Creating the world's finest practitioners of analytics.
Class of 2025

To best navigate this document, use the document outline pane.

Or, if viewing on a mobile device, select Document Outline from the three-dot menu to see the list of headings.

Logistics

Safety

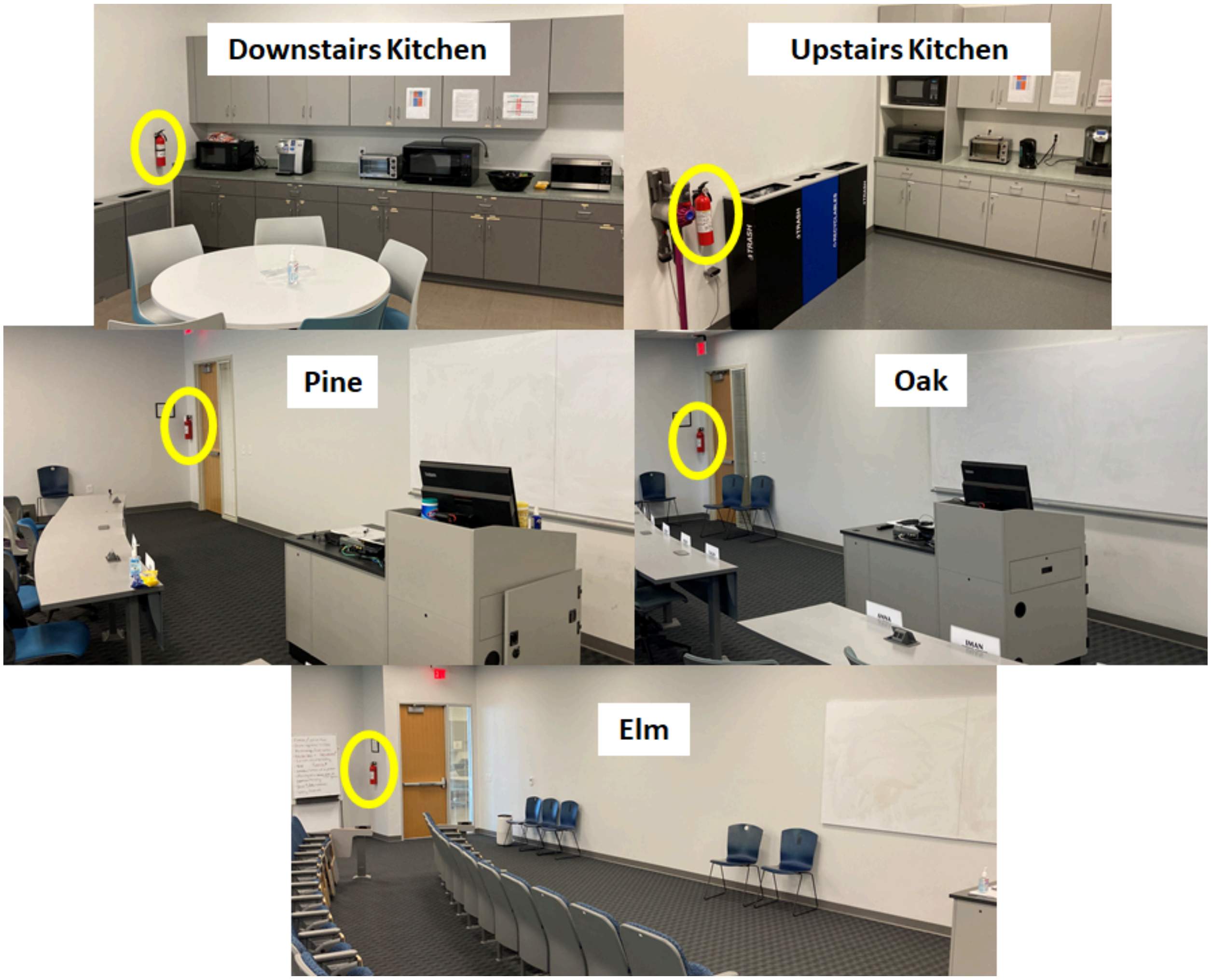
- Emergency: call **911**
- Non-emergency: call 919-515-3000
- Sign up for Emergency Text Messages: Sign Up Now for Emergency Text Messages
  - Monthly WolfAlert tests occur at 12:15 p.m. on the first Monday of every month.
- Consult the Blue Light Map so that you are familiar with these safety options.
- Keep in mind that cameras installed throughout the Institute monitor activity.
- In cases of inclement weather (hurricane, ice, snow): If NC State is closed (classes canceled), the Institute is closed. Wolf Alerts and emails from the Institute will keep you informed.

