


LCCF Internship Onboarding

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Focus: Prompt Engineering • LLM Integration • Narrative Summarization

Machine Setup & Orientation



Environment Setup

- ◆ Install the following:
 - ◆ Python 3.10+
 - ◆ VS Code or preferred IDE
 - ◆ Git + GitHub CLI
 - ◆ [MSTY.app](#) 

Folder & Journal Setup


- ◆ Create local folders for:
 - ◆ Prompt experiments
 - ◆ API scripts
 - ◆ Summary results
 - ◆ Logs/Journal
- ◆ Start a Prompt Journal (Markdown, Google Doc, or Notion).

Orientation Checklist

- ◆ Tejas Portal access: <https://tejas.tacc.utexas.edu/> 
- ◆ SambaStudio Docs: - [SambaNova Docs](#) 
- ◆ Review project goals (Sites and Stories)
- ◆ Join team channels (Slack, Discord, etc.)
- ◆ Send a welcome message or introduction to the team

Configuring Chatbox.app

To configure Chatbox for use with our project, follow these steps:

1. Download the Chatbox app from <http://chatboxai.app/en> 

2. Launch Chatbox and select "Models Provider> ADD"



Azure OpenAI



xAI



Mistral AI



Perplexity



Groq



ChatGLM6B



TEJAS



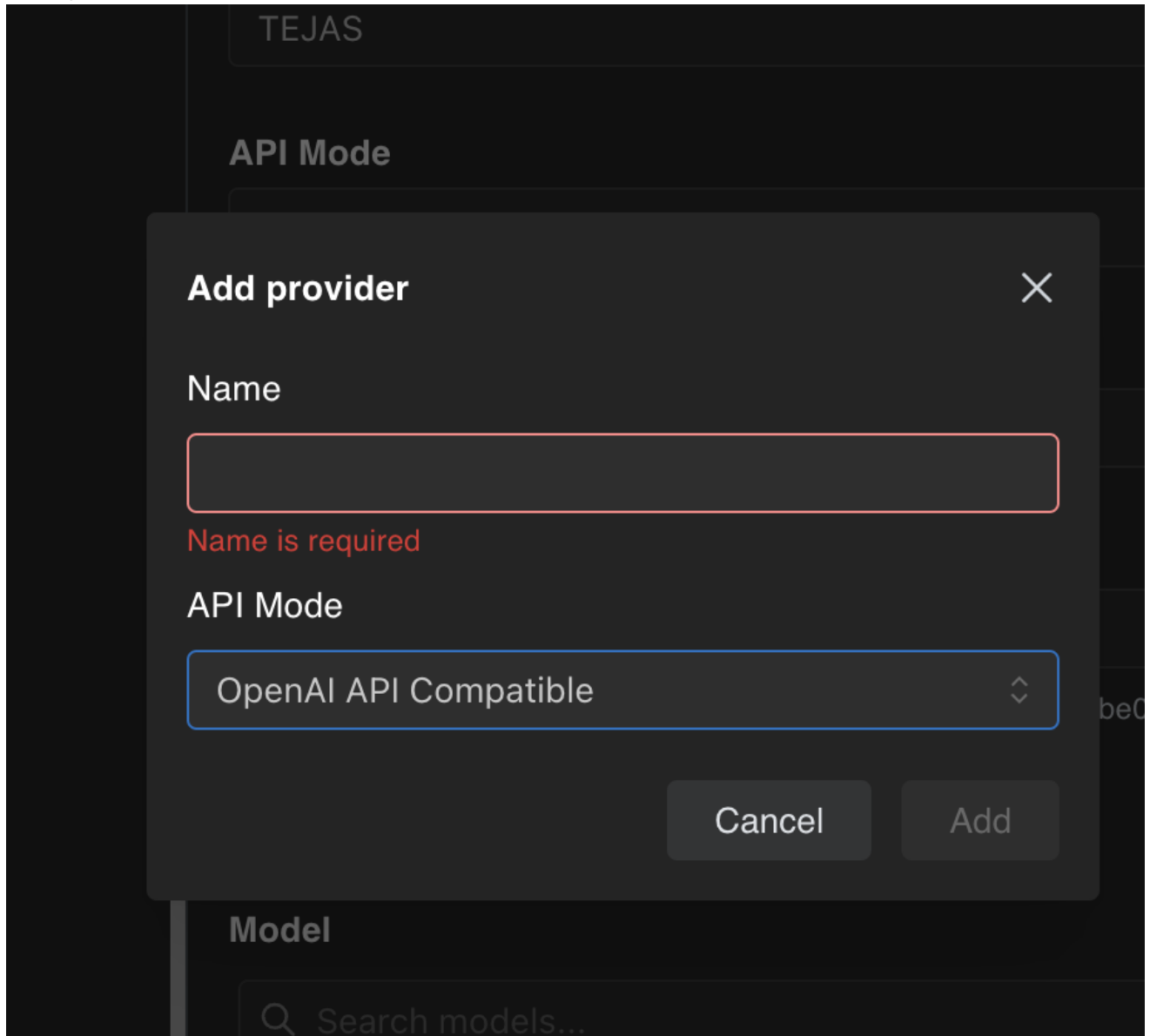
Tejas

+ Add

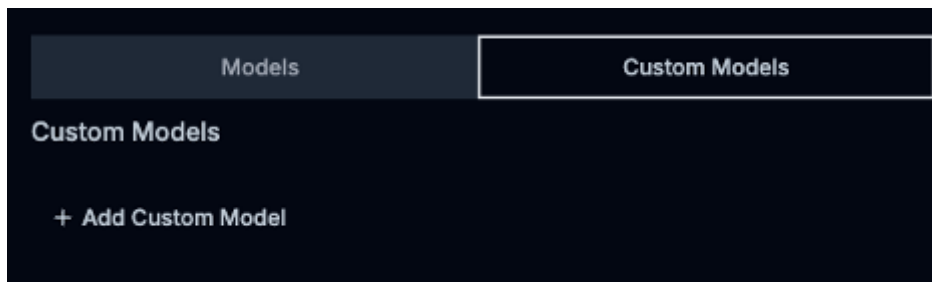


Import from clipboard

3. Change the Provider to "Open AI Compatible" and enter a name for the provider.



4. Click on "Custom Models" and then click the "+ Add Custom Model" button.



4. Enter the following API Endpoint: <https://tejas.tacc.utexas.edu/v1/5ca719f0-5bff-4d87-a84c-e09cdbe08d14/chat/completions>
5. Enter the API Key: [0175f9c0-f4bf-419c-9b3e-30147f840ab8](#)
6. Enter the Model ID: [Llama-4-Maverick-17B-128E-Instruct](#)

7. Click the "Check Button" button in the right side of the window.

TEJAS

Name
TEJAS

API Mode
OpenAI API Compatible

API Key
