



# Abecedarian, LLC

Educational AI

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## Humanitarians.ai & Abecedarian, LLC

**OPT Volunteer Guidebook <sup>[1]</sup>**

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<sup>[1]</sup> Disclaimer: The information provided herein is for general informational purposes only and should not be construed as legal or professional advice. While efforts have been made to ensure the accuracy and reliability of the information presented, I, Saurabh Patel, do not assume any responsibility or liability for any errors or omissions in the content provided. Additionally, please note that immigration regulations and procedures may change over time, and it is your responsibility to verify the accuracy and applicability of any information provided herein before relying on it. Use the information provided at your own discretion and consult with qualified professionals or authorities as needed to address specific concerns or questions.



# BASIC RULES

## Basic Rules

Nearly all participants in the Optional Practical Training (OPT) program with **Abecedarian LLC** for **Humanitarians.ai**, or **Abecedarian LLC Educational AI** work with a mentor who monitors your work. DO NOT reach out to the professor with questions. READ THIS DOCUMENT and use the #opt channel or ask questions of your mentor.

## Renewal of the First Contract

Renewals require a detailed report of what you did in your probationary period. That includes start and end dates. All code and documentation must be on the Humanitarians GitHub. Typically videos teaching what you learned are required on the Humanitarians YouTube.

## At Will Contract

3. I acknowledge and agree that while Abecedarian may rely on my commitment to perform certain activities as a volunteer on a part time basis, I am not obligated to Abecedarian and Abecedarian is not obligated to me. Accordingly, Abecedarian may release me from my status as a volunteer at any time, and I may choose not to be a volunteer for Abecedarian at any time. Upon the end of my status as a volunteer for Abecedarian, neither I nor Abecedarian will have any obligation to one another except as explicitly stated in this Volunteer Agreement.



## MENTORS

Nearly all participants in the Optional Practical Training (OPT) program with **Abecedarian LLC** for **Humanitarians.ai**, or **Abecedarian LLC Educational AI** work with a mentor who monitors your work. DO NOT reach out to the professor with questions. READ THIS DOCUMENT and use the #opt channel or ask questions of your mento



# INTRODUCTION

## OPT Details

As a participant in the Optional Practical Training (OPT) program with **Abecedarian LLC** for **Humanitarians.ai**, or **Abecedarian LLC Educational AI** you will be working closely with a Volunteer mentor to facilitate your engagement with our projects.

OPT participants are expected to contribute positively to our AI 4 Good initiatives, aligning with our mission to leverage artificial intelligence for social impact.

## Program Requirements

1. **Work Hours:** OPT participants are required to commit at least 20 hours per week to their projects.
2. **Project Focus:** All projects undertaken during OPT must fall within the STEM (Science, Technology, Engineering, and Mathematics) fields.
3. **Voluntary Participation:** While participation in the OPT program is voluntary, we encourage participants to view it as a stepping stone towards securing a full-time position in their field of interest.
4. **Termination Policy:** Participants have the flexibility to discontinue their involvement in the program at any time with prior notice. However, we hope that participants transition from the OPT program into permanent employment. If you decide to leave the program, please provide advance notice to your Volunteer mentor.
5. **Performance Expectations:** Participants are expected to fulfill their commitment of 20 hours per week. Failure to meet this obligation may result in termination from the program. Additionally, participants are required to check in with their TA or Volunteer at least once every two weeks to provide progress updates on their projects.
6. **Special Projects like Humanitarians** you **MUST** be accepted by the project leaders. Work with **Dev on Nirvana Labs** OpenSource projects and integration with the Humanitarians.ai website Make an appointment with Dev here <https://Calendly.com/0xdevshah>



# PROJECT PROPOSAL

## OPT Volunteer Engagement

Thank you for your interest in volunteering with **Abecedarian LLC**! To get involved with volunteer OPT work, please follow these steps:

