

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.

Field Supervisor Signature and Date

Student Signature and Date