COURSE INFORMATION

Course title:	Analytics Internship		
Course code:	BA 509	Credits:	3.0
Session, term, period:	2022 Summer	Class location:	Varies
Section(s):	BA1	Class times:	Varies
Course duration:	May 30 - August 26, 2022 All internships must be a minimum of 12 weeks full-time (35 hours/week).	Pre-requisites:	N/A
Division:	OpLog and Marketing; BCC	Co-requisites:	N/A
Program:	MBAN		

CONTACT INFORMATION

Contact:	Business Career Centre		
Phone:	604-822-6479 or 1-877-777-6479	Office location:	HA 155
Email:	mbancareers@sauder.ubc.ca	Office hours:	By appointment

In addition:
- Students will each be allocated a faculty supervisor from the instructing team. The supervisor will provide <u>academic</u> support and guidance. Contact details for the appropriate supervisor will be provided.
- Students completing a student research project might be supervised by another faculty member.
- Students should contact the Business Career Centre (mbancareers@sauder.ubc.ca) for support with <u>professional development issues</u>, and for queries relating to <u>internship search</u>.

COURSE DESCRIPTION

The Analytics Internship is a 3-credit course in the MBAN program that provides a valuable experiential learning opportunity. Each student will work on a significant analytical challenge(s) faced by a company, start-up or non-profit organization. The internship enables students to apply the analytical and practical skills learned in their coursework to a real-world setting. The internship also allows the student to create lasting connections with other analytics leaders in the industry and broaden their knowledge of the profession.

There are 2 main streams for students to complete the Analytics Internship:
- Traditional internships: You work with a company where the role is analytics focused.
- Student research project: This is an independent analytics project that you create and propose. It allows you to explore a subject area of your interest while developing transferable business analytics skills that align with your career goals. Note that student research projects are unpaid.
  - Projects are self-directed, with the objectives agreed with your faculty supervisor

The BA 509 Analytics Internship is a collaboration between the Hari B. Varshney Career Centre (BCC), the Robert H. Lee Graduate School (RHL), and external partners. The course provides professional graduate students the opportunity to interact with business professionals in a real-world setting, enabling them to better achieve their career goals, while still meeting academic objectives.

What is considered an internship?

In order to count an opportunity towards the analytics internship, it needs to fulfill the following requirements:

- The internship/project should fall under one or more of the following areas: predictive analytics, optimization, simulation modeling, machine learning, process analytics, supply chain analytics, marketing analytics, text analytics, customer portfolio analytics, new product development analytic
- The opportunity should be a **term** position (i.e. there is an end date)
    - Note: Permanent or ongoing roles will not count towards your internship requirements
- The opportunity is at least 12 weeks (3 months) in duration – full time (at least 35 hours per week)

Securing an Internship

Securing an internship is the responsibility of the student. We expect that each student will be creative and collaborative in their effort to secure an internship opportunity. All MBAN internship opportunities sourced by the Business Development team at the Business Career Centre will meet the course requirements for scope (including start date) and will be available via COOL.

Students can opt to find their own internship opportunities outside of COOL, provided they meet the internship requirements. For opportunities found **outside of COOL** (including student research projects), students will need to submit an MBAN Internship Proposal to ensure fit and quality of the project by **May 10, 2022** via your BA 509 course Canvas site.
Note that postings listed on COOL will not require a proposal submission.

All internships must be approved/confirmed by May 16, 2022 at the latest. Once you have accepted an opportunity, please report in SEAT (https://sauder-ubc.12twenty.com/) to confirm your internship.

Faculty Supervisor

Each student will be assigned a faculty supervisor to provide guidance and support during their project. Students are required to have **2 mandatory touchpoints** with their faculty supervisor: initial meeting (by June 23, 2021), and mid-point check-in (by July 22, 2021) to update their supervisor on their progress and ask for any guidance. **It is expected that the student will reach out to their assigned faculty member to arrange these meeting times. Please note that these two touchpoints are mandatory – failure to connect with your faculty supervisor will impact your course completion requirements. Your faculty supervisors will be tracking these two touch-points.**

Note that an internship is considered an employment relationship, and students should agree to the nature of the role/project and deliverables with their employer and their faculty supervisor in advance. Employers may have additional requirements beyond the academic requirements of the course.

If you experience any unexpected challenges during your internship, please reach out to at mbancareers@sauder.ubc.ca or your faculty supervisor **as early as possible.**

COURSE FORMAT

Experiential learning – format depends on student internship stream

LEARNING OBJECTIVES

Purpose of the course:

- To provide students with a benchmark experience of insightful work in the practice of analytics.
- To give students an opportunity to apply principles of project management, problem solving, and storytelling with data in a real-world setting.
- To give students experience managing the messiness of real-world problems—ambiguous problem definitions, uncertain methods, incomplete or inaccurate data, unclean data sets—and to coach them through the process of bringing order to the mess.

