**Project 3 Description**

**Due Date: Please see the course calendar.**

Worth 100 points for the written paper and PowerPoint slide plus 10 points for peer responses = 110 points

**Overview: Business/Professional Writing and Narrated PowerPoint Presentation**

Please review Project 2 rubric prior to completion.

**Instructions:** *Interview with a Data Science Professional*.

One of the requirements for DS 735 is an interview with an individual currently working in the field of data science or having expertise in the field of data science. The information obtained from the interview will be assembled in a PowerPoint file, as well as written summary document. The PowerPoint and written summary will be shared in the Lesson 14 discussion board.

If possible, conduct a face-to-face interview. However, telephone, or Zoom interviews are acceptable methods for conducting the interviews for the assignment. ***Emailing an interviewee versus talking to the interviewee is not considered an “interview”.*** The anticipated length of the interview is approximately 30 minutes.

The primary purpose of the interview is to learn more about the field of data science. The interview is also an opportunity to build your data science network (future employment locations, current professionals at your workplace). The interview assignment could serve to get your "foot in the door" with a prospective employer or other individuals you wish to meet.

When conducting an interview, it is important to establish a friendly rapport with the interviewee, so the interviewee is comfortable. Establishing rapport can be accomplished by introducing yourself and informing the interviewee you are a candidate for a master’s degree in the University of Wisconsin’s Data Science program. During an interview you might have an opportunity to share your own relevant personal experiences. This can be helpful and productive to establish common ground between you and your interviewee. This can move the interview toward being more of a *conversation* rather than a question and answer format.

It's important to give consideration to who you will interview and the questions you will be asking well in advance of the due date for the interview because of the time commitment necessary to prepare, conduct and analyze the interview.

Your interview guide (list of questions you plan to ask) should be designed to create an interview that lasts approximately 30 minutes. It can be useful to conduct a mock/test interview to make sure your questions make sense and fit with the information you hope to obtain from the interview.

The questions you develop for the interview should primarily be open-ended questions. Open-ended questions prompt the interviewee to respond with a detailed answer rather than with a simple yes or no or single word response. Questions that can be answered with a yes or no or a single response should be kept to a minimum.

If recording the interview, you may want to test your recording equipment before the interview to ensure that it is in proper working order and capable of recording an interview that could potentially last longer than 30 minutes. It is important to inform your interviewee that you are recording the interview.

Immediately after the interview, it can be helpful to summarize your impressions of the interview and what you gained from it. Do this as soon as possible after you finish the interview while everything is fresh in your mind. You may want to transcribe parts of the interview to allow you to refer to it as you develop your PowerPoint file and summary document.

Confidentiality of information shared in the interview can be addressed by indicating any specific legal issues or personnel concerns associated with any of the interview questions should not be divulged or shared in the interview. In other words, you will not be asking for personal insight into private or confidential issues within the company. That type of information is not appropriate or required for an interview of this nature. Anonymity can also be extended to the interviewee if desired by providing a pseudonym on any related reporting or sharing of information about the interview.

After completing the interview, it is important to remember to thank the interviewee for their time and insights.

# Potential Interview Questions

Here is a list of prospective questions you may consider asking the data science professional during your interview. The questions should be adapted for your specific interview situation and data science interests.

A. What drew you to the field of data science?

1. What does it take to be successful in the field of data science?
2. What is the best way to get started in the field of data science?
3. Please describe the knowledge, skills and training required for your position.
4. How do you approach a data science project?
5. How do you prepare and gather information relevant to a project you are working on?
6. How important are communication skills in your career field?
7. What type of communication skills are important and why? Do you have examples of communication breakdowns you can share?
8. What is involved in undertaking a successful data science project?
9. What are some of the emerging trends currently taking place in the field of data science?
10. What is the best way to learn about and gain knowledge and information in the field of data science?
11. What is a typical day like for you?
12. What advice would you pass along to someone looking to have a successful career in the field of data science?