Memo of Understanding for Fieldwork

Between:

Student: _____
                                   (Print name)
From the UW's Communication Leadership graduate program course on Digital
Transformations in Organizations

_____   _____
Student's email address   Student's phone number

AND

Organizational representative: _____
                                         (Print individual's name)
From: _____
                 (Print organization's name)
_____   _____
Representative's email address   Representative's phone number

Overview: The University of Washington's Communication Leadership graduate program course on Digital Transformations in Organizations during autumn quarter, 2016, requires students to spend one hour a week for nine weeks between 9/28/16-12/9/16 interviewing and observing staff in an organization from any sector (i.e. private, nonprofit, or public) that is at least five years old and has at least ten staff. All students must submit this completed and signed MOU in order to register for the course.

Scope: The topics on which the student will interview staff include the history of the information and communication technologies (ICTs) used by the organization for various operations; challenges the organization has faced in relation to ICTs, how the organization makes ICT-related changes, and how collaboration happens within the organization and between the organization and its partners, vendors, and/or competitors. The student will take notes during her/his interactions (i.e. fieldnotes) and analyze those notes in light of course readings. At the end of the course, the student will produce a report that analyzes things s/he has learned about the organization's ICT-related history, current practices, and trajectory, and give it to the organization by 12/19/2016.

Anonymity and Privacy: In his/her fieldnotes, the student will use pseudonyms for the organization and any individual staff with whom s/he interacts. The student will ask the staff members about their work and the organizations, but not about anything personal. The student might request to record the interviews s/he conducts, have access to any organizational records, and/or take photographs to use as supplemental materials in analyses, but it is the organization's prerogative whether to grant permission for any such request. The only people who will know the actual name of the organization in which the student conducts fieldwork are the course instructors and the Comm Lead program administrator. The only people with whom

the student will share his/his pseudonymized fieldnotes are the course instructors and fellow students.

Cost and Benefit to the Organization: The cost to the organization is the time required on the part of one or more staff (to be determined by the organization) to interact with the student for one hour each week for the 10 weeks of the course. The benefit to the organization will be the report that the student delivers to the organization on the organization's ICT-related history, current practices, and trajectory.

Contacts for Questions, Concerns, or Complaints: If anyone in the organization has any questions, concerns, or complaints about this MOU, the fieldwork requirements for the course, or the student's behavior, they may contact Dr. Kirsten Foot (course co-instructor and Professor in the UW Department of Communication; kfoot@uw.edu), Dr. Sheetal Agarwal (course co-instructor and Lecturer in the UW Department of Communication; sda25@uw.edu;) and/or Ms. Anita Verna Crofts (Associate Director of the Communication Leadership graduate program; avcrofts@uw.edu) at any time.

_____   _____
Signature of Student   Date

_____   _____
Signature of Organizational representative   Date