By the end of the course, students will be able to:

- Apply principles learned in the MBAN program in one or more of the following areas: predictive analytics, optimization, simulation modeling, machine learning, process analytics, supply chain analytics, marketing analytics, text analytics, customer portfolio analytics, new product development analytics.
- Operate effectively within professional teams while solving complex problems.
- Create and deliver presentations on technical subjects for audiences at different levels of engagement, responsibility, and technical sophistication.

ASSESSMENTS

Analytics Internship is a pass/fail course. Students must meet their specific project/internship deliverable(s) to pass the course**.** A student could fail the Analytics Internship for lack of reasonable professional conduct and contribution to their project.

In order to receive a 'pass' on the course, students must complete the following:

- Read the Internship Handbook and sign the Terms and Conditions (due: January 31, 2022)
- Complete the Internship Knowledge Quiz on Canvas (due: January 31, 2022)
- Arrange and participate in at least two touchpoints with their assigned faculty supervisor
- Meet their specific project/internship deliverable(s) as deemed satisfactory by their supervisor/employer
- Complete the entire length of the internship as agreed upon by their supervisor/employer even when it exceeds the minimum requirement of 12 weeks.
- Submit all documents, files, codes created for the business/internship project(s) to employer
- Uphold the utmost professionalism as noted in the Internship Handbook
- Submit the internship final report to their faculty supervisor (see below)
- Report internship information on SEAT (https://sauder-ubc.12twenty.com/) within 48 hours after accepting an offer

Students must complete each deliverable as noted above to pass the course. This includes reporting your internship information on SEAT – if you do not complete your SEAT summary, you cannot pass the course. Note that the expectations of the quality of work required align with other MBAN courses.

Final Report

Students must submit a 5 - 8-page final report to their faculty supervisor by the completion of their internship. The report must include:

- Summary of project outcomes
- Tools/skills used

- Example of 1 challenge that you overcame
- Personal reflection of learnings from the project
- Note: Your faculty supervisor may have additional requirements depending on the type of internship opportunity.

Students must submit their final report by **August 26, 2022**. We recognize that some internships may go beyond this date as per your agreement with your supervisor/employer. If that applies to you, please submit your final report by August 26, 2022 but continue working based on your agreed upon arrangement.

Please note that we cannot issue your program completion letter until your faculty supervisor has marked your final report and advised that you receive a "pass" in the course. Your program completion letter is required for international students' post-graduation work permit (PGWP) application.

COURSE-SPECIFIC POLICIES AND RESOURCES

Please refer to the MBAN Internship Handbook for student expectations on your course Canvas site. **It is expected that all students uphold the utmost professionalism (as stated in the guidelines of the handbook) during their internship as they are an ambassador of UBC Sauder and the MBAN program.** It is also an expectation that once you have accepted an internship offer, that you honour that commitment.

Missed or late assignments, and regrading of assessments
Late submissions will not be accepted and will receive a grade of zero.

Academic Concessions
If extenuating circumstances arise, please contact the RHL Graduate School program office as early as reasonably possible, and submit an Academic Concession Request & Declaration Form https://webforms.sauder.ubc.ca/academic-concession-rhlee. If an academic concession is granted during the course, the student will be provided options by RHL, or by the instructor in consultation with RHL, per UBC's policy on Academic Concession.

Other Course Policies and Resources
Code Plagiarism
Code plagiarism falls under the UBC policy for Academic Misconduct. Students must correctly cite any code that has been authored by someone else or by the student themselves for other assignments. Cases of "reuse" may include, but are not limited to:

- the reproduction (copying and pasting) of code with none or minimal reformatting (e.g., changing the name of the variables)
- the translation of an algorithm or a script from a language to another
- the generation of code by automatic code-generations software

An "adequate acknowledgement" requires a detailed identification of the (parts of the) code reused and a full citation of the original source code that has been reused.

Students are responsible for ensuring that any work submitted does not constitute plagiarism. Students who are in any doubt as to what constitutes plagiarism should consult their instructor before handing in any assignments.

POLICIES APPLICABLE TO COURSES IN THE ROBERT H. LEE GRADUATE SCHOOL

Attendance

Excepting extenuating circumstances, students are expected to attend 100% of their scheduled class hours. Absent students limit their own academic potential, and that of their classmates, and cause unnecessary disruption to the learning environment. Students missing more than 20% of the total scheduled class hours for a course (including classes held during the add/drop period) without having received an academic concession will be withdrawn from that course. Withdrawals, depending on timing, could result in a "W" or an "F" standing on the transcript.

