GRADUATE COORDINATOR AGREEMENT
TIMESTEP Astronomical Software Engineering Internship
2026-2027

The TIMESTEP Astronomical Software Engineering Internship Program is designed to enhance the undergraduate education of UA STEM majors and strengthen their professional experiences and networks. The Graduate Mentor (GM) serves as the primary point of contact for participating students, and as the liaison between the Program Mentor (GM), student interns, and research group teams/professors.

Time Commitment: Work 4-5 hours avg. / week for 12 weeks each semester

• Attend weekly team meeting (GM and PC), time TBD based on everyone's schedules = 1 hour weekly

• Prepare for and lead or collaborate in the weekly workshop (time TBD based on everyone's schedules, but most likely Friday afternoons) **2-3 times per semester**. Preparation = 2-3 hours, Session = 1.5 hours. Attend all sessions as possible.

Fall semester:
➢ August 28
➢ September 4, 11, 18, 25
➢ October 2, 9, 16, 23, 30
➢ November 6, 13, 20

Spring semester:
➢ January 15, 22, 29
➢ February 5, 12, 19, 26
➢ March 5, 19, 26
➢ April 2, 9, 16, 23

- Attend and support weekly agile style stand-ups = 30 – 60 mins / week
- Meet with each student on your team (3-4 students) for approximately 15-20 minutes bi-weekly, time TBD based on your schedule = 45-60 minutes every other week.

Additional work, variable hours:

o Plan schedule of workshop activities with leadership team

o Follow up on students' needs or communication with their PI / project supervisor

o Assist with TIMESTEP meetings 1 time per semester- Wednesdays 5:00-6:30 pm

o Support students on your team to prepare a poster/presentation for final display of learning

o Attend Final Display of Learning, TBD

Responsibilities

TIMESTEP expects that the graduate mentor (GM) will:

• Assist in teaching technical skills, coding skills, and workforce readiness to undergraduate participants

• Provide mentoring for a team of 3-4 undergraduate students throughout the program to ensure a

positive experience, via:

o bi-weekly, 1:1 in person or online meetings

o online surveys at the beginning and end of each semester

o email/Slack communication

• Collaborate with the PC and students to administer and retrieve all necessary forms and reports

• Provide guidance to interns on professional skills used in a research team- communication, teamwork, leadership, etc.

• Coach students to prepare presentations of their work for group meetings or the final display of learning.

• Attend weekly online team planning meetings led by the PC.

• Provide feedback to the PC and program evaluator to assist in improving the program.

• Provide a minimum of 2 weeks' notice if you are unable to fulfill the position for the agreed upon time period.

Graduate Mentor (GM) expects that TIMESTEP will:

• Pay a $4000 stipend for the agreed upon work, to be distributed in two increments via the GM's Bursar's account, one payment at the end of each semester. The payments are contingent upon successful completion of the above expectations. Feedback and specific steps to improve performance will be provided to any GM that is not meeting expectations.

• Provide comprehensive training on effective mentoring, the TIMESTEP Astronomical Software Engineering Program, and GM expectations.

• Engage in regular check-ins to ensure the GC has all the resources needed to be effective.

• Include the GM in the broader TIMESTEP community through other TIMESTEP events and online networks (ex. LinkedIn).

• Provide letters of recommendation on request, assuming satisfactory performance and engagement

per above.

● Provide mentoring during the service time with ongoing support afterwards.

Printed name _____

Signature _____

Date: _____

Student ID #: _____