

# Memorandum of Understanding

## between

**Ms. Julia Armstrong**, Program Director, OHI/O Hackathon

**Dr. Ana-Paula Correia**, Associate Professor of Learning Technologies and MLT  
Faculty Advisor

**Ms. Vicki Simmerman**, Master of Learning Technologies Candidate 2018

### *Definitions and Objectives*

This document constitutes an agreement between Ms. Julia Armstrong (Program Director, Hackathon, Informal Learning), Dr. Ana-Paula Correia (Associate Professor of Learning Technologies and MLT Faculty Advisor) and Ms. Vicki Simmerman (Master of Learning Technologies Student) regarding the Student's application of academic work and professional experience in a practical setting called the field experience practicum for Autumn semester of 2018. The outcome of this agreement will be an evaluative Report offering insights into data collected at the 2018 OHI/O Hackathon that is going to take place on October 27-28, 2018.

This practicum field experience has the following learning objectives:

- collect, analyze and interpret data from the 2018 OHI/O Hackathon and present relevant insights to the Client;
- identify excellent participant experiences and areas for improvement in the 2018 OHI/O Hackathon;
- provide an opportunity to evaluate the Student's use of the Practicum experience as a tool to develop awareness of, skills for and ability to serve as a learning technologies professional.

### *Participants*

The *Client* for this practicum is Ms. Julia Armstrong, Program Director for the OHI/O Hackathon; the *Student* is Ms. Vicki Simmerman, student, Master of Learning Technologies and the *Advisor* is Dr. Ana-Paula Correia, Associate Professor of Learning Technologies  
This Autumn semester working agreement begins August 21, 2018 and ends December 5, 2018.

## **Responsibilities of Client, Student and Instructor**

The Client will:

- Give feedback on the final 2018 OHI/O Hackathon Report/ Presentation

The Instructor will:

- Work collaboratively with the Student on the project
- Share problems and concerns about the project with the Student
- Provide expertise and guidance for the project
- Meet periodically with the Student
- Evaluate Student on whether the Student developed awareness of, skills for and ability to serve as a learning technologies professional - and whether she demonstrated a clear understanding of and ability to perform duties associated with the field experience

The Student will:

- Be responsible for internal communication to clarify and resolve any issues related to the project
- Submit ideas and suggestions to the Client regarding the Hackathon
- Adhere to agreed-upon project deadlines
- Manage the project's tasks
- Meet periodically with the Client
- Meet periodically with the Instructor
- Agree that no payment, salary or fee will be disbursed regarding services provided to the Client
- Maintain confidentiality regarding the project
- Submit a complete 2018 OHI/O Hackathon Report to Ms. Julia Armstrong by November 20

## ***Goals of this Agreement***

- To participate in the administration of data collection (in the form of surveys and qualitative observations) at the 2018 OHI/O Hackathon
- To submit a Report to the Client that will assist with major findings of Hackathon data

## ***Deliverables***

1. Entry and Exit Survey instruments to be offered to Hackathon participants (October 27 & 28, 2018)
2. An evaluative Report and Presentation delivered to the Client no later than November 20, 2018

## *Work Schedule*

Activity	2018 Dates
1. Preparation of surveys and qualitative data instruments (opportunistic interviews and observations)	Aug 21 - Oct 27
2. Attendance of OHI/O Hackathon meetings and/or individual Client meetings	Aug 21- Oct 27
3. Data collection with Hackathon participants	October 27-28
4. Coding of survey responses; gathering and summary of qualitative data	Oct 29 – Nov 16
5. Presentation and Final Report submitted to Client	Nov 20

Signed by the Client

*Julia N. Armstrong*

Signed by the Instructor

*Ana-Paula Correia*

Signed by the Student

*Vicki Ellen Simmerman*