

## **Data Intern Program Partner Agreement**

### **2017-18 School Year**

This agreement is entered into as of **[Date]** by and between Friends of Choice in Urban Schools ("FOCUS") and **[School Name]** Public Charter School (Partner School):

FOCUS's Data Intern Program is a part-time internship program that places students with data skills into public charter schools for the length of the school year. The intent of the program is to provide students with professional experience working with data in a school setting and to give public charter schools additional capacity to execute their data strategies.

### **AGREEMENT**

The parties agree as follows:

#### **A) Term**

This agreement runs for one (1) year from the date signed by both parties or upon completion of the obligations set out in this Agreement, whichever is sooner.

#### **B) FOCUS's Obligations.**

During the period of this agreement FOCUS agrees to:

1. Recruit, select, and place a qualified Data Intern with Partner School. FOCUS will provide Partner School with a placement recommendation based on its review of the candidate pool and school needs.
2. Provide an orientation/training for the Data Intern to be placed at Partner School that includes an overview of public charter schools in DC, assessment basics, uses of data in schools, communication tips, and technical training on software as appropriate;
3. Provide a stipend for the Data Intern for up to 300 hours of work and manage the stipend payment process;
4. Establish and manage a process for Data Intern to report hours and for the School Partner supervisor to confirm hours worked;
5. Provide on-going training for the Data Intern as appropriate;

6. Periodically check-in with the Data Intern and his or her supervisor to assess satisfaction and address concerns;
7. Attempt to resolve problems that arise in the working relationship, either by coaching, mediation, or through a change of placement if necessary and appropriate, as determined by FOCUS.

### **C) Partner School's Obligations**

During the period of this Agreement, the Partner School agrees to:

1. Review and respond to FOCUS's candidate placement recommendations until a suitable candidate match is made;
2. Develop appropriate projects and tasks for the Data Intern that align with FOCUS's guidelines for scope of work (see Paragraph E below);
3. In consultation with the Data Intern, develop a work schedule that fits the intern's schedule and will allow him or her to work 300 hours during the school year;
4. Provide an experienced supervisor who can communicate expectations, support the Data Intern with tasks, and provide feedback on work;
5. Provide the Data Intern with appropriate work space and access to data systems and other resources;
6. Provide the Data Intern with training on any software, school processes, and data systems that the intern will need to complete work;
7. Participate in FOCUS's timesheet approval process;
8. Immediately contact FOCUS regarding any concerns about the Data Intern's professionalism or ability to accomplish the agreed-upon project;
9. Participate in all FOCUS check-ins and program evaluations;
10. Follow applicable internal policies that apply to employees, interns, and volunteers, including in the areas of regarding health and safety, security, and privacy and confidentiality.
11. Provide payment to FOCUS as outlined below in Paragraph D.

#### **D) Payment Schedule**

FOCUS will send Partner School an invoice for \$2,500 once an intern placement has been mutually accepted. Payment is due within 30 days of receipt of this invoice.

\$1,000 of this fee is non-refundable. In the event that a data intern terminates the agreement or fails to complete the internship, FOCUS will attempt to find a suitable replacement intern to complete the work. If this is not possible, Partner School may be eligible for a prorated refund of the remaining \$1,500.

#### **E) Scope of Work**

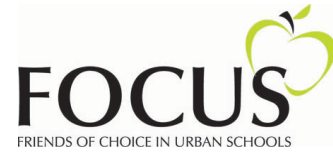
Data interns should be assigned tasks that are suitable for their skill level, experience and part-time role and that are consistent with the intent of the Data Intern Program. They should not be expected to take on the leadership role of a full-time data manager, and also should not be relied upon to perform recurring, non-data related tasks (for example, supervising recess, making photocopies, answering telephones).

##### *Examples of Appropriate Projects:*

- Train school staff on more efficient ways of entering data
- Merge and manipulate data using Excel or SAS
- Transfer data from one system to another
- Train teachers (one teacher or a small group of teachers) in the use of Excel for analysis of student growth or recording student data
- Conduct analytical projects involving student data (disaggregation, trend analysis, growth comparisons)
- Digitize and clean historic data

##### *Examples of Projects That Are Not Appropriate:*

- Enter routine and recurring data (such as daily attendance)
- Establish a data-driven culture
- Develop a strategic plan for implementing data-driven instructional practices
- Manage the transition from Power School to new system
- Supervise students



**F) Entire Agreement; Modification**

This Agreement represents the entire agreement between FOCUS and the Partner School and may be modified only with the written agreement of FOCUS and the Partner School.

**FOCUS Data Intern Program Partner Agreement  
2017-18 School Year**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name \_\_\_\_\_

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Title \_\_\_\_\_

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School Name \_\_\_\_\_

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Anne Herr \_\_\_\_\_ Date \_\_\_\_\_  
Director of School Quality, FOCUS