

**DEPARTMENT OF HEALTH POLICY & MANAGEMENT**  
**2010 SUMMER RESIDENCY & PRACTICUM PLACEMENT PROCESS**  
**KEY DATES**  
As of 9-2-09

<b>Date</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Notes</b>
By 12-4	Express organization's interest in summer opportunity	Preceptors	
On 12-11	Distribute List * of Potential Sites to students	HPM	
On 1-8, 15, 22 & 29	Deliver presentations (with previous student, if applicable) to students	Preceptors	To accommodate preceptors, other times can be arranged
By 2-1	Submit to HPM a list of organizations in which the student has an interest	Students	
By 2-5	Review lists; contact individual students, as need be	HPM	
On 2-8	Distribute preceptor contact information to students	HPM	
On 2-8	Email each preceptor a list of anticipated applicants to his/her organization	HPM	
2-8 through 2-15	Apply (via email cover letter and resume) to preceptors	Students	
2-15 through 4-6	Conduct interviews with selected applicants	Preceptors	
By 4-7	Rank order students, whom you would take & submit list to HPM	Preceptors	Preceptors may offer more than one position
By 4-7	Rank order organizations, which you would accept for an opportunity & submit list to HPM	Students	
On 4-8	Match students and organizations based upon the confidential "rank orders"	HPM	
On 4-9	Communicate binding matches to preceptors and students	HPM	
Between 4-9 & 4-16	Finalize offer details with matched student(s)	Preceptors	
After 4-9	Work with any unmatched students and unmatched organizations so that all students are matched	HPM	

\* Students may consider opportunities that are not on the HPM list. However, when a student participates in the match, she/he is bound by the results. Please direct any questions or comments to S. Friede, [friede@pitt.edu](mailto:friede@pitt.edu), 412-624-3675.

