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# IMPORTANT GUIDELINES FOR YOUR INTERNSHIP

- Start Date: You should begin your internship tasks only after the official start date mentioned in your Offer Letter email.
- **Domain-Specific Tasks**: Focus solely on completing tasks within your assigned domain as stated in the Offer Letter.
- Completion Certificate: To qualify, you must successfully complete a minimum of 2 tasks within your internship track.
- Letter of Recommendation (LoR): To be eligible, you need to complete at least 3 tasks in your domain.
- Learning Resources: The internship is self-directed. You are encouraged to choose your own learning materials to complete your tasks, as no formal training will be provided.
- Flexibility: This is a self-paced internship, allowing you to work at your convenience.
   There are no fixed timings or daily schedules.

# TASK SUBMISSION GUIDELINES

### **GitHub Repository:**

- You are required to maintain a public GitHub repository to document all tasks you complete.
- Use the following naming convention for your repository:
- "FUTURE\_TrackCode\_TaskNumber"
- Example: If you are pursuing a Data Science & Analytics Internship and working on Task 2, your repository name should be "FUTURE\_DS\_02".



## COMPLETION GUIDELINES

#### • Task Submission Form:

- A Task Submission Form will be provided around the middle of your internship month. Use this form to submit your completed tasks.
- Programming Language and Tools:
- You are free to use any programming language or framework to complete your tasks, depending on your preference and expertise.
- Data Science Interns can utilize tools like MS Excel, Power BI, Tableau, Google Sheets, Juypter and Vs Code for analysis and reporting.
- Visualizations and Dashboards:
- For Data Science Interns, while creating visualizations or dashboards to present your data is not mandatory, it is highly recommended. These enhance your work's clarity and impact.



### BUILDING YOUR PROFESSIONAL LINKEDIN PROFILE

### 1) Showcasing Your Internship:

- Post your internship offer letter on LinkedIn to announce your journey with Future Interns.
- Update your LinkedIn profile by:
  - Adding "Intern at Future Interns" in your headline.
  - Listing "<u>Future Interns</u>" as your current company in the work experience section.

### 2) Task-Based LinkedIn Posts:

- After completing each task, it is MANDATORY to create a LinkedIn post.
- Your post should summarize the task, highlight what you learned, and include relevant insights, screenshots, or visualizations.
- To enhance your post's visibility and engagement, consider adding a video demonstration of your work (optional but recommended).



# DATA SCIENCE & ANALYTICS

**TRACK CODE: DS** 

Note:

It's not compulsory to use the provided dataset

### TASK 1



## **BUSINESS SALES DASHBOARD FROM** E-COMMERCE DATA

- Task: Analyze e-commerce data to identify best-selling products, sales trends, and high-revenue categories using Power BI.
- Skills Gained: Data cleaning, DAX, trend analysis, business storytelling.
- **Deliverable:** An interactive dashboard with visuals and insights for business decisions.

FULL DETAILS: Business Sales Dashboard from E-commerce Data

### TASK 2

### SOCIAL MEDIA CAMPAIGN PERFORMANCE TRACKER

- ◆ **Task:** Analyze ad campaign data (Facebook/Instagram) to evaluate performance, engagement, CTR & ROI.
- **Skills Gained:** Marketing analytics, campaign optimization, dashboard storytelling.
- ◆ **Tools:** Power BI, Google Looker Studio, Excel/Sheets, Canva (optional).

FULL DETAILS: Social Media Campaign
Performance Tracker

### TASK 3

# COLLEGE EVENT FEEDBACK ANALYSIS – INTERNSHIP PROJECT

- **Task:** Analyze student event feedback to uncover satisfaction trends and suggest improvements using survey data.
- Skills Gained: Data cleaning, sentiment analysis, survey insights, charting, NLP.
- ◆ **Tools:** Google Colab, pandas, TextBlob/VADER, seaborn, Google Forms (CSV).

FULL DETAILS: College Event Feedback

Analysis – Internship Project





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