

## DATA Analytics Internship – DATA 498

### ➤ **About the Data Analytics Internship**

- The Data Analytics Internship is a degree and graduation requirement that allows students to gain intentional industry experience in a monitored work environment.
- Students are responsible for acquiring their own internships and should typically plan to apply for internships that would begin after they have completed DATA 219 or CPT\_S 215. This means to begin applying before these classes are completed. There are, however, some companies - such as Microsoft, that welcome interns to apply at the start of their program to encourage them to continue their internship work with them.
- The prerequisites to DATA 498 are admittance to the Data Analytics major. Please see the Internship Resource List below to assist in your search.

### ➤ **DATA 498 Enrollment Procedure**

- Students can do the internship over the summer and then be enrolled in DATA 498 in the Fall or Spring semesters.
- DATA 498 is a variable credit internship. Students may earn 1-3 credits with 55 hours of work equaling 1 credit hour. To earn 3 credits, a student will need to complete 165 hours of work for an internship. Please consult with your advisor about the 40 upper division credit requirement for graduation.
- DATA 498 may be repeated for a cumulative maximum of 6 credits.
- **Once students have secured an internship and supervisor, they need to complete the internship application** and notify the program's internship coordinator, Jill Shafer ([jill.shafer@wsu.edu](mailto:jill.shafer@wsu.edu)) once the application has been completed.
- Students must have their local internship supervisor send the following internship placement confirmation information to Jill Shafer, [jill.shafer@wsu.edu](mailto:jill.shafer@wsu.edu):
  - Confirmation that student is/will be working at their site.
  - A start date and estimated end date.
  - An estimate of how many hours student will work over the course of the semester/internship window.
- The supervisor confirmation and application must be received within the first two weeks of the semester to be enrolled in DATA 498 for that term.

### ➤ **Expectations during the Data Analytics Internship**

- Meet with supervisor/mentor regularly, become familiar with the day-to-day responsibilities and duties associated with position, and discuss progress in fulfilling expectations.
- Keep a log to document student experiences, including descriptions of:
  - What projects you are working on.
  - What is appealing about the work.
  - What is challenging about the work.
  - Discussions with supervisor and/or team members.
  - What you are learning about the duties and responsibilities associated with this position.
  - The specific and essential skills you must acquire while still in college to be successful in this field.

### ➤ **Can I intern at my current place of employment?**

- Students working in Data Analytics can use their current employment to satisfy DATA 498. Students should be in communication with their academic advisor if they plan to use their current place of employment.

- **How do students working full-time complete the internship requirement?**
  - Students with full-time employment obligations should speak with their academic advisor to discuss variable credit options or the option to complete a data analytics project (must be approved by Internship Coordinator).
  
- **Does it have to be paid?**
  - Internships may be paid or unpaid.
  
- **Can it be in-person, hybrid, or remote?**
  - Internships may be fully in-person, remote or hybrid.
  
- **Internship Resource List:**
  - Read all email communications from the WSU Data Analytics listserve, your advisor, and the internship coordinator to ensure you are not missing important information.
    - **Websites to search:**
      - Handshake
      - LinkedIn
      - Indeed.com
      - Internships.com
      - Glassdoor.com
      - simplyhired.com
      - <https://www.worksourcewa.com/>
      - <https://www.governmentjobs.com/careers/washington/wsdot>
  
    - **Other/helpful search terms:**
      - Database Analyst
      - Business Analyst
      - Data Scientist
      - Data Engineer
      - Business Intelligence Analyst
      - Operations Analyst
      - Data Architect
      - Analyst Engineer
      - Quantitative Analyst
      - Remote
  
    - **Organizations to search:**

<ul style="list-style-type: none"> <li>• Amazon</li> <li>• Google</li> <li>• Microsoft</li> <li>• Boeing</li> <li>• Clearwater Paper Corp.</li> <li>• Silver Lake</li> <li>• Kaiser Permanente</li> <li>• Moss Adams</li> </ul>	<ul style="list-style-type: none"> <li>• Nordstrom</li> <li>• Pacific Northwest National Laboratories</li> <li>• Russell Investments</li> <li>• Schweitzer Engineering Labs</li> <li>• T-Mobile</li> <li>• Unify Consulting</li> <li>• IBM Meta</li> </ul>
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