2022 Planetary Makerspace Summer Intern Policies

This summer position is a full-time (40 hour a week) position. The student will track their own time. Summer vacations and breaks are allowed but should also be agreed to in advance. The student does not need to work on May 30 (Memorial Day) or July 4 (Independence Day), both are MSU holidays.

The student will attend all scrums unless an agreement is made in advance. Scrums will be at 9:30 am EST every workday over Zoom: <https://msu.zoom.us/j/94038885513>. The student can always email PI Seth Jacobson using [seth@msu.edu](mailto:seth@msu.edu) or call his office phone: 517-355-1941. The student can schedule appointments with him during the daily scrum or using his Calendly: [www.sethajacobson.com/calendar](http://www.sethajacobson.com/calendar).

At each scrum, the student will be ready to report on their progress on their prior scrum SMART goals, reflect on obstacles, and make new SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals for the next scrum. Scheduling meetings with Seth or another Planetary Makerspace member as needed is the last part of all scrums. The scrum is the ideal time for the student to identify uncertainty, confusion, and ask questions regarding their project.

Some feedback will be provided during scrums, however if more extended feedback between mentee and mentor is needed, then a private meeting will be scheduled.

The student is responsible for documenting their research. This means using git or another tool to version control and back up their code with adequate comments throughout. They should also be backing up their computational data. They should keep their files organized and easily navigable. If the student needs help with these tasks, it is their responsibility to ask for it and it will be gladly given.

The student is responsible for participating and meeting in any obligations associated with their summer internship program.

These policies may need updating throughout the summer.