

## Learning Analytics Internship Memorandum of Understanding (Example)

This Memorandum of Understanding (MOU) is entered into by and between *Teachley, LLC, Anna Lizarov, and Xixuan Zhao*.

Purpose: This memorandum serves as a way to understand the expectations Teachley, LLC has for Anna Lizarov and Xixuan Zhao as well as Anna's and Xixuan's expectations for Teachley, LLC. It will outline what Anna and Xixuan plan to accomplish and will produce by the end of the internship.

- A. Roles and responsibilities: Anna and Xixuan will be working on a project to conduct and write a literature review on learning design and generate a report with actionable insights from data of a mathematical educational game, Fractions Boost. Anna's and Xixuan's primary objective will be to create a framework for mathematical educational games and create a narrative supported by data that justifies adjustments in 2019's iteration of the game Fractions Boost in a teaching fractions curriculum. Anna and Xixuan will be responsible for conducting and writing a literature review on learning design and extracting, cleaning and analyzing data and creating a series of visualizations from their analyses.
- B. Reporting requirements: Anna and Xixuan will report bi-weekly to Dr. Charles Lang and Dr. Kara Carpenter outlining progress toward the primary objective to verify that the project is on track and that appropriate mentorship is being provided. The final product of the internship will be a presentation to the team of the analysis of the data, literature review, and a data analysis report.
- C. Timeframe: The internship will begin on May 15, 2019 and conclude on August 31, 2019. A total of 230 hours will be dedicated to the internship, averaging approximately 30 hours per week.
- D. Confidentiality: Anna Lizarov and Xixuan Zhao will not share any data with third parties and will abide by the signed non-disclosure agreement.

Teachley, LLC

Authorized Official \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Anna Lizarov

Authorized Official Anna Lizarov  
Signature *Anna Lizarov*  
Date 07/02/2019

Xixuan Zhao

Authorized Official Xixuan Zhao  
Signature *Xixuan Zhao*  
Date 07/05/2019