

INSTRUCTIONS FOR COMPLETION OF FIELD STUDIES CONTRACT

Initial Contract and Scope of Work

It is the responsibility of each MPH student to submit a signed contract between the student and the field study preceptor. The signed contract includes the contract itself and the associated **scope of work**. The signed contract and scope of work indicates that the student and the preceptor have agreed to the scope of work.

The signed contract and associated scope of work is due within one week of starting the field studies.

Changes in the Scope of Work

As it is expected, many unknowns can occur during the course of a student's field studies. If it becomes necessary to change the original scope of work (delete objectives, modify objectives, add objectives) the student should submit a memo to Dr. Prelip with the following information:

- Changes to the Scope of Work
- Reasons for change (keep it brief)
- Signatures of student and preceptor