_eXr0mf3EgthGQOq). MAR-PHTC reviews proposals upon receipt and notifies faculty and students approximately two weeks after receiving their application.

Need help? Contact Kim Francis (kaf73@pitt.edu) for assistance with your proposal.

EXCHANGE

MAR-PHTC invites current and former HRSA-supported students, their supervisors, faculty collaborators, and CBTPs to participate in the Exchange—a distance accessible interactive forum where participants can share experiences, discuss projects, engage in panel discussions, and learn about career and networking opportunities in public health practice. The Exchange, offered 2–3 times each year, will promote both intra-regional and interdisciplinary learning.

ATTACHMENT A: MAR-PHTC Experiential Learning Team Organizational Chart & Contacts



Experiential Learning Team Contacts:

- Kim Francis, kaf73@pitt.edu
- Leslie Fink, lfink@pitt.edu

Evaluation Team Contact: Elizabeth Felter, emfelter@pitt.edu

Marketing Team Contact: Leslie Fink, lfink@pitt.edu

Partner Contacts

- **University of Pittsburgh School of Public Health:** marphtc@pitt.edu
- **District of Columbia Department of Health:** Duke Mwebi, duke.mwebi@dc.gov
- **Delaware Health and Social Services Division of Public Health:** Matthew Whitman, Matthew.Whitman@delaware.gov
- **Drexel University Dornsife School of Public Health:** Jennifer Kolker, jak682@drexel.edu
- **Institute for Public Health Innovation:** Mike Royster, mroyster@institutephi.org
- **Johns Hopkins Bloomberg School of Public Health:** Dan Barnett, dbarnet4@jhu.edu
- **Pennsylvania Association of Community Health Centers:** Judd Mellinger-Blouch, Judd@pachc.org
- **West Virginia Local Health Inc.:** Deb Koester, DebKoester.wvlhi@gmail.com
- **West Virginia University School of Public Health:** Diane Gross, diane.gross@hsc.wvu.edu

ATTACHMENT B: Checklists

Student Collaborative Project Checklist
<ul style="list-style-type: none"><input type="checkbox"/> Confirm your Faculty Supervisor IS university faculty.<input type="checkbox"/> Confirm this is a joint project with faculty from your university.<input type="checkbox"/> Confirm stipend is not used for tuition, fees, or health insurance. <p>Attend all required meetings.</p> <ul style="list-style-type: none"><input type="checkbox"/> Meet with Faculty Supervisor in the 1st week of the project to review the project requirements and complete school paperwork.<input type="checkbox"/> Touch base with the Faculty Supervisor weekly in person, through email, in a phone call, or via a virtual conversation like Zoom.<input type="checkbox"/> Meet with Kim Francis at the project start and mid-point in a phone call or via a virtual conversation like Zoom. <p><input type="checkbox"/> Participate in the Exchange (strongly recommended).</p> <p>Complete Collaborative Project forms via Qualtrics.</p> <ul style="list-style-type: none"><input type="checkbox"/> Student Agreement – submit before starting CP (emailed survey)<input type="checkbox"/> Student Intake Form – submit before starting CP (emailed survey)<input type="checkbox"/> Student Post-evaluation – submit when project concludes (emailed survey)<input type="checkbox"/> Student 1 Year Post-evaluation – submit 1 year post project completion. (emailed survey) <p>Complete these project-related documents and submit to marphct@pitt.edu.</p> <ul style="list-style-type: none"><input type="checkbox"/> Scientific report, poster presentation, or approved alternative format<input type="checkbox"/> Abstract suitable for submission at public health conference<input type="checkbox"/> Any other items required by the Faculty Supervisor

Faculty Collaborative Project Checklist
<p>Attend all required meetings.</p> <ul style="list-style-type: none"><input type="checkbox"/> Meet with student in 1st week of the project to review the project requirements and complete school paperwork.<input type="checkbox"/> Touch base with student weekly in person, through email, in a phone call, or via a virtual conversation like Zoom.<input type="checkbox"/> Meet with Kim Francis at the project mid-point (supervisors of Pitt students only) in a phone call or via a virtual conversation like Zoom. <p><input type="checkbox"/> Determine any additional project deliverables.</p> <p><input type="checkbox"/> Complete project in 3–6 months.</p> <p><input type="checkbox"/> Communicate any issues to:</p> <ul style="list-style-type: none">Drexel: Jennifer Kolker, jak682@drexel.eduJohns Hopkins: Dan Barnett, dbarnet4@jhu.eduUniversity of Pittsburgh: Kim Francis, kaf73@pitt.eduWest Virginia University: Dr. Diane Gross, Diane.Gross@hsc.wvu.edu <p>Complete Collaborative Project forms via Qualtrics.</p> <ul style="list-style-type: none"><input type="checkbox"/> Faculty Intake Form – submit before starting CP (emailed survey)<input type="checkbox"/> Faculty Post-evaluation – submit when project concludes (emailed survey)

