The purpose of this form is to provide the student, UW mentor or faculty, and preceptor, depending on the scope of the project, an opportunity to mutually develop a plan for the student’s Independent Study experience. The agreement identifies the specific assignments the student will complete, any tangible products that will be developed, interactions with and knowledge of other employees and their functions, and contact with other organizations to which the agency relates. This agreement also serves as an authorization and approval by the UW Mentor/Faculty for the student to proceed to register for the independent study course (PHS 699).

### STUDENT INFORMATION

**Student’s Role & Responsibility:**
- Identify a UW mentor or other faculty who will oversee your Independent Study.
- Actively consult with your mentor to determine objectives, activities, and products associated with the Independent Study. Consultation on these objectives with a preceptor may be necessary depending on the scope of your project.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Campus ID:</th>
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<tbody>
<tr>
<td>Address</td>
<td>City:</td>
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<td>Phone:</td>
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</table>

### UW MENTOR/FACULTY INFORMATION

**UW Mentor/Faculty Role & Responsibility:**
- Provide advice and consultation to the student.
- Assist the student in defining objectives, activities, and products associated with the student’s Independent Study.
- Evaluate and grade the student’s Independent Study with in conjunction with the student’s preceptor.
- Communicate frequently with the student and preceptor regarding Independent Study progress.
- Serve as the course director for the student’s Independent Study project.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
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<tbody>
<tr>
<td>Campus Unit/Department:</td>
<td></td>
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<tr>
<td>Campus Address:</td>
<td>City:</td>
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<td>Phone:</td>
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### PRECEPTOR (Optional)

**Preceptor’s Role & Responsibility:**
- Consult with and supervise the student as they plan and execute their Independent Study project.
- Communicate frequently with the student and UW mentor regarding the student’s Independent Study progress.
- Assist in the evaluation and grading of the student’s Independent Study in conjunction with the student’s UW mentor. (UW Mentor/Faculty is responsible for submitting official grade).

<table>
<thead>
<tr>
<th>Name:</th>
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<tr>
<td>Organization:</td>
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<td>Organization Address:</td>
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<td>Phone:</td>
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**LEARNING OBJECTIVES**

On a separate page, develop 2-4 learning objectives to guide your independent study. Learning objectives are statements of what you hope to learn as a result of your independent study activities. Learning objectives should be prepared using the following format in landscape form. This will allow students, as well as their UW mentor/faculty and preceptor, to see how the activities relate to what the student wants to learn or become skilled in. The time frame for submitting the products will be used by your UW mentor or faculty to track completion of your assignments. Once a final version of the learning objectives has been agreed upon, attach them to this form and obtain the required signatures of approval.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
<th>Products</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Objective #. This is to be written as a learning objective using skills and knowledge demonstration verbs such as: investigate, examine, analyze, utilize, construct, develop, etc.</td>
<td>Briefly describeoutline the activity that will be completed in order to achieve the learning objective. There needs to be a clear association between the objective and the activities that you and your preceptor have planned or identified.</td>
<td>Describe the products, output, or other type of evidence that was achieved through the learning objective. The products will be used as the basis of your grade. For example products can be reports written for the field experience, self-assessments, or other material developed that demonstrates achievement of the objective.</td>
<td>Provide a date when the products will be submitted. It is recommended that the dates are spaced throughout the field experience. Dates can be changed, but the negotiations of date changes should be done prior to the original date the product is due.</td>
</tr>
</tbody>
</table>
INSTITUTIONAL REVIEW BOARD

Please note, student activities involving human subjects’ research must have approval from the Institutional Review Board (IRB) before beginning data collection or analysis. Human Subjects research activities include surveys, interviews, analysis of preexisting human subjects data and/or human tissue obtained for non-research purposes. See the UW IRB website: http://info.gradsch.wisc.edu/research/compliance/humansubjects/2.UWIRBs.htm for more information.

You must check one of the following and attach a copy of the documentation that was submitted to the IRB, if appropriate:

___ IRB approval pending
___ IRB approval number: ____________
___ IRB approval not required

TERMINATION OF AGREEMENT

This agreement may be terminated for any of the following reasons:

1. Any illness or other unexpected events that necessitate the student’s absence for a period of time that is detrimental to the agency or student.
2. Any action by the agency that is detrimental to the student or the University of Wisconsin.
3. Any action by the student or the University of Wisconsin that is detrimental to the agency.

APPROVAL SIGNATURES

___________________________________________________________________________________
UW Mentor/Faculty          Date
___________________________________________________________________________________
Preceptor                   Date
___________________________________________________________________________________
Student                     Date
___________________________________________________________________________________
MPH Program                  Date

Student must submit the completed form to:
MPH Program Office
740 WARF Building
610 N. Walnut Street
Madison, WI 53726
FAX: 608-263-2820
PHONE: 608-263-4889