

Data 498 Internship Spring 2024

Grading: S/F

Class Meetings: None

Instructor: Jill Shafer, Ph.D.

Contact Information: jill.shafer@wsu.edu

Text: No required text.

Prerequisite: Admitted to Data Analytics Major; Junior Standing

Credits: DATA 498: variable credit, 1-3 credits. Can be repeated.

Course Prerequisite: By Program permission. Practicum for students admitted to the DA program.

Additional Course Information: This course allows DA students to be exposed to experiential learning gives students the opportunity to explore and develop their careers through professional practice. The structured plan of education impacts student work-readiness through a number of professional development skill-building activities. These activities include goal setting; analysis and reflection; feedback from employer; and sharing about the experience with other students upon return to campus. After completing the program, undergraduate students earn credit applicable toward their degree with DATA 498 listed on their permanent transcript.

Students provide pre-work information required for enrollment in the course through receipt of the two-part application, including:

1. Internship application

2. Internship supervisor information (or offer letter) with the following:

(a) internship supervisor's confirmation of internship placement

(b) planned start and end dates that reflect the work hours indicated in internship application.

Student Learning Outcomes

Student Learning Outcomes for this course: At the end of this course, students should be able to:	Course Topics/Dates The following assignments will address this topic	Evaluation of Outcome: This outcome will be evaluated primarily by:
<p>Identify, locate, evaluate, compile and responsibly (ethically, legally, socially, professionally, and securely) use data and associated materials from multiple sources relevant for Data Analytics.</p>	<p>Weeks 1-15: a. Quarterly reflective essays and work logs b. Mid-term internship meeting with course instructor c. Reports: first and final reports</p>	<p>Completeness of the quarterly reflective essays, work logs, mid-term internship meeting with course instructor, first report and final report</p>
<p>Appropriately define Data problems, formulate questions, develop an analysis plan, and interpret the results of these analyses.</p> <p>Effectively communicate data analytics techniques and results in a scientifically and technologically informed way to the academic community, business/industry professionals, and the general public through writing, discussion, digital media, and/or other communication formats.</p> <p>Produce a final report.</p>	<p>Weeks 1-15: a. Quarterly reflective essays and work logs b. Mid-term internship meeting with course instructor c. Reports: first and final reports</p>	<p>Completeness of the quarterly reflective essays, work logs, mid-term internship meeting with course instructor, first report and final report</p>
<p>Work in consultation with an end-user to apply a full range of Data Analytics techniques.</p>	<p>Weeks 1-15: a. Quarterly reflective essays and work logs b. Mid-term internship meeting with course instructor c. Reports: first and final reports</p>	<p>Completeness of the quarterly reflective essays, work logs, mid-term internship meeting with course instructor, first report and final report</p>

Assignment Schedule

Weeks with Assignments Due	Due Date	Assignment/Description of items due
Week 1	Sunday, Jan. 14	a. Syllabus Quiz b. Schedule Zoom Midterm Meeting
Week 3	Sunday, Jan. 28	Reflective Essay #1 and updated WSU Internship Log
Week 4	Sunday, Feb. 4	First Report
Week 7	Tuesday -Friday, Feb. 20-23	Mid-term Meeting
Week 9	Sunday, Mar 10	Reflective Essay #2 and updated WSU Internship Log
Week 10	March 11-15	SPRING BREAK
Week 11	Sunday, March 24	Reflective Essay #3 and updated WSU Internship Log
Week 14	Friday, April 19	a. Final Report b. Supervisor Assessment

Week 15	Friday, April 26	Reflective Essay #4 and updated WSU Internship Log
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Instructions for Class Assignments

I. DATA 498 Internship Reflective Essays and WSU Internship Log

A. Reflective Essays: You will be asked to provide four reflective essays, during specified weeks, on the work you are/have been doing. Use the prompts below to guide your discussion, at least for the first essay. Feel free to respond with alternative discussion points after the first essay, to those you determine best reflect your ongoing experiences. Three-four paragraphs, up to one page, will be adequate to address your experiences each essay cycle. Regardless of your tracking system for your internship site, you will also include the updated WSU Internship log.

Reflection Questions:	
1.	Describe the tasks you spent most of your time on this week?
2.	What was something new you learned or something you found particularly interesting?
3.	What surprised you?
4.	What did you find most challenging?
5.	What tools did you bring into this setting that were helpful to your work?
6.	What would knowledge, skills, or tools, would you have benefited from knowing before you started this internship?
7.	What did you need to ask for help with or learn on your own? If learning on your own, how did you approach this?
8.	Other reflection topics:

B. Mid-Point Zoom Meeting: **During the first week of class, you will schedule a Zoom meeting with me the week of February 20-23:

[Mid-Point Internship Advising Meeting.](#)

This check-in meeting provides you the opportunity to talk with me about your internship experiences and for me to learn more about you're your work through this update. The discussion can be similar to the questions you are responding to in the reflections or can include other topics you want to discuss. If there are ever issues you want to talk with me about before this mid-point meeting, always feel free to reach out to talk about your experiences or any issues.

