PEP LETTER OF AGREEMENT FORM [remove this heading when printing]

# [Field Supervisor]

[organization name]

[date]

RE: INF 388L (Professional Experience and Project) statement of work for [student name]

Dear [Field Supervisor]:

Thank you for agreeing to act as field supervisor on behalf of [organization] on my project, [enter brief description to complete sentence]. This letter summarizes our discussions thus far and will serve as our agreement regarding the particulars of the project.

**1. Project Objective**

[describe project in a single paragraph]

## **2. Project Activities and Methods**

I will undertake the following tasks:

* [list tasks]

## **3. Project Deliverables**

I will produce the following deliverables:

* [list deliverables]

**4. Criteria for Evaluation**

You will evaluate my deliverable based on its:

* [list criteria and give examples of how your supervisor will evaluate your work against them]

**5. Preliminary Schedule**

Although we recognize that unforeseen events may alter my plans, I propose this preliminary schedule. I will contact you immediately if work falls significantly off this schedule. [provide timeline of dates and deliverables]

## **6. Work Expectations**

* [list here any expectations that your supervisor may have of you or you of your supervisor]

## **7. Monitoring and Evaluating Student Progress**

* [list here how you will keep your supervisor advised of your progress; retain the last three bullet points below]
* Changes to this statement of work will be approved by you and the 388L instructor.
* You will complete a final evaluation form that I will supply from the class.
* My INF 388L iSchool instructor has the final approval of credit or no credit for this project.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Field Supervisor Signature and Date Student Signature and Date**