..... **Check**

API Host **API Path**
https://tejas.tacc.utexas.edu/ v1/5ca719f0-5bff-4d87-a84c-e09cdbe08d14
https://tejas.tacc.utexas.edu/v1/5ca719f0-5bff-4d87-a84c-e09cdbe08d14/chat/completions

Improve Network Compatibility

Model **+ New** **Reset** **Fetch**
Q Search models...
Llama4


You should now be set up to use Chatbox with our project's LLM.

Hands-On Prompt Engineering

Foundations of Prompting

- ◆ Learn:
 - ◆ Read [OpenAI's Prompting Best Practices](#)
- ◆ Practice:
 - ◆ Write a zero-shot summarization prompt using a sample interview. Example: "Summarize the main environmental concerns shared in this transcript in 3 bullet points."
 - ◆ Test your prompt using MSTY.app
- ◆ Log:
 - ◆ Add prompt and output to journal
 - ◆ Note what worked, what didn't, and ideas for improvement

Few-Shot Prompting

- ◆ Learn:
 - ◆ Read these sections from the - [Prompt Engineering Guide \(DAIR.AI\)](#) 
 - ◆ Few-shot prompting
 - ◆ Chain-of-thought
- ◆ Practice:
 - ◆ Create a few-shot prompt with 1–2 examples. Format:

Transcript: [Short excerpt]

Summary: [Example]

Transcript: [New excerpt]

Summary:

- ◆ Test your prompt using MSTY.app
- ◆ Log:
 - ◆ Compare to Day 1's prompt output
 - ◆ Record how using examples affected accuracy and tone

Structured Output & Debugging

- ◆ Practice:
 - ◆ Create a structured prompt to extract fields like this: "From this transcript, extract: 'Key Theme', 'Speaker Concern', 'Suggested Solution'. Return as JSON."
 - ◆ Test on:
 - ◆ Clear input
 - ◆ Ambiguous or emotional input
 - ◆ Incomplete or fragmented input
 - ◆ Use MSTY.app to test and refine your prompt
- ◆ Review and Reflect:
 - ◆ Which style worked best?
 - ◆ How did the LLM handle messy input?
 - ◆ Where do you want to improve?