C. WSU Internship Log: Students are responsible for submitting an ongoing WSU Work Log of internship hours completed through the course Excel sheet provided, **WSU Data Analytics Internship Log Sheet.xlsx** which includes date, brief summary of activities, and hours. This needs to be updated regularly and submitted with each of the four reflective essays. *Download onto your computer and update as needed. You can submit in a WORD file. If you submit in a PDF, you will need to total the hours column each time. This must also be submitted to your local internship supervisor to allow them to easily keep track of your hours, which they will be asked for with the End-of Internship Assessment they will be asked to submit for you. Even if you submit hours through your worksite, you are required to keep the WSU work log updated and submit on schedule.

*Occasionally students realize they are not getting the hours they anticipated and enrolled for (50 hours per credit). If you find out this is this situation, **contact me as soon as you realize this** to allow us to determine the best option to allow for you:

- (a) Reduce the number of credits you are enrolled in to allow you to complete the course.
- (b) Take an incomplete and complete the hours during an upcoming semester.

II. DATA 498 Internship Reports

A. First Report

Provide an introduction to the internship requirements you have agreed upon, such as the goals and outcomes of your work as you begin. One page (double-spaced) is adequate. You may include such details as data analysis, cleaning, compiling, and software used. Your work may proceed as planned by the time you write the final report, or it may need to be adjusted based on the work as it progresses.

B. Final Internship Report

This is a general format that you can use to organize your final paper as you write up your experience, your contributions to this internship role, what you applied for your coursework in the program, and additional skills you brought into this internship experience.

Report: Components I-IV. Minimum, 5 pages (maximum, 10 pages); double spaced.

Appendix: Component V (not counted toward the 5-10 page count requirement/restriction).

Final reports that do not meet the minimum requirements will be returned for completion.

Components of Final Report:

I. Identify, locate, evaluate, compile and responsibly (ethically, legally, socially, professionally, and securely) use data and associated materials from multiple sources relevant for Data Analytics.

II. Appropriately define Data problems, formulate questions, develop an analysis plan, and interpret the results of these data analytics techniques and results in a scientifically and technologically informed for your internship site.

Describe or attach any materials you want to demonstrate that reflect alternative ways you used to communicate this information such as through a presentation at your work site, digital media, or other means of communicating this work. Feel free to attach any materials as appendix items to demonstrate this.

III. Address how you've worked in consultation with your end-user during this internship to apply a full range of Data Analytics techniques.

IV. Additional information specific to your internship site and project(s).

V. Appendix (not counted toward the 5-10 page count requirement/restriction)
-Any documents/visuals from internship work to support final report.

III. Local Supervisor's Internship Assessment/Final Confirmation of Hours

At the end of the term, your local supervisor will receive an email link to submit your local internship assessment. **It is the student's responsibility** to ensure the **current** and **accurate** email contact information for their internship supervisor is included in the application and updated with the course instructor if needed. This information will be used to submit the final assessment form to your local internship supervisor for the assessment/ confirmation of the work you are doing. Receipt of

the final assessment/confirmation of hours is required to complete the internship course.

Supervisor Assessment: The supervisor assessment link will be sent out the last month of the term and you will need to check in Canvas Grades to see if your assessment has been submitted by the due date. If not, you will be responsible for following up with your supervisor to remind them to send it in.

Final Internship Hours: Make sure you share the WSU Internship Log (Excel sheet) with your supervisor to make it easier for them to complete the above assessment where they will be asked your hours. Even if you have a source for logging hours through your work, you must keep this log sheet updated for them to review, use for the above report, and to sign for your final log submission.

Grading Rubric:

Assignment	
Reflections and Work logs: -Four reflective essays on work -Log of daily hours, dates, brief work summary -Mid-point Zoom meeting	30%
First Report	10%
Final Report	50%
Local Supervisor Assessment (required for course completion)	10%

Attendance/Class Participation, Evaluation and Grading:

DATA 498 is a Satisfactory/Fail course.

For attendance the students are expected to maintain contact with their local supervisor/mentor as often as agreed upon in their Internship Agreement. Work will be assessed according to that determined in the Internship Agreement. Students are expected to initiate communication when questions arise and when feedback is needed.

Late policy: All daily log, reflection and reports will be due on date in date indicated in the Assignments/Modules tab, with a grace period until the following Monday, to avoid being considered late.

Grading policy: Students need to submit all assignments to pass the course.

Rules of Conduct: Students are expected to adhere to the WSU Honor code rules.

Further, students are expected to make every effort to complete all requirements and to contact the course instructor to discuss any concerns.

Student Work-Load: DATA 498 is a 1-3-credit course. Each 55 hours of work is the equivalent of 1 university credit.

During the Internship:

1. Meet with your Internship supervisor/mentor regularly to become familiar with the day-to-day responsibilities and duties associated with their position and to discuss your progress in fulfilling their expectations of you during the internship experience.
2. Keep a log to document your experiences, including descriptions of:
 - What projects you are working on
 - What appeals to you about the work
 - What you find challenging about the work
 - The discussions you had 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 feel like you must acquire while you are still in college to be successful in this field.

The log will be added to the Final Internship Report as an appendix.

