# Steps to setting up your internship: Data Science

**Start early!**
**It can take several weeks to get through the set-up process**

## Preparation Steps

☐ **Search for internships**

Off-Campus: <u>Handshake</u> > Jobs > Internships
On-Campus: <u>Handshake</u> > Jobs > On-Campus > Search "Community Leaders"
Organization Lists: <u>katiecareervc.edu/channels/search</u> > Career Interest Menu

☐ **Prepare your resume, cover letter, and interviews**

Resources: <u>Resume Guide</u>, <u>Cover Letter Guide</u>, <u>Interview Guide</u>, <u>Interview Stream</u>

☐ **Data Science requires at least a 0-credit internship**

| Options | Hours/Week | Semester Hours |
|---|---|---|
| 4 Credits | 10-12 Hours | 150-160 Hours |
| 2 Credits | 5-6 Hours | 75-80 Hours |
| 0 Credits | 5-6 Hours | 75-80 Hours |

☐ **Request a Faculty Advisor**

Contact Monica Brown, Data Science Program Director to serve as your advisor

## Set-Up Steps for Registration

☐ **Complete a <u>Learning Contract</u>**

–Record internship details, duties, goals, and assignments (A Biology Symposium presentation is a required assignment)
–Obtain e-signatures from your faculty advisor and internship site supervisor

☐ **Complete the <u>Experiential Learning Agreement</u>**

☐ **Request an Experience in Handshake**

Go to <u>Handshake</u> > Career Center > Request an Experience

☐ **Schedule an Internship Set-Up Appointment**

Go to <u>Handshake</u> > Career Center > Appointments

Go to <u>katiecareervc.stkate.edu/channels/internships</u> for more information