Learning Analytics Internship
Memorandum of Understanding (Example)

This Memorandum of Understanding (MOU) is entered into by and between *Company X and Student Y.*

Purpose: This memorandum serves as a way to understand the expectations Company X has for Student Y as well as Student Y's expectations for Company X. It will outline what Student Y plans to accomplish and will produce by the end of the internship.

A. <u>Roles and responsibilities</u>: Student Y will be working on a project to generate actionable insights from data that can be used to improve an educational game. Student Y's primary objective will be to determine if there are actionable patterns within log file data from the educational game. Student Y will be responsible for extracting, cleaning and analyzing data and creating a series of easily understandable data visualizations from her analysis.
B. <u>Reporting requirements</u>: Student Y will report weekly to Employee Z outlining progress toward the primary objective to verify that the project is on track and that appropriate mentorship is being provided. Student Y will be expected to attend bi-weekly team meetings either in person or virtually. The final product of the internship will be a presentation to the team of the analysis of the data.
C. <u>Timeframe:</u> The internship will begin on January 18th 2017 and conclude on May 5th 2017. A total of 230 hours will be dedicated to the internship, averaging approximately 15 hours per week.
D. <u>Confidentiality</u>: Student Y will not share any data with third parties and will abide by the signed non-disclosure agreement

Company X

Authorized Official	_____
Signature	_____
Date	_____

Student Y

Authorized Official	_____
Signature	_____
Date	_____