

**New York University**  
**MS in Management and Systems**  
**Applied Project**  
**Project Sponsor Agreement**

**1. Project and Sponsor Information**

Student Name	Zhihang Zhu
Project Goal (Title)	Syllabi Chat: an LLM Chatbot to Query a Database of Syllabus using RAG

Type of Organization	<input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Not for Profit <input type="checkbox"/> Charity					
Name of Organization	The Digital Forge					
Address	NYU School of Professional Studies					
City	New York City	State	New York	Zip	10019	
Project Sponsor	First Name	Fortino	Last Name	Andres		
Sponsor Title / Role within the Organization	Doctor					
Phone						
Email	agf249@nyu.edu					
Web Site	https://www.linkedin.com/in/afortino					
Type of Business	Clinical Associate Professo					

Description of Project	<p>The purpose of this project is to create a chatbot that effectively queries a large database of course syllabi using RAG techniques. Recent advancements in LLMs and information retrieval methods have opened new possibilities for document querying, allowing for more precise and contextually relevant responses. This project seeks to explore these possibilities by developing a prototype chatbot that can overcome the limitations of the current system and provide enhanced access to course information.</p>				
Estimated Hours of Student Participation (minimum 250 hours)	<u>325</u> Hours				

Anticipated Results	<p>This project will produce a comprehensive report documenting the development process and the results of the technology trial. This report will include initial findings and discuss the potential implications of using AI-assisted information retrieval in educational settings. Additionally, a draft for a technical conference paper will be prepared, outlining the project's approach, key findings, and the broader impact on improving access to and understanding of course information.</p>				
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Knowledge and expertise student will need to be able to complete the project
Project Management Methodology Research Process Methodology Database Management Software Engineering

Budget Required for the Project	
List of Planned Budget Items	Planned Amount
None	
TOTAL	
Does the student PM have direct management responsibility over the above budget?	
<input type="checkbox"/> Yes <input type="checkbox"/> No.	
If not, who is responsible for the budget?	
Name: _____	
Role in the project _____ <i>(for example the Project Sponsor)</i>	

Resources Required for the Project			
Human Resources			
Role	Responsibilities	Duration of work	Qualifications needed
None			
Other Resources Required			
<i>(Such as software or databases, access to data, access to facilities, etc. Otherwise enter "NONE")</i>			
Describe			

<p>The sponsor is asked to communicate with and interact with the student regularly as the student conducts and completes the project. This typically takes the form of a weekly status update between the student and sponsor as well as project status reports at predetermined milestones agreed between sponsor and student.</p> <p>In addition, the project sponsor <u>may</u> be asked to be available for approximately one (1) virtual meeting with the NYU Professor to review progress, address questions and concerns. Such an optional meeting may be requested by the sponsor or the Professor.</p>	<p>Sponsor agrees to be available to student for status update meetings</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Describe the form and frequency of supervision of the student by the Project Sponsor. Weekly Meeting and Report. At least four meetings with the client during the project:</p> <ul style="list-style-type: none"> <li>- Initial meeting to launch project</li> <li>- Second meeting no more than two weeks after launch to review objectives</li> <li>- Third meeting to review progress no more than two months after launch</li> <li>- A final meeting focused on presenting results and handing in deliverables.</li> </ul>	

## 2. Sponsor Agreement

Students are interns, not professional consultants. NYU is not responsible for the outcomes of projects undertaken by students. Work is on a best-efforts basis; no guarantees or warranties are expressed or implied. Organization is responsible for evaluating work presented, determining its value and whether to use it or not. Some projects may require on-going management or even re-work by the Organization after the student completes their Applied Project.

Please note that in order to post an unpaid position, the internship must encompass all 6 components below:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
2. The internship experience is for the benefit of the intern.
3. The intern does not displace regular employees but works under close supervision of existing staff.
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

I have read and agree with the above Terms and Conditions for employers.

Please complete and sign this form in the space provided below and return to the course professor through the student who will upload the document to the course assignment area. For any questions, please email the professor: Prof. Israel Moskowitz [im36@nyu.edu](mailto:im36@nyu.edu).

**I agree to all the above**

Participating Organization NYU School of Professional Studies Date 9/17/24

By (signature): Andres Fortino

Printed Sponsor Name: Dr. Andres Fortino

Title in the Organization: Clinical Associate Professor of Management and Systems

### **3. Student Agreement**

Students who are planning to conduct an unpaid Applied Project must read and agree to the "Important Considerations Before Accepting a Job or Internship" contained on the following web page(s): <http://www.nyu.edu/life/resources-and-services/career-development/find-a-job-or-internship/important-considerations-before-accepting-a-job-or-internship.html>.

**Students do not register their Applied Project with the Wasserman Center.**

I agree to all the above

Student Name: Zhihang Zhu Date 09/15/2024

Signature: Zhihang Zhu  
*Please do not type signature. Use only handwritten or e-signature.*