Fire Drill

Follow these guidelines for all fire drills. **Institute staff will close and lock all doors — you do not need to take all your personal belongings with you.**

- ALL OCCUPANTS are required to take part in evacuation drills.
- The Fire Marshal's Office suggests all buildings with 4+ stories be vacated in 3.5 minutes or less, so don't delay in exiting.
- Occupants will not re-enter the building until notified by a member of the Fire Marshal's Office that the drill has been completed.
- A distance of 50 feet from the building is considered a safe distance away.
- Use the stairs. Do not use elevators.
- If you exit on the south side of the building (the side that faces The Corner), please proceed off the cement and into the grassy area or across the street. Do not stop on the sidewalk.
- If you exit toward the parking garage, please proceed all the way into the parking deck. Do not stop on the walkway between the building and the parking deck.

Fire Extinguisher Locations



First Aid

- Small first aid kit is stored in the cabinet above the sink in the 2nd-floor kitchen.

IAA Pantry

- Far left upper kitchen cabinet in the 1st-floor kitchen has some basic food and personal hygiene items. If you're ever in a pinch, feel free to take what you need. If you'd like, you can contribute nonperishable food and toiletry-type items.

Secure Facility

- Exterior and interior doors are locked at all times. Never prop open any doors.
- Datawatch cards give you access to the **1st Floor**.
  - Monday – Friday: 7:00am – midnight
  - Saturday & Sunday: 9:00am – 9:00pm
- Datawatch cards give you access to the **2nd Floor**.
  - Monday – Friday: 7:45am – 5:45pm
  - Saturday & Sunday: closed
- Do not allow someone you do not recognize to enter the Institute. Find an Institute team member to come and greet them.
- Family and friends are **not allowed** at the Institute *except* during open houses.

Parking

Alternatives to campus parking permits include park-and-rides, student carpooling, and public transit. Many MSA students live on/near campus or city bus lines; the Wolfline (campus bus system) is free to use, and GoRaleigh serves as the city's public transit system. If you live close enough to walk, run, or bike to the Institute, showers, and lockers are available in our building.

We encourage you to carpool with other MSA students!

There are three parking scenarios if you plan to drive to campus:

1. Purchase a permit for parking in the Alliance Deck, adjacent to the Alliance Building. This is the cheapest and most convenient option for access to the Institute.

   Cost for the entirety of the program is $250 (beginning of primer through Spring 2024). These permits are available on a first-come, first-serve basis, and cannot be prorated.

   If you would like to purchase an Alliance permit, please complete this Google form for more information. As the Alliance Deck is gate-access only, your Datawatch card for the Institute will also afford you entry to the deck. Alliance Deck permits are non-transferable.

   Please note: this type of permit is valid ONLY for the Alliance Deck; it is not a university permit and is not valid elsewhere on campus. The university enforces parking permits on campus from 7:00 am to 5:00 pm, Monday through Friday, except on official university holidays. If you wish to purchase a university permit, choose one of the other options below.

2. If you'll be living on campus, you are eligible to purchase a university resident permit that corresponds to your residential location. Of these, the ones typically most relevant to MSA students are the RC, RH, RV, and RF; however, the RC is so close to the Institute that you might as well walk.