3. Set a work schedule.
 4. Be reliable, consistent and on time
 5. If you miss work, call the number provided by your supervisor.
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Incomplete Grade Policy (Academic Rule 90h): Incompletes are granted only with permission of the instructor and are subject to the following guidelines:

1. Students must request an incomplete in writing or by e-mail from the instructor before the end of the semester.
2. The request must be signed and dated by the student (or identified by student's e-mail address) and must explain the reasons behind the request for the incomplete.
3. In order to be considered for an incomplete, there are two main conditions:
 - A student must complete a minimum of 75 percent of the assigned course work.
 - A student must have a mathematical possibility of scoring a 60 percent or above for the entire course.
4. If extraordinary circumstances (e.g., family emergency, serious illness) are involved and are documented to the instructor's satisfaction, the professor/ instructor retains the discretion to grant an incomplete even if the minimum conditions outlined in item 3 above are not met.

If an incomplete is granted, the standard WSU policy applies (i.e., ALL work must be completed within one full year from the end of the enrollment semester at issue, unless a shorter time is specified by the instructor. Otherwise, an automatic grade of "F," or failing, will be entered on the student's transcript).

Credit Hour Equivalent: Academic credit is a measure of the total minimum time commitment required of a typical student in a specific course. For the Data Analytics Internship, 55 hours of work is the equivalent of 1 academic credit.

Academic Integrity: Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly enforced in this course. Violation of WSU's Academic Integrity Policy (identified in Washington Administrative Code(WAC) 504-26-010(3) and -404) may result in penalties up to and including failing the assignment, exam, quiz, course requirement, or the course itself and students will not have the option to withdraw from the course pending an appeal, and will be reported to the Office of Community Standards. Cheating includes,

but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students, WAC 504-26-010(3). You need to read and understand all of the definitions.

Plagiarism or cheating will not be tolerated. University policy will be strictly adhered to in all such cases. There is a difference between collaboration and plagiarism. Plagiarism is the act of using another's work without giving them credit for it. Collaboration is the exchange of ideas, the debate of issues and the examination of readings among each other that enables you to arrive at your own independent thoughts. Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Academic integrity will be strongly enforced in this course. Students who violate WSU's Academic Integrity Policy (identified in Washington Administrative Code (WAC) 504-26-010(4)) will fail the assignment, will not have the option to withdraw from the course pending an appeal, and will be reported to the Center for Community Standards.

Students with disabilities: Reasonable accommodations are available for students with documented disabilities or chronic medical conditions. If you have a disability and need accommodations to fully participate in this class, please visit the Access Center website to follow published procedures to request accommodations: <https://studentaffairs.vancouver.wsu.edu/access-center>. Students may also call or email the Access Center to schedule an appointment with an Access Advisor; Phone: 360-546-9238; Email: All disability related accommodations MUST be approved through the Access Center. If you have a disability and need accommodations, we recommend you begin the process as soon as possible. It is a university expectation that students with approved accommodations visit with instructors (via email or Zoom) within two weeks of requesting their accommodations to discuss logistics. For more information contact a Disability Specialist on your home campus: -Pullman or WSU Online: 509-335-3417, <http://accesscenter.wsu.edu>, Access.Center@wsu.edu - Spokane: <http://spokane.wsu.edu/students/current/studentaffairs/disability/> - Tri-Cities: <http://www.tricity.wsu.edu/disability/> - Vancouver: 360-546-9238, <http://studentaffairs.vancouver.wsu.edu/student-resource-center/disability-services>.

Policy Prohibiting Discrimination and Harassment (Executive Policy 15) This policy expresses WSU's commitment to maintaining an environment free from discrimination, including sexual harassment. This policy applies to all students, faculty, staff, or others having an association with the University. Discrimination, including discriminatory harassment, sexual harassment, and sexual misconduct (including stalking, intimate partner violence, and sexual violence) is prohibited at WSU (See WSU Policy Prohibiting Discrimination and Harassment (Executive Policy 15) and WSU Standards of Conduct for Students). If you feel you have experienced or have witnessed

discriminatory conduct, you can contact the WSU Office of Civil Rights Compliance & Investigation (CRCI) and/or the WSU Title IX Coordinator at 509-335-8288 to discuss resources, including confidential resources, and reporting options. (Visit crci.wsu.edu for more information). Most WSU employees, including faculty, who have information regarding sexual harassment or sexual misconduct are required to report the information to CRCI or a designated Title IX Coordinator or Liaison. Visit <https://crci.wsu.edu/reporting-requirements/> for more information.

Accommodation for Religious Observances or Activities: Washington State University reasonably accommodates absences allowing for students to take holidays for reasons of faith or conscience or organized activities conducted under the auspices of a religious denomination, church, or religious organization. Reasonable accommodation requires the student to coordinate with the instructor on scheduling examinations or other activities necessary for course completion. Students requesting accommodation must provide written notification within the first two weeks of the beginning of the course and include specific dates for absences. Approved accommodations for absences will not adversely impact student grades. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who feel they have been treated unfairly in terms of this accommodation may refer to Academic Regulation 104 – Academic Complaint Procedures.