

TULANE UNIVERSITY
Region 6 Public Health Training Center Internship
Checklist and Deliverables

Please use the checklist below to ensure that you have completed all requirements of the HRSA-sponsored Region 6 South Central Public Health Training Center (R6-SCPHTC) Field Placement or Faculty-Student Collaborative project. The information listed below must be received by the Region 6 Student Placement Coordinator in the time frame shown. Some of the items are due at the beginning of the project, and others will be due upon completion of the project.

BEFORE beginning the project:

1. Upon receiving notification of your selection for a field placement or collaborative project, and once you have agreed to accept the placement, please submit the following to the Region 6 Field Placement Coordinator by scanning and emailing to iparise@tulane.edu.

_____ Student Placement Agreement form (page 10 of this document)

_____ Form A – Student Profile Form (page 11)

_____ Form B – “Getting Started” – Field Placement Plan (pages 12-13)

2. Please submit the following to the Region 6 Financial Administrator, Mr. Romeo R. Barrera, by scanning and emailing to romero@tulane.edu:

_____ IRS Form W-9: You will be provided with a \$3,500 stipend for your participation in the project. This total will be distributed in **one payment, payable upon completion of the project (field placement or faculty/student collaborative)**. Taxes may be applicable.

Upon **COMPLETION** of the project, submit the following to iparise@tulane.edu:

_____ Form C – Preceptor Evaluation Form (pages 14-18)

_____ Form D – Student Evaluation Form (page 19-20)

_____ Form E – Field Placement Completion Form (page 21)

_____ Student’s Final Project Report

_____ Student’s Final Project Abstract

Once these items have been submitted, a request for payment will be filed for the student’s stipend. If you have any questions about the program, please contact Chuck Shorter (shorter@tulane.edu) or Isabella Parise (iparise@tulane.edu). For financial questions, contact Romeo Barrera (romero@tulane.edu).