APSTA-GE 2310 Internship

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Course website: http://home.nyu.edu (NYU Classes)

Class Schedule and Deadlines

<table>
<thead>
<tr>
<th>Week of</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sept 5</td>
<td>First required class, location Kimball Hall 2nd Floor conference room</td>
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<td></td>
<td>Signed formal agreement due via NYU Classes before class</td>
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<td>Oct 9</td>
<td>Journal 1 due via NYU Classes by 8:00 PM</td>
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<td>Nov 6</td>
<td>Journal 2 due via NYU Classes by 8:00 PM</td>
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<td>Dec 4</td>
<td>Journal 3 due via NYU Classes by 8:00 PM</td>
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<td>Week of Dec 11</td>
<td>Final required class and final presentations, location TBA</td>
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<td></td>
<td>Signed employer letter due via NYU Classes before class</td>
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** As described in more detail below, you are required to have your employer write a letter confirming your completion of 80 hours (or more). This letter should be scanned to you with a signature and then uploaded to NYU classes before our last class meeting.

Course Description

In the internship, students will gain experience working with “real world” data, working with an approved faculty member, local firm or organization. Students will receive practical training focused on the kinds of issues that researchers face in collecting and analyzing data. This course will not only enhance the tools and techniques students develop, but also may lead to employment opportunities after graduation.

Course Requirements

- Complete 80 hours of internship for 1 credit; 110 hours for 2 credits; 135 hours for 3 credits; or 180 hours for 4 credits (which can be spread out part-time over the course of a semester, or done intensively, full-time)

- Formal Agreement – A formal agreement between NYU and the internship site to ensure the experience meets the standards and qualifications of the course. The student should attach a copy of the agreement to the internship description and submit to his/her
Internship supervisor within the first week of the start date. The agreement can be found on NYU Classes under “Resources.” Both the student and internship supervisor must review this document within one week of the beginning of the semester. The student should submit the agreement signed by employer on NYU Classes by the date specified in the Class Schedule and Deadlines section above.

- Submit three assignments at designated times throughout your experience – the entries should be 2.5-3 pages each. The purpose of the journal is to describe the experience itself and record your reflections on it. The journal is to be turned in three times throughout the semester at the three designated dates (above).

- Final Presentation – prepare a ten-minute presentation which critically analyzes a topic of interest that arose out of your internship experience. The broad purpose of the presentation is to link your concrete experience to core concepts and methods that have been discussed throughout the A3SR program. Further information about the final presentation is provided below.

- Submit an official letter signed by your internship supervisor stating that you completed 80 (110 or 135 or 180) hours of work, and the tasks you were responsible for. This letter may also be useful as a letter of recommendation for your own future use.

Assignments

Each journal should be a reflective piece, 2.5-3 pages in length (double spaced, 12-point font, standard margins) and should respond to the issues posed below.

Journal #1: Briefly describe your internship. In particular, describe the primary mission of the company or organization in which you are an intern, the role you have been assigned, and the particular activities you will be carrying out. List three goals or learning objectives that you would like to accomplish during your internship. Describe how you decided upon these goals and how you expect the activities you have been assigned to facilitate accomplishing these goals.

Journal #2: Describe how the company or organization in which you are an intern makes use of data and statistical analysis. How does the organization use data or statistical analysis to help advance its primary mission? How does your work fit into this? What do you think are the data-driven trends currently impacting the company or organization and the industry/field it operates within?

Journal #3: Final progress report. Discuss to what extent you have met your goals and learning objectives. What would you have done differently or changed? What did you feel you did really well? Create a list of the skills and insights you have gained based on your internship experience, worthy of including on CV. Would you recommend this company to another student in the master’s program who is looking for an internship? Why or why not? How could this company or organization have improved your internship experience?
**Final Presentation**

The final presentation should address a topic of interest that arose out of your internship experience. The broad purpose of the presentation is to link your concrete experience with the methods and concepts that have been discussed throughout the master’s program. How does your coursework relate to and facilitate your having carried out the work you were doing in your internship? Your talk should address at least one analysis that you conducted during the internship, including a statement of its purpose, the steps you took to carry it out, and the resulting major conclusions. The talk should be delivered at a level that someone from the company or organization would be able to understand.

Each presentation should be approximately ten minutes long. Students are encouraged to use visual aids, such as PowerPoint. The presentation should briefly introduce the organization and its mission, describe the specific project with which you were involved, the specific tasks you were assigned, and how your ability to perform these tasks benefited from having been a student in A3SR master’s program.

**Finding an Internship**

The A3SR program prepares graduates to become professionals who use statistics, large datasets, and research designs to gain insight into questions of interest in the social sciences, broadly defined. The program recognizes the need to link theory and practice, and, consequently, each student is able to participate in a semester-long internship with a company or organization that relies on the analysis of data to achieve its primary mission. The purpose of the internship is to enable students to gain experience in a work environment, and assist them in their professional development.

- **Explore your own interests**: What is your area of interest? What organizations do interesting work in these areas? What kind of skills do you want to develop? What types of organizations do you want to become involved with – research, think tanks, advocacy, nonprofits, private firms that run schools, government, international, etc.?

- **Search for possible options**: Look up relevant organizations on the internet; write to human resources and internship offices at these organizations; attend panels and job talks at NYU; communicate with program peers and alumni to find out about their experiences.

- **Listserv**: If you do not receive emails from the A3SR MA listserv from Maria Williamson Ramirez, send her an email ASAP! This listserv should enable you to find an internship for this course.

- **Application**: Apply early to internship opportunities that are posted on websites or listserves; apply to several options; tailor your cover letters and resume to each case (free help on resumes is offered by the NYU Wasserman Center or you can make an appointment with Maria Williamson Ramirez).
• Approval: Once you have chosen your possible internship site, contact Maria Williamson Ramirez at maw660@nyu.edu to make sure these options are approved by the program.

Where have internships been advertised / held in the past?

MDRC
Research Alliance for NYC Schools
NYC Department of Education
Institute of International Education
Institute for Education and Social Policy (NYU)
Nutanix
Indiana Pacers

Policies and Procedures

• Extensions on coursework—the three journals and final presentation—will not be granted. Barring serious illness or family emergency (both with appropriate documentation), only an extension on internship hours will be permitted. You are still required to turn in all paperwork by the specified deadline. For example, your journal must be turned in by the due date even if incomplete; it should include complete entries up until the last day of class. This policy will be strictly enforced.

• Exceptions to the above policy shall be granted only in extreme circumstances, and require appropriate written documentation. Examples of exceptional circumstances include a learning disability (documented by NYU in the form of a written letter from the Center for Students with Disabilities) or hospitalization. Changing topics, not completing hours on time due to poor time management; and procrastination do not count as exceptional circumstances.

• This course is graded on a pass-fail basis. Failure to turn in the following documents by the deadline via NYU Classes will result in a failing grade.

• Plagiarism of any kind is simply unacceptable, and students are expected to adhere to the NYU Steinhardt Statement on Academic Integrity. Any instance of plagiarism – large or small – will result in a failing grade for the course. When in doubt, cite and cite properly using the APA, MLA, or Chicago Style reference system.

Assignments and Grading

• Signed formal agreement
• Attendance at two mandatory classes (10%)
• Assignment – three journal submissions (20%)
• Final Presentation (30%)
• Completion of internship hours - confirmed by a letter from internship supervisor (40%)

❖ The course is graded as Pass / Fail. A minimum of 75% is required for a passing grade.