

Letter of Agreement

(MPA in Public Affairs and Administration only)



Metropolitan College of New York and

(Name of Employing Organization/Field Site)

Address

Phone

Agree to collaborate in planning and providing a performance-based field experience for

Name of Applicant

Policies and procedures for carrying out this collaboration are described as follows:

1. The employing organization will designate a supervisor for the student practitioner and this supervisor agrees to attend an orientation held at Metropolitan College of New York. (If necessary, alternative arrangements can be made.)
2. The designated supervisor will agree to confer with the student on a timely and regular basis to ensure effective supervision.
3. The designated supervisor agrees to confer with student's faculty advisor and the student/employee at least once per semester.
4. The designated supervisor agrees to return an evaluation report on the student's on-going performance over the period of graduate study.

NOTE: Students are expected to be involved in professional learning activities at a respective work site for a minimum of 21 hours per week.

This agreement is accepted by:

Signature of Designated Authority of Organization

Printed Name

Date

Please return completed form to: Metropolitan College of New York, 60 West Street, New York, N.Y. 10006, email to Admissions@mcny.edu or Fax to 212-343-8470

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