

## Example Internship Learning Contract

*(You should replace at least the italic parts in this example learning contract!)*

**To:** Dr. Shaun-inn Wu, Department of Computer Science and Information Systems, California State University, San Marcos

**From:** *Jane Doe*

**Subject:** Learning Contract of Internship with *NASA's Jet Propulsion Laboratory* for *Summer 20XX*.

**Date:** *May YY, 20XX*

### Learning Objectives:

- To gain understanding and experience as to the role of a Software Engineer in the ecosystem of web technologies and development principles used at *NASA's Jet Propulsion Laboratory*.
- Gain greater understanding and insight into the precise planning and distribution of resources and managing flow of information in a web based information system, using the software *NoMagic* (*maker of MagicDraw*).
- Learn development and infrastructure standards in regards to overall design and planning of large information systems and databases.
- Develop real world skills in regards to working in a web engineering environment using industry standard tools, with the help of mentors and professional engineers at *NASA's Jet Propulsion Laboratory*.
- Cultivate project management skills by documenting my progress throughout my project(s) which will ultimately lead to the opportunity of presenting my work to the team and open forums at *NASA's Jet Propulsion Laboratory*.

### Methodology:

1. Internship Experience Learning Methods:
  - 1.1. I will be given internal training on the *REST (http)*, Java and JavaScript APIs used alongside *NASA's Jet Propulsion Laboratory's* open-source software. This also includes *Jenkins* for continuous integration, an *Alfresco* server built on the Java framework Spring and *SysML* modeling.
  - 1.2. I will be working with my team on various projects both external and internal. This will consist of working with and updating Technical Architecture Documents as the design dictates to keep it within specifications and satisfy the needs of the project. I will also need to update and keep current the various Wiki pages that document the project at hand.
  - 1.3. There is a large tool stack used for these project(s) and I will be learning about how to use the various tools within the tool stack, such as *JIRA* for tracking work and bugs.

- 1.4. Since this environment is a largely security focused environment I will be learning how to use SSL and data encryption.
  - 1.5. Part of the overall design ecosystem includes the network infrastructure, which is built up by 20 or more servers running on Amazon *GovCloud*, so I will be learning in detail how all the pieces interweave together.
  - 1.6. Overall, I will gain exposure to all of these things and will get development or hands-on experience with some.
2. My advisor for this internship is Dr. Shaun-inn Wu of the Computer Science and Information Systems Department at CSUSM. Dr. Wu and I will communicate during the *Summer of 20XX* via e-mail correspondence or other means. I will keep a daily journal of my work, activities and participation with *NASA's Jet Propulsion Laboratory*. These journal entries may be sent periodically throughout the *summer* to Dr. Wu for review. As part of the requirements of my internship, I will also send a weekly report of my work, activities, progress, and participation with *NASA's Jet Propulsion Laboratory* to Dr. Wu for him to review. At the end of the internship, I will complete a final report describing my experience and learning accomplishments at *NASA's Jet Propulsion Laboratory*. I will also make a presentation to share and demonstrate my learning experiences to the faculty and fellow students during the *Fall* semester of *20XX*.
  3. My field supervisor will be *Mr. John Smith*, a Senior Technical Staff of the *Artificial Intelligence Group at NASA's Jet Propulsion Laboratory*. He will be in charge of assigning me projects that will be completed by myself and other members of our team and will oversee my progress throughout the internship. He will also write a final evaluation letter on my performance at *NASA's Jet Propulsion Laboratory* when the internship session ends. *NASA's Jet Propulsion Laboratory* is located at *4800 Oak Grove Drive, Pasadena, CA 91109*. *Mr. John Smith* can be contacted by telephone at *(XXX) YYY-ZZZZ* and via e-mail at *XXX@YYY.ZZZ*.

**Evaluation:**

During the course of this internship I will be in contact with Dr. Wu. Dr. Wu will evaluate me on the success of my learning experience based on my weekly reports, consultations, final report, public presentation, the letter from *Mr. John Smith* evaluating my performance at *NASA's Jet Propulsion Laboratory*, and the overall value of the experience. Final evaluation of this internship will be completed by the beginning of the *Fall semester 20XX* at California State University, San Marcos. At this time, I will receive a Credit/No Credit grade.

**Signatures:**

*Jane Doe* (Intern): \_\_\_\_\_ Date: \_\_\_\_\_

*John Smith* (Field Supervisor): \_\_\_\_\_ Date: \_\_\_\_\_

*Dr. Shaun-inn Wu* (Advisor): \_\_\_\_\_ Date: \_\_\_\_\_