Guidelines for Drafting Terms of Reference

The TOR should include:

- An offer to place the student with a full-time practicum for at least three months during the summer following their year-in-residence.
- A description of the student’s anticipated duties and responsibilities (if preferred, a job description can be attached).
- A description of any support/services or compensation the organization will offer.
- A field supervisor must be designated to supervise the student throughout the Practicum. Please include: supervisor’s name and contact information (email, telephone, mailing address). Also include any vacations or anticipated breaks in the assignment.
- The TOR should be dated and written on the host organization’s letterhead.
- The TOR is signed by a person of authority from the host institution [Director or Program/Project Director (who is generally the Field Supervisor)] as well as by the COEX Practicum Advisor. Questions related to drafting a TOR can be addressed to the COEX Practicum Coordinator, Marc Kiredjian (mkiredjian@brandeis.edu).

After the signing of the TOR, any proposed changes to the work plan, location, or field advisor must be approved by both the host institution and the COEX Program.