Project Title

**[Reflects the general focus of the work, ie, topic and setting, or more specific proposed research question, ie, investigation of specific public health problem in type of setting with population group]**

**[Date]**

Dear Fieldwork Faculty Advisor:

This represents an agreement between [**student name**], MPH/MS student at the CUNY Graduate School of Public Health and Health Policy, and [**preceptor name, prefix/suffix, position title, host organization**] describing the expectations of both parties as they relate to the supervised fieldwork to be performed beginning [**start-date for placement**] and projected to end [**end-date for placement**] on the [**project title**]. The fieldwork student and preceptor agree that the fieldwork student is responsible for 180 hours of service in this role.

Project Background

**[Provide a paragraph describing the background, context, and overall plan of the project(s) in which the student will be involved, including host organization, topic, and methodology, where applicable.]**

*If the project involves any of the following, please mention: assessing/monitoring population health; worker health training; health promotion/education; program planning/evaluation; policy analysis/advocacy; researching health issues.*

Student Tasks and Responsibilities

**[Describe the student’s involvement in the project plan and all activities the student will carry out during fieldwork placement, and explain how these activities meet specific learning objectives.]**

*If student activities involve any of the following, please mention: Research Design; Data Collection; Data Analysis; Research Synthesis; Health Intervention Planning; Health Intervention Implementation; Quality improvement; Program Evaluation; Policy Analysis; Policy Innovation; Communications; Collaboration with Diverse Groups.*

Preceptor Responsibilities

**[Describe the preceptor’s public health experience, including any graduate education, in 1-2 sentences.]** The preceptor agrees to provide the student with guidance, training (as necessary), and supervision through the placement experience, including but not limited to: orientation at the start of the project, regular meetings with the student at a frequency of at least [**agreed upon frequency**], and an evaluation of the student’s performance at the conclusion of fieldwork. The preceptor also [**agrees/does not agree**] to make [**extent of project data**] available to the student for their Capstone paper. The preceptor can be reached at [**email contact info**].

Agreed to by:

Student Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preceptor Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preceptor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_