1. **Read the Entire Document (Except Suggested Projects):** Familiarize yourself with the information provided in this document, excluding the suggested projects section.
2. **Join the NU Skunkworks Slack:** Join our Slack workspace at [NU Skunkworks Slack](#) and navigate to the **#opt** channel for OPT-related discussions and inquiries.
3. **Engagement Channels:**
  - **Special Projects:** Reach out to project leaders for acceptance into special projects. Details for specific projects are provided below.
  - **Default Projects:** Contact Teaching Assistants (Volunteer mentors) to join default projects. Default projects involve creating educational STEM videos for the Humanitarians.ai YouTube channel. More information about default projects can be found [here](#).
4. **Default Project Expectations:** Volunteers participating in default projects are expected to produce high-quality tutorials on STEM topics, approximately 10 minutes in length, each week. All tutorials must include associated code following a style guide like the [Google Python Style Guide](#). Incomplete notebooks for reference can be found in the [Ai Skunks Skool repository](#).
5. **Special Projects:** Special projects require approval from project leaders. One such project is described below:
  - **Cognitive Type:** Contact Nimish Magre <[magre.n@northeastern.edu](mailto:magre.n@northeastern.edu)> for information about the CognitiveType project. The Cognitive Type Project focuses on developing computational tools to enable the design of typefaces with varying cognitive properties. This initiative aims to empower typographers to craft fonts that enhance click-through rates for online ads, improve reading levels in children's books, allow Dyslexics to create personalized type, or provide insights into customer reactions to textual content in media.
  - Our research is committed to generating publicly available datasets and establishing foundational models that link the detailed anatomy of type with eye tracking data from individuals interacting with text. By enriching existing datasets with insights into the physical and cognitive impacts of typefaces, we strive to illuminate the role of typography in reading comprehension and

aesthetic appreciation.

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- See <https://github.com/nikbearbrown/CognitiveType>.
- **CaseCrackers:** Contact Yash Gopalji Pankhania ([pankhanian.y@northeastern.edu](mailto:pankhanian.y@northeastern.edu)) or Utkarsha Shirke ([shirke.u@northeastern.edu](mailto:shirke.u@northeastern.edu)) for information about the CaseCrackers project. This project focuses on developing an AI-driven platform for generating case studies and offers various features for management students, job seekers, and educational institutions. For more details, visit [Calendly.com/0xdevshah](https://calendly.com/0xdevshah) to schedule an appointment with Dev Shah, the project lead.
- **The AI for Education project (AI4ED):** Contact Nimish Magre <[magre.n@northeastern.edu](mailto:magre.n@northeastern.edu)> for information about The AI for Education Project (AI4ED). AI4ED integrates AI with educational strategies to transform teaching and learning. AI4ED is developing open-source tools like Project SmartyBots, utilizing Large Language Models for education, and advancing no-code chatbots to make AI more accessible to educators. The project champions prompt engineering, task-specific bots for custom learning, and vector databases to improve AI performance. Practical AI uses in education are demonstrated through virtual assistants for office hours, support in academic writing, and lecture enhancement. AI4ED's mission is to make learning more personalized, accessible, and efficient, while emphasizing collaborative and ethical AI development for a future where education is enhanced through AI innovations.
- See <https://github.com/nikbearbrown/AI4ED>

**Duration:** Ongoing (with a minimum commitment of 2 months)

**A. Roles and Responsibilities:**

**1. Custom GPT Model Development:**

- Volunteers can create custom GPT models based on a list of specific topics provided by the project coordinator.
- The custom models should be trained to generate content relevant to the chosen topics.

**2. Further Training of Existing Language Models (LLMs):**

- Volunteers are encouraged to further train existing Language Models (LLMs) available from Hugging Face.
- They can improve the models' capabilities and fine-tune them for specific tasks or domains.

**3. Creation of Educational Videos for Humanitarians:**

- Volunteers must create instructional videos that document how they created their custom GPT models or further trained existing models.
- These videos should provide a step-by-step guide for humanitarian organizations and individuals interested in utilizing AI models.
- Example YouTube video Basics of React <https://youtu.be/fh4Q6wFty8k>
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**4. Access to Computing Resources:**

- The development team will provide volunteers with access to computing resources for training and fine-tuning AI models.
- Volunteers can leverage these resources for their projects.

**5. Data Scraping for Model Training:**

- Volunteers should use their web development skills to gather relevant data from the internet for training their AI models.
- Data scraping techniques can be employed to collect necessary information.

**6. Usage of Humanitarians GPTplus Account:**

- All custom GPT models and further-trained LLMs must be built and hosted under the "Humanitarians GPTplus" account.
- Volunteers will have access to this account for model deployment and management.



