**PEP LETTER OF AGREEMENT FORM TEMPLATE**

[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.

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