

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