Additional forms required by student's school and/or department

Academic Partner Collaborative Project Checklist

- Confirm Faculty Supervisor is **IS** university faculty.
- Confirm this is joint project with a member of your **faculty**.
- Confirm the student has not already participated in a Collaborative Project or Field Placement.

Verify **eligibility of student**:

- Enrolled part/full-time for a health profession in accredited graduate school
- Has had no previous Field Placement or Collaborative Project
- One of the following:
 - Citizen of the United States
 - Non-citizen U.S. National
 - Foreign National with Permanent Residence in the U.S. (Green Card)

- Complete Cover Sheet via Qualtrics.

Maintain regular contact with student and Faculty Supervisor:

- Reach out to student **monthly**
- Touch base with Faculty Supervisor **monthly** or more often if requested

Verify the student has completed these **project-related documents and** submitted them to marphtc@pitt.edu.

- Scientific report, poster presentation, or approved alternative format
- Abstract suitable for submission at public health conference
- Any other items required by the Faculty Supervisor

ATTACHMENT C: Collaborative Project Student Agreement

Student Responsibilities

The Collaborative Project, sponsored by the Mid-Atlantic Regional Public Health Training Center, provides graduate students in public health or health sciences the opportunity to complete a research project or community intervention identified by a governmental public health agency or other public health service entity. The students and Faculty Supervisors collaborate with the agency to address specific public health issues among a specified target population, and work together to develop the methodology and plan of approach. The project may focus on eliminating health disparities. Healthy People 2030 defines a health disparity as “a particular type of health difference that is closely linked with social, economic, and/or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion.” (Source: <https://health.gov/healthypeople/priority-areas/health-equity-healthy-people-2030>)

As a Collaborative Project student, I agree to:

- Complete this project in 3–6 months
- Meet with my Faculty Supervisor in the first week of the project to review the project requirements and complete any school and/or departmental paperwork (school and departmental paperwork are the *student's* responsibility to review with their supervisor)
- Attend weekly meetings with my Faculty Supervisor to review the status of my project
- Meet with Kim Francis at the project start and mid-point
- Complete the required project deliverables and send deliverables to MAR-PHTC (marphtc@pitt.edu):
 - a scientific report or poster presentation that includes the following sections: abstract, introduction, methodology, findings, conclusions, and discussion
 - an abstract suitable for submission to a public health conference
 - an abstract submitted to Pitt Public Health Dean’s Day or other departmental poster fair, for example, Epi in Action (Pitt Public Health students only)
 - any deliverables required by the Faculty Supervisor
- Include federal funding language and MAR-PHTC logo on all deliverables and presentations (contact us at marphtc@pitt.edu to obtain the logo): *This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant 2UB6HP31689-05-00 “Public Health Training Centers.” This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS, or the U.S. Government.*
- Actively participate in the work team of which I am a member
- Conduct all work in a professional and ethical manner
- Use work resources (e.g., computers, internet) only for legitimate work purposes
- Follow the dress code guidelines set forth by my Faculty Supervisor
- Maintain confidentiality consistent with my placement organization and federal standards

Additionally, I will watch the 7-minute video *What is health equity?* to aid in my understanding of health disparities. (See the next page for information on how to access the video.)

Finally, I will complete the following documents.

- Collaborative Project Student Intake Form
- Collaborative Project Student Post-evaluation
- Collaborative Project Student 1-Year Post-evaluation
- Any additional forms required by my school and/or department

I have read, understand, and agree to comply with the Student Responsibilities

Printed Name

Signature

Date

ATTACHMENT D: Public Health Conference Examples

Conference	Dates
AcademyHealth Annual Research Meeting	summer
American Public Health Association Annual Meeting	fall
Association of Schools & Programs of Public Health Annual Meeting	spring
CDC Public Health Law Conference	spring- summer
Council of State and Territorial Epidemiologists Annual Conference	summer
NACCHO Annual Meeting	summer
NACCHO Public Health Preparedness Summit	winter-spring
National Association of Local Boards of Health Annual Conference	summer
West Virginia Public Health Association Conference	fall
West Virginia Rural Health Conference	fall