

# **Applied Planning Research Project (APRP) CLIENT-STUDENT AGREEMENT**

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## **Introduction**

This document constitutes an agreement between the Client and the Student listed below for an Applied Planning Research Project. This work is part of the requirements for the Master of Urban & Regional Planning (MURP) at the UCLA Luskin School of Public Affairs, Department of Urban Planning.

## **Applied Planning Research Project (APRP) Participants**

Student Name:

Client Agency/Organization:

Client Representative Name:

Client Representative Title:

Client Representative Phone #:

Client Representative Email Address:

## **Project Details**

Project Topic/Title:

One-Paragraph Project Description:

## **Outline, Scope of Services, and Timeline**

The Student will undertake the tasks listed in the Scope of Services (Attachment #1) in order to complete the proposed project (outlined in Attachment #2). To receive credit for the MURP degree, the Student is required to submit a polished professional report on their project findings to the Urban Planning department by **Tuesday of Week 9**. In addition to the report, the student must obtain a brief letter from the Client Representative or the Client Representative emails the Graduate Advisor directly indicating approval of the final project report (sample included) no later than **Tuesday of Week 9**.

A detailed list of all other dates of significance should be included in the Timeline (Attachment #3). Since the final report and Client Approval Letter are due on the same day, it is recommended that the Student and Client Representative agree on an internal due date that allows the Client enough time to review the report and provide the letter deadline. If the Client would like additional deliverables (e.g. brochure, map, website, etc.), other than those listed above, please specify these below.

Additional Client Deliverables (optional):

## **Poster Session**

The Student is required to develop a poster of their project findings. The student will present their poster at the Department's "Career, Capstones, and Conversation" networking event which occurs **Week 1 of the Spring Quarter**. The audience for this event includes staff, faculty, students, prospective students, alumni, and capstone clients. Client Representatives are encouraged to attend the poster session and will receive a formal invitation in early March; however, please mark your calendars now.

## **Client Representative Duties**

The Client Representative will act as the primary contact person for the Student for the duration of the project as defined in the Scope of Service and Timeline. The Client Representative will provide the Student with assistance, advisement, and direction as deemed necessary for the completion of the project.

## **Faculty Advisor**

Faculty Advisor:

The Faculty Advisor is a member of the Department of Urban Planning at UCLA and will serve as the academic representative for the Student. They will provide assistance, advisement and direction and be responsible for ensuring the quality of the report.

## **Compensation and Privileges**

The Client Representative will ensure that the MURP Candidate is provided with the resources (e.g. printing, supplies, equipment, etc.) necessary to satisfy the completion of the project.

## **Financial Compensation (Optional)**

The Client may opt to provide the Student with financial compensation for this project. If so, please complete the required information for the appropriate type of compensation.

### *1. Hire the Student as a regular employee*

Hire Dates:

Title:

Hours per Week:

Salary Details:

### *2. Provide the Student with a stipend*

Stipend Amount:

### *3. Reimburse the Student for project-related expenses*

Maximum Reimbursement Amount:

Reimbursement Policies:

### *4. Other*

Compensation Details:

**Rights**

The project will be filed with the University of California, Los Angeles as a partial fulfillment of the requirements for the Master of Urban & Regional Planning degree. As such, the product becomes a public document; access to the report cannot be restricted. The Student has the right to use the information collected for the project in other contexts (e.g., later publication).

The following disclaimer will be included with the project before it is filed with the University:

*“This report was prepared in partial fulfillment of the requirements for the Master in Urban and Regional Planning degree in the Department of Urban Planning at the University of California, Los Angeles. It was prepared at the direction of the Department and of [insert client name] as a planning client. The views expressed herein are those of the authors and not necessarily those of the Department, the UCLA Luskin School of Public Affairs, UCLA as a whole, or the client.”*

**Agreement**

The terms of this Agreement shall run from the date in which all parties sign below to **Tuesday of Week 9**. If the Client requires additional services from the Student beyond the closing of this agreement, those services should be negotiated directly with the Student.

**Signatures**

_____	_____	_____
Print Student Name	Student Signature	Date
_____	_____	_____
Print Client Representative Name	Client Representative Signature	Date
_____	_____	_____
Print Faculty Advisor Name	Faculty Advisor Signature	Date



**Attachments**

1. Scope of Service: Include context of project, project objectives, methodology, major tasks, and deliverable products
2. Preliminary outline of report
3. Timeline for completing the work

## Sample Client Approval Letter

[PLEASE USE LETTERHEAD FOR THIS LETTER]

June X, 20XX

**GRADUATE ADVISOR NAME**  
UCLA Luskin School of Public Affairs  
Department of Urban Planning  
3250 Public Affairs Bldg.  
Box 951656  
Los Angeles, CA 90095-1656  
Fax: 310-206-5566

Dear GRADUATE ADVISOR NAME:

I have reviewed the Applied Planning Research Project of [Name of Student] and find it to be satisfactory.

Sincerely,

Name of Client Representative  
Agency/Organization

## Sample Client Approval Email

June X, 20XX

Dear GRADUATE ADVISOR NAME:

I have reviewed the Applied Planning Research Project of [Name of Student] and find it to be satisfactory.

Sincerely,

Name of Client Representative  
Agency/Organization