**FIELDWORK CONTRACT TEMPLATE**

**[TO BE PLACED ON HOST ORGANIZATION LETTERHEAD]**

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, position title, host organization**] describing the tasks and goals 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 [**name of project, if applicable**]. The fieldwork student and preceptor agree that the fieldwork student is responsible for 180 hours of service in this role.

Project background

**[Provide one or two paragraphs describing the background and context for the project, including, if applicable, topic of focus, methodology, host organization.]**

Project plan

**[Describe the specific project(s) in which student will be involved for placement.]**

Student tasks and responsibilities

**[List the specific activities which the student will carry out in the fieldwork placement, and its relevance to public health.]**

Preceptor responsibilities

**[Provide two to three sentences affirming the preceptor’s responsibility for providing guidance supervision, and evaluation for the student in the placement, confirming whether the student will be allowed to use the project data for her/his Capstone paper, and describing the preceptor’s own public health experience, including any graduate education.]**

Agreed to by:

**[Student signature [Preceptor signature**

**Student name Preceptor name**

**Date] Date]**