

## Learning Analytics Internship: Memorandum of Understanding

This Memorandum of Understanding is entered into by and between MarGrady Research, Eli Groves, and Melissa Mock.

Purpose: This memorandum serves as a way to understand the expectations MarGrady Research has for Eli and Melissa as well as set Eli and Melissa's expectations for MarGrady Research. It will outline what Eli and Melissa plan to accomplish and will produce by the end of the internship.

- A. Roles and responsibilities: Eli and Melissa will be working on a project to create an interactive dashboard in R through the Shiny package. This dashboard will present publicly available education data from states' Department of Education websites. Part one of this project will be locating the appropriate data source and taking the steps needed to clean the data to prepare for dashboard integration. The end result will be a standardized template of the dashboard displaying a number of different metrics including enrollment over time, race/ethnicity breakdown, selected populations (SWD, ELL, etc.) breakdown, economic need vs percent proficient, and average percent proficient percentiles over time. This will be presented for several states.
- B. Reporting requirements: Eli will meet twice a week with Jesse Margolis to provide updates on the process as well as ask questions or for guidance on certain aspects of the dashboard. Melissa will primarily work remotely but will join meetings when available and will be in regular communication with Eli. The final product of the internship will be a presentation of the dashboard, as well as an explanation to the company of basic R Shiny design principles.
- C. Timeframe: The internship will begin June 1<sup>st</sup>, 2019 and primarily conclude August 31<sup>st</sup>. However, additional work (such as adding more states) may continue to be done after that date, per the interns' desire. Approximately 8-12 hours per week will be dedicated to the internship, for a total of 130 hours each.

MarGrady Research

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Signature     *Jesse Margolis*  
Date     7/10/19

Eli Groves

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Melissa Mock

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