

Client Agreement and Review Plan

Rural Planning and Economic Development | PLAC 5500-001 / LPPP 5559-001 | Fall 2026

A plain-language course working agreement between the student team and community partner

DUE: Complete before substantive production		COURSE WEIGHT: Not a separate graded assignment
Status: This is a course working agreement, not a legal contract and not legal advice. It documents shared expectations so the team, instructor, and client can work from the same scope and review process.		
Community / organization		
Client contact		
Student team		
Student liaison		
Instructor	Tyler Hinkle, AICP	
Effective date		

1. Purpose and client question

What question or need is the student work intended to help address?
How does the client expect to use the result?

2. Agreed semester products

Product / component	Format	Included	Not included	Acceptance / review test

3. Responsibilities

Student team will	Client / partner will	Instructor will
Prepare accurate, source-aware work; communicate early; record limits and unresolved questions; meet the agreed review schedule. Additional commitment: 	Identify authoritative sources and reviewers; provide available materials; answer questions; identify confidentiality and release limits; return review comments on the agreed schedule. Additional commitment: 	Guide scope and learning; review course requirements; help resolve process problems; grade course work; clarify what the semester can responsibly deliver. Additional commitment:

4. Inputs and access

Plan, data, map, contact, site, or other input	Owner	Access date	Restriction	Student custodian

5. Review rhythm and decision authority

Routine contact method			
Routine response expectation			
Client reviewer(s)			
Who can approve public release			
Who can change scope	Instructor and authorized client contact		
Review point	What client receives	Feedback requested	Return date / reviewer
20%			
40%			
60%			
80%			
Final			

6. Confidentiality, public sharing, and portfolio use

- ☐ The team may use public sources and client-authorized inputs for course work.
- ☐ Restricted client information will be stored only in the agreed location and will not be placed in public AI tools.
- ☐ No client-facing draft plan, code, map, graphic, or other product will be publicly shared until relevant client staff authorize release.
- ☐ Student portfolio use is allowed only after client approval and with any required redaction or attribution.
- ☐ Client comments and student drafts remain working materials unless the client and instructor identify them for release.

Project-specific confidentiality, sharing, attribution, or data rules

7. Changes and unresolved questions

Any material scope change should be documented in writing with the reason, effect on schedule, revised acceptance criteria, and approval by the instructor and authorized client contact.

Open questions that must be resolved before the next review

8. Acknowledgment

Role	Printed name	Signature	Date
Authorized client contact			
Student team liaison			
Instructor			