**B. Requirements:**

- Volunteers should have a background in web development and programming.
- Basic understanding of AI and machine learning concepts is preferred.
- Access to a stable internet connection for participating in Zoom classes and uploading videos.
- Commitment to actively contribute for at least a couple of months.

**C. Benefits:**

- Gain hands-on experience in AI model development.
- Contribute to humanitarian efforts by creating AI models for relevant tasks.
- Enhance web development and data scraping skills.
- Collaborate with a diverse team of volunteers and experts.

**How to Get Started:**

- Interested volunteers should contact the project coordinator for further instructions on accessing resources and joining the project.

This specification outlines the various tasks and responsibilities of volunteers interested in contributing to the project. It emphasizes the importance of creating custom AI models, sharing knowledge through videos, and using their skills for humanitarian purposes.



## OPT DOCUMENTATION – REQUIREMENTS AND PROCESS

Here's what you require before you start officially working as a **volunteer** at **Humanitarians.ai**

1. **Physical EAD Card** – Eligibility for employment
2. **Access to SEVP Account** – Informing Employment & Updating Employment
3. **Access to OGS Portal** – Informing Employment

Before requesting the **CONTRACT / OFFER LETTER** the student must have the following steps cleared:

### I. **Receiving the EAD Card: (After OGS Post-OPT Central Step 1 to 4)**

- Once the USCIS approves the OPT application, they will issue an EAD card.
- The EAD card will be mailed to the address provided by the applicant on Form I-765.
- Typically, it takes several weeks to receive the EAD card after USCIS approves the OPT application.

### II. **Verification of EAD Information: (OGS Post-OPT Central Step 5)**

- Upon receiving the EAD card, the OPT participant should carefully review the OGS Portal to finish the

### III. **Notifying the Employer:**

- The OPT participant must promptly inform the employer (Abecedarian LLC – Volunteer mentor) upon receiving the EAD card. \*\*\*Contract/Offer will be provided \*\*\*

### IV. **Updating Employment Information:**

- Once the Contract/Offer is signed as per the mentioned dates OPT participant must fill the **SEVP Portal first** in the '**Employment**' Tab.

Employer Name	Abecedarian LLC
Address	327 Huntington Ave, Boston, MA 02115
Supervisors Name	Nicholas
Supervisors Last Name	Brown
Sup. PH.NO.	857 265 8395
Sup. Email	AbecedarianLLC@gmail.com
Full/Part Time	Full Time
Dates start/End	As per the Contract/Offer
Relation to field of study	Write as per the contract (Things related to your STEM Course JD)

- Once submitted, Print (Save PDF) the page for **OGS STEP 6**
- Abecedarian LLC will update the OPT participant's employment information in our records to reflect the authorization to work.

## V. Verification of Employment Start Date: (For Office Only)

- Confirm the start date of employment specified on the OPT participant's EAD card.
- Ensure that the participant does not begin working before the authorized start date indicated on the EAD card to maintain compliance with immigration regulations.

## VI. Maintaining Compliance:

- Throughout the OPT period, it mandatory that the OPT participant update the Volunteer mentor must ensure compliance with the terms and conditions of OPT employment. A termination letter will be send if the volunteer doesn't provide timely updates.
- This includes adhering to the authorized work hours, maintaining accurate records of employment, and reporting any changes in employment status to the appropriate authorities, such as the university's Office of Global Services (OGS), SEVP, or if required USCIS.

## VII. Communication and Support:

- We try our best to foster open communication with OPT participants to address any questions or concerns related to employment authorization, work responsibilities, or immigration compliance.

# COMMUNICATIONS

- **Special Projects like Humanitarians** you MUST be accepted by the project leaders. Work with **Dev on Nirvana Labs** OpenSource projects and integration with the Humanitarians.ai website Make an appointment with Dev here <https://Calendly.com/0xdevshah>
- To get involved with volunteer OPT work join the NU Skunkworks Slack and then the #opt-channel. [https://join.slack.com/t/neuaskunkworks/shared\\_invite/zt-9h3ckfg2-YR2h6xsTURhLKKRIQpxSzQ](https://join.slack.com/t/neuaskunkworks/shared_invite/zt-9h3ckfg2-YR2h6xsTURhLKKRIQpxSzQ)
- All OPT volunteers can reach out to the heads of special projects to request joining a special project or reach out to Volunteer mentors to join a default project