3. If you'll be living off-campus and commuting, you can select from several university commuter permit options. The most convenient of these (in terms of proximity to the Institute) is the CC permit. The F permit is a little bit cheaper but also requires a little bit longer walk. And the V permit is cost-effective but requires you to park near the McKimmon Center (about one mile away) and catch a Wolfline bus (or walk) to the Institute.

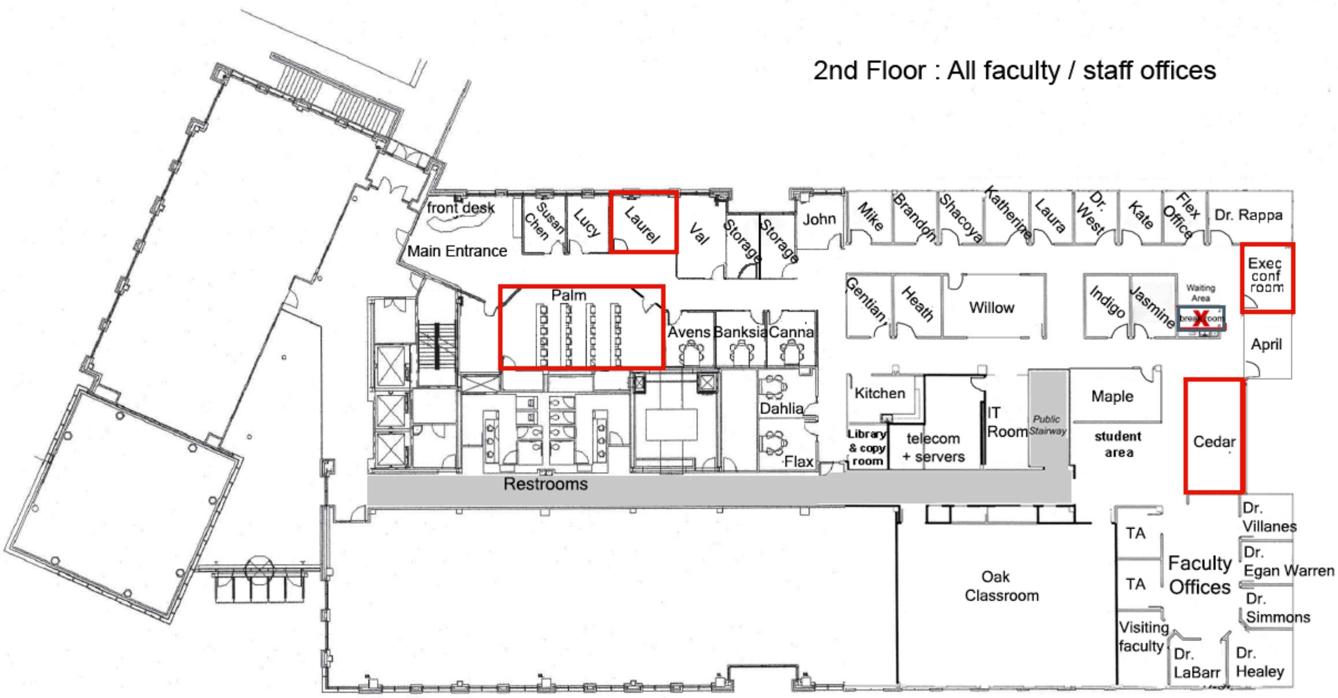
   Follow these steps to purchase a parking permit through the university.

