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