COVID-19 Policies for Attendance & Academic Concessions:

If a student feels unwell, they should stay home and send a courtesy email to each impacted instructor and cc their program manager. The student should also submit an Academic Concession Request & Declaration Form.

If a student suspects possible COVID-19 infection, they should use the BC Ministry of Health's self-assessment tool, to help determine whether further assessment or testing for COVID-19 is recommended.

If a student is required to self-isolate (e.g., while waiting for test results), they should follow the steps above (stay home, email instructor(s) and program manager, submit an Academic Concession Request & Declaration Form, and follow BC Health Guidance.

Students who are required to quarantine, should get in touch with their Program Manager to discuss the possibility of academic concessions for each impacted course. The Program Manager will work closely with your instructors to explore options for you to make up the missed learning.

COVID-19 Safety in the Classroom:

Masks: Masks are **required** for all indoor classes, as per the BC Public Health Officer orders. For our in-person meetings in this class, it is important that all of us feel as comfortable as possible engaging in class activities while sharing an indoor space. For the purposes of this order, the term "masks" refers to medical and non-medical masks that cover our noses and mouths. Masks are a primary tool to make it harder for COVID-19 to find a new host. You will need to wear a medical or non-medical mask for the duration of our class meetings, for your own protection, and the safety and comfort of everyone else in the class. You may be asked to remove your mask briefly for an ID check for an exam, but otherwise, your mask should cover your nose and mouth. Please do not eat in class. If you need to drink water/coffee/tea/etc, please keep your mask on between sips. Students who need special accommodation are asked to discuss this with the program office.

Seating in class: To reduce the risk of COVID-19 transmission, please sit in a consistent area of the classroom each day. This will minimize your contacts and will still allow for the pedagogical methods planned for this class to help your learning.

Visit the following website for the most recent updates regarding COVID-19 protocol on campus:
https://students.ubc.ca/campus-life/returning-to-campusPunctuality

Students are expected to arrive for classes and activities on time and fully prepared to engage. Late arrivals may be refused entry at the discretion of the instructor or activity lead. Students arriving later than halfway through a scheduled class will be treated as absent for that class.

Electronic Devices

Devices such as laptops, tablets, and cell phones are not permitted to be used in class unless directed by the instructor for in-class activities. Students who do not follow the School's policy in this regard may be required to leave the room for the remainder of the class, so that they do not distract others. Research shows that students' use of laptops in class has negative implications for the learning environment, including reducing their own grades and the grades of those sitting around them.

Citation Style

Please use the American Psychological Association (APA) reference style to cite your sources.

Details of the above policies and other RHL Policies are available at:
http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,199,506,1625

UNIVERSITY POLICIES AND RESOURCES

UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available on the UBC Senate website at https://senate.ubc.ca/policies-resources-support-student-success.

Academic Integrity

The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred to the President's Advisory Committee on Student Discipline. Careful records are kept in order to monitor and prevent recurrences.

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All materials of this course (course handouts, lecture slides, assessments, course readings, etc.) are the intellectual property of the instructor or licensed to be used in this course by the copyright owner. Redistribution of these materials by any means without permission of the copyright holder(s) constitutes a breach of copyright and may lead to academic discipline. Audio or video recording of classes are not permitted without the prior approval of the Instructor.]

ACKNOWLEDGEMENT

UBC's Point Grey Campus is located on the traditional, ancestral, and unceded territory of the xʷməθkʷəy̓əm (Musqueam) people, who for millennia have passed on their culture, history, and traditions from one generation to the next on this site.

COURSE SCHEDULE

All students should discuss with their supervisor/employer what their expected schedule and deliverable(s) are. Below is the general timeline of activity and deliverables, pre-, during, and post internship (*subject to change*):

Date	Activity & Deliverables
January 2022	Begin internship search • Begin actively looking on COOL opportunities • For opportunities not found on COOL, please submit an MBAN Internship Proposal form by May 10, 2022: https://canvas.ubc.ca/courses/93200/assignments/1101391
January 31, 2022	• Read the Internship Handbook and sign the Terms and Conditions • Complete the Internship Knowledge Quiz
February 21 – 25, 2022	Career Development Programming (focus on internship prep)
May 2022	Students will be notified who their assigned faculty supervisor is after they have accepted an opportunity.
May 10, 2022	Deadline to submit the MBAN Internship Proposal for personal research projects and opportunities outside of COOL
May 16, 2022	Students must have their internship approved/confirmed by this date
May 16, 2022	All internship information must be recorded in SEAT (dates are individual for each student – within 48 hours of accepting an offer)
May 2022	Internship expectations information session
By June 23, 2022	Initial check-in with faculty supervisor
By July 22, 2022	Midpoint check-in with faculty supervisor
August 26, 2022	• Deadline to submit final report to faculty supervisor • Report Your Future Job Search Plans in SEAT