PROGRAM PERSONNEL AND CONTACTS GUIDE
SUMMER IN BRAZIL (VIRTUAL)
SUMMER 2021
June 7 – July 31, 2021

This document contains contact information for key program personnel. **Students should review it fully and carefully prior to the program start date.** Please direct all questions to the Program Manager, Dr. Hannah Palmer at sclassum@tulane.edu or (504) 862-8629.

PROGRAM PERSONNEL

Listed below are the names, titles, contact information, and job descriptions for key program personnel. Students are expected to read thoroughly any correspondence that originates from one of these individuals, as it may contain important information.

**Administration**

*Program Manager*
Hannah Palmer
sclassum@tulane.edu
(504) 862-8629
*Hannah Palmer is in charge of program planning and administration. Her duties include applications, enrollment and registration, and billing. She is the chief liaison with CET.*

*Stone Center Director of Planning and Management/Tulane FLAS Co-Coordinator*
Valerie McGinley
vmcgmar@tulane.edu
*Valerie McGinley oversees Tulane FLAS awards and assists with program planning and management.*

*CET Resident Director*
Súlia Folli
sfolli@cetacademicprograms.com
*Súlia Folli coordinates all on-site operations in São Paulo. Her duties include managing courses and faculty, organizing orientation and co-curricular activities, and leading student services.*

*Tulane Faculty Director*
Megwen Loveless
mloveles@tulane.edu
*Prof. Loveless collaborates with the CET faculty to oversee language placement and coordinate the Portuguese Language curriculum. She is the Tulane Instructor of Record for all courses. She serves as the FLAS language evaluator for Tulane FLAS fellows only.*

*CET Academic Coordinator*
Mariana Jansen Ferreira
MJansen@cetacademicprograms.com
*Prof. Jansen develops, coordinates, and co-teaches the PORT 6130 course.*

*CET Instructors*
*CET will appoint additional instructors to lead the PORT 2050, PORT 3050, and PORT 6130 courses. Their information will be available on the Tulane Summer in Brazil at CET São Paulo Canvas site.*
WHOM TO CONTACT

Prior to the Program Start Date, all questions should be directed to the Tulane Program Manager, Hannah Palmer.

After the Program Start Date

**Please cc both the Tulane Program Manager and the CET Resident Director on all correspondence**

- If you have questions or issues regarding one of your language courses, please contact your instructor and cc both the Tulane Faculty Director, Megwen Loveless.
- If you have questions about PORT 6130, please contact the CET Academic Coordinator, Mariana Jansen.
- If you have questions regarding any co-curricular activity, please contact the CET Resident Director, Súlia Folli
- If you have questions regarding billing, registration, transcripts, or any other administrative aspect of the Program, please contact the Program Manager, Hannah Palmer.