

Learning Analytics Internship

Memorandum of Understanding (Example)

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

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

- A. Roles and responsibilities: Student Y will be working on a project to generate actionable insights from data that can be used to improve an educational game, Squiggle Park: Dreamscape. Student Y's primary objective will be to visualize current student data in the form of a dashboard by clustering students into different groups based on deciding factors and potentially providing data-driven recommendations. Student Y will be responsible for extracting, cleaning and analyzing data and creating a series of easily understandable data visualizations from her analysis.
- B. Reporting requirements: 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. Timeframe: The internship will begin on July 19th 2019 and conclude on August 19th 2019.
- D. Confidentiality: Student Y will not share any data with third parties and will abide by the signed non-disclosure agreement. Student Y may in the course of their Engagement with the Company conceive, develop or contribute to material or information related to the Business of the Company, including, without limitation, software, technical documentation, ideas, inventions (whether or not patentable), hardware, know-how, marketing plans, designs, techniques, documentation, records, regardless of the form or media, if any, on which such is stored (referred to in this Agreement as "Proprietary Property"). The Company shall exclusively own all Proprietary Property which Student Y conceives, develops or contributes to in the course of the Participant's Engagement with the Company and all intellectual and industrial property and other rights of any kind in or relating to the Proprietary Property, including but not limited to all copyright, patent, trade secret and trade-mark rights in or relating to the Proprietary Property. Material or information conceived, developed or contributed to by Student Y outside work hours for the Company or through the use of the Company's property and/ or assets shall also be Proprietary Property and be governed by this Agreement if such material or information relates to the Business of the Company. Student Y shall keep full and accurate records accessible at all times to the Company relating to all Proprietary Property and shall promptly disclose and deliver to the Company all Proprietary Property.

Student Y shall, both during and after their engagement with the Company, keep all Confidential Information and Proprietary Property confidential and shall not use any of it except for the purpose of carrying out authorized activities on behalf of the Company."

Company Squiggle Park

Authorized Official _____

Signature _____

Date _____

Student Y

Authorized Official Sihan Wang

Signature *Sihan Wang*

Date 07/19/2019