Final Report

Start Assignment

- Due Apr 30 by 11:59pm
- Points 50
- Submitting a file upload
- File Types pdf

To demonstrate accomplishment of concrete objectives and assure accountability during the field experience, as well as providing measurable benefits to the organization, each student intern is required to develop a report using the following format defined in the syllabus. This written document should summarize the entire internship as if submitting a final report to your mentor. In addition, a short appendix should be provided by the students to provide feedback on the overall DSBA program. The grade will be assigned based upon clarity of writing as well as the overall content and results of the internship. No proprietary or confidential information should be included in the report. Normalized scales or other means of hiding information is acceptable in your submissions. If you are having trouble gaining approval to submit, please reach out to the instructors as soon as possible.

Note corporate reports do not use first person singular pronouns or verb tenses (aka they do not use the words "I" or "we." This is because readers care about what got accomplished and generally not who did it. Please avoid first person singular in your report.

In addition, at the end of internship semester, each organization/mentor will receive a survey from the instructors to about their experience. These assessments should be received by program administration in order to receive a grade in this course.

Here are a few exemplars

Internship Report -exemplar.pdf (https://uncc.instructure.com/courses/239579/files/26767885?wrap=1) ↓ **(https://uncc.instructure.com/courses/239579/files/26767885/download?download_frd=1)**

Final_Report_Intern A.docx (https://uncc.instructure.com/courses/239579/files/26767902?wrap=1) ↓ **(https://uncc.instructure.com/courses/239579/files/26767902/download?download_frd=1)**

(https://uncc.instructure.com/courses/239579/files/26767902?wrap=1) FinalReport_HIA.docx (https://uncc.instructure.com/courses/239579/files/26767895?wrap=1) ↓ **(https://uncc.instructure.com/courses/239579/files/26767895/download?download_frd=1)**

You have the freedom to write the report as your mentor would like to see it. However, please add commentary on your experience as outlined in the Appendix of the following potential outline of an acceptable report. Max of 10 single spaced pages (including figures/visualizations)

1. Title Page: Give your internship project a concise, professional, descriptive title. Include the title, the course number, the semester (e.g., Spring 2022), your name, and the names of your faculty advisor and your mentor.
2. Table of Contents
3. Executive Summary: your summary needs to concisely describe the internship experience, and the business impact, in less than 500 words, single - spaced.
4. Introduction and Background
   - Business objectives of the internship experience
   - Statement of the business problem(s), clearly identifying both (a) the data science and/or business analytics aspects, and (b) relevance to the domain (i.e. retail, finance, energy, healthcare, etc.)
   - Review of relevant literature as appropriate. Include references (required for HIA)
5. Methods
   - Methods to achieving each objective or barriers to achieving objectives
6. Results
   - This section should be organized according to the business objectives; indicate what objectives were achieved, and which ones were not achieved and why
7. Discussion and Conclusions
   - Describe the overall business impact.
   - Describe any new avenues of inquiry that the internship experience suggested you should pursue to be a more effective manager
8. Appendix
   - References (required for HIA)
   - The role(s) of your internship mentor(s)
   - Describe how the internship experience integrated the student's course work in their program. Note: This is an essential part of the report and will be an important element considered in assessing the adequacy of the internship report
   - Other areas you may want to include
     1. Describe the opportunities the internship afforded you to apply skills acquired in the classroom
     2. Describe observations that enhanced your training in your program
     3. Your general conclusions drawn from the internship experience

4. Discuss exposure to operational issues that you might want to more fully understand by taking courses in the future
5. Describe the what kinds of socialization experiences were afforded by the internship opportunity e.g., helped to teach you about professionalism or how to behave in particular roles
6. Discuss what opportunities the internship provided to learn about the art of mentorship
7. Describe organizational or leadership theories used or not viewed as useful in the internship
8. Describe how the internship or your preparation for it might be improved

Internship Final Report

Criteria	Ratings					Pts
Effective communication of the data science project in written form.	**10 to >4.0 pts** **Good** Clean formatting and good aesthetics. Good structure and use of section titles. Gives audience context on the business and data (to the degree possible w/privacy). Effective use of data visualizations as appropriate. Logical flow, and gives the audience a solid understanding of the data science work and outcomes. Complete analysis of analytical results. Fully mapping the data science outcomes and translating the impact (or potential impact) to organizational outcomes. Extra or non-essential information is put into an appendix.		**4 to >0 pts** **Inadequate** Poorly formatted. Ineffective / distorted / confusing visualizations (or lacking any visualizations). Code blocks are included; or screenshots of raw analysis output. Analytical output not explained. Has claims without support / references. Confusing flow and/or complete gaps in narrative. Audience is left wondering what happened and/or why it matters after reading the report.			10 pts
Ability to use appropriate data analytics tools and methods.	**15 pts** **Exceeds Expectations** Presents exemplary and complete ability to use appropriate data analytics tools and methods. Selects from a broad range of analytical tools and methods that may include specialized and fit-for-purpose. Defends tool / method selection.	**12 pts** **Meets Expectations** Exhibits acceptable ability to use appropriate data analytics tools and methods. Selects the appropriate data analysis tool / method from a common set of analytical tools. Uses tool / method appropriately.	**9 pts** **Needs Improvement** Shows limited capacity to use appropriate data analytics tools and methods. Utilizes one tool / method appropriately for the analysis, but not evidence of tool / method selection for particular analysis.	**6 pts** **Poor** Shows little capacity to use appropriate data analytics tools and methods. Utilization of single data tool / method, but may not be the correct use or correct tool or method for the chosen analysis.	**3 pts** **Inadequate** No evident capacity to use appropriate data analytics tools and methods. No tools other than Excel or simple tabular tools utilized.	15 pts

Criteria	Ratings					Pts
Ability to interpret the results of data analytics.	**10 pts** **Exceeds Expectations** Presents exemplary and complete ability to interpret the results of data analytics. Provides alternate interpretations and why selected conclusion is the best given the current knowledge base. Discusses additional work that may change the conclusions.	**8 pts** **Meets Expectations** Exhibits acceptable ability to interpret the results of data analytics. Draws insights that are both expected and unexpected. Provides justification for interpretation.	**6 pts** **Needs Improvement** Shows limited capacity to interpret the results of data analytics. Provides logical insights that are only the obvious conclusions and doesn't provide how to take action from insight.	**4 pts** **Poor** Shows little capacity to interpret the results of data analytics. Attempts to provide insight, but has serious logical flaws.	**2 pts** **Inadequate** No evident capacity to interpret the results of data analytics. May have data on page, but lacks context and meaning.	10 pts
Ability to understand and convey the value of data science.	**15 pts** **Exceeds Expectations** Presents exemplary and complete ability to understand and convey the value of data science. Has detailed, quantitative support for the organizational impact	**12 pts** **Meets Expectations** Presents acceptable ability to understand and convey the value of data science. Has support for the organizational impact (or potential	**9 pts** **Needs Improvement** Shows limited capacity to understand and convey the value of data science. Demonstrates a minimal or unclear relationship between their data science	**6 pts** **Poor** Shows little to no capacity to understand and convey the value of data science. Does not demonstrate sufficient understanding of the relationship between their data science work	**3 pts** **Inadequate** No evident capacity to understand or convey the value of data science. Does not demonstrate any understanding of the relationship between their data science work	15 pts

Criteria	Ratings					Pts
	(or potential impact) of their work.	impact) of their work.	work and impact (or potential impact).	and impact (or potential impact).	and impact (or potential impact).	
						Total Points: 50