

# **Data Management & Analysis (BI & DA)**

## **Academic Internship Experience - EXPRL 490 (5 credits)**

The class EXPRL 490 guides students through an academic internship. The course facilitates upper division students' integration of an internship work experience with their academic studies and supports attainment of their career goals. Students have the option of taking the internship class, EXPRL 490, instead of the capstone class DATA 485 and this course counts toward the fulfillment of bachelor's degree course requirements.

### **Purpose of Courses**

The purpose of this course is to give students enrolled in this bachelor's program a structure for applying knowledge and skills gained in the classroom with learning in a real-world environment. Through internships, students develop lifelong learning skills that help them thrive in work and in life.

### **Eligibility**

EXPRL 490 is for students admitted to the BAS Data Management & Analysis degree program – either Business Intelligence concentration or Data Analysis concentration – and in their final year/senior year. EXPRL 490 course may be taken when the student has secured an internship and the internship has been approved by the Program Manager. Upon approval, the Internship Coordinator will work with the student to complete the necessary forms and to register for the class. Students may enroll during any term (including summer) as long as they are in their final/senior year.

### **Structure of Course**

In the EXPRL course, interns are advised by two faculty members who are: 1) the Internship Coordinator and 2) a faculty member from their discipline (usually the Program Chair). Students complete asynchronous assignments and attend one-on-one meetings with the Internship Coordinator (virtual or in person) for learning evaluation (formative and summative) and career coaching. The faculty member from the program grades the biweekly learning journals where students document their technical competency. The Internship Coordinator grades all other assignments and assists students with managing workplace relations as well as preparation for employment upon graduation.

### **EXPRL 490**

**Option 1:** Students can take and complete EXPRL 490 during one quarter/term if the student expects to work a total of 250 internship work hours during that term, the equivalent of 5 credits. Completing all credits in one term is preferred by the program.

**Option 2:** In unusual circumstances, students may be approved to take EXPRL 490 broken up over two quarters/terms (e.g., 3 credits first quarter, 2 credits second quarter) for a total of 250 internship work hours, 5 total credits.

### **Criteria for Approval of Internship**

- Students who are in the final/senior year of the bachelor's program
- The internship must be relevant to the student's field of study

- The scope of work of the internship allows the student to demonstrate their technical competency, apply what they have learned in program courses, and develop new skills
- Duration of the internship must be 250 total internship work hours, equivalent to 5 credits
- The internship can be paid or unpaid
- The intern must be supervised by an industry professional in the company

## **Application Process**

1) After the student has secured an internship, they must provide the job description to the Program Manager and Internship Coordinator to express interest in taking the internship class. The Program Manager reviews the job description and assesses if the scope of work meets the course outcomes and requirements. The Program Manager approves or declines the internship at this stage.

2) Once the internship has been approved, the student makes an appointment with the Internship Coordinator (either on campus or virtual) for an explanation of the required form(s) (internship training agreement and other forms for international students), the enrollment process, and an overview of course assignments.

3) The student and their internship site supervisor complete the training agreement electronically and returns it to the Internship Coordinator who obtains the Program Manager's signature.

4) After the training agreement has been completed and returned, the Internship Coordinator will send the student an email with enrollment information (permission code) and assignment due dates.

## **Learning Outcomes**

After completing the EXPRL 490 class, students should be able to:

- Evaluate, integrate and apply skills, concepts and knowledge acquired from classes to real workplace situations and problems
- Meaningfully synthesize connections between their internship work and their classroom studies in order to deepen their understanding of their program of study
- Demonstrate technical competence to industry professionals by completing projects and deliverables assigned by their worksite supervisor
- Identify and analyze strengths, new skills and knowledge acquired from the internship experience, interactions with colleagues and supervisors, and lessons learned shared through a reflective journal
- Document internship accomplishments and activities and articulate the value of those activities and accomplishments
- Create a strengths-based resume in preparation for full-time employment after graduation
- Select a career goal and articulate how their BC education has prepared them for that goal and how they plan to continue their learning after graduation

## **Contact**

For questions about internships or the EXPRL 490 class, please email or schedule an appointment with:

- Amber Kelly, Program Manager, [amber.kelly@bellevuecollege.edu](mailto:amber.kelly@bellevuecollege.edu)
- Tamara Pinkas, Internship Coordinator, Center for Career Connections/RISE, [tamara.pinkas@bellevuecollege.edu](mailto:tamara.pinkas@bellevuecollege.edu)
- Winnie Li, Program Chair, [winnie.li@bellevuecollege.edu](mailto:winnie.li@bellevuecollege.edu)

*Data Management & Analysis (BI& DA) Academic Internship Experience Handout*

*EXPRL 490*

Page 2 of 2