

Applied Planning Research Project (APRP) CLIENT-STUDENT AGREEMENT 2024-5

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, June 6, 2023**. In addition to the report the student must obtain a brief letter from the Client Representative, which indicates approval of the final project report (sample included) no later than **Tuesday, June 6, 2023**.

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 by the June 6th department 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 to be held (in-person or virtually) on **Thursday, April 3, 2025**. 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 **June 2, 2025**. 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 2, 2025

Brandon Basa
 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 Brandon:

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