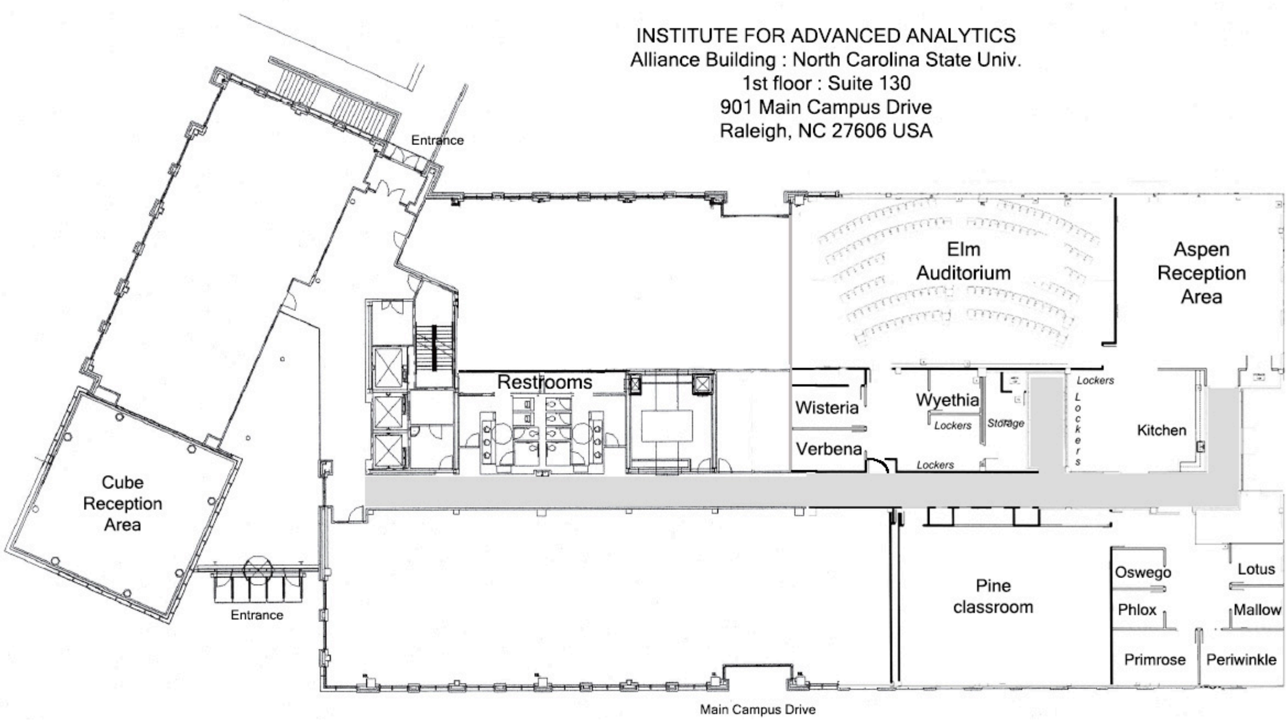
   If you have questions about options 2 or 3, please contact NC State Transportation 919-515-3424, ncsu-transportation@ncsu.edu

Do not park in the Visitor spaces in the Alliance Parking deck. Cars are towed regularly.

Building

Floorplan / Map





Datawatch Card

Students have access to Institute facilities according to this schedule:

- Datawatch cards give you access to the **1st Floor**.
  - Monday – Friday: 7:00am – midnight
  - Saturday & Sunday: 9:00am – 9:00pm
- Datawatch cards give you access to the **2nd Floor**.
  - Monday – Friday: 7:45am – 5:45pm
  - Saturday & Sunday: closed

Your Datawatch card will not open any doors (to the building or to the suite) outside of these hours. That means, if you are in the Institute past closing time and leave the suite for any reason, you will NOT be able to get back into the suite to retrieve your things.

Your Datawatch card should be with you at all times. Do not carry it with your identification. If lost, someone could gain access to the Institute.

If lost or misplaced, report to iaa@help.ncsu.edu immediately. If misplaced, we can temporarily block access. If lost, you will be required to pay the $25 replacement charge.

Lost and Found

The lost and found box can be found on the 2nd floor kitchen

Lockers

- Your locker is a permanent assignment — no switching.
- All lockers are located on the 1st floor.
- If you lose your locker key, you will be required to pay the $10 replacement charge.

Supplies & Building Maintenance

If you notice supplies or building maintenance are needed (supplies that need restocking, Datawatch card not working, squeaky doors, light outs, trash full, etc...) please notify Lucy Gottlieb by submitting this form: [IAA Building/Supply Request Form.]()

Kitchens

1st Floor Kitchen

- 2 refrigerators (also used during receptions)
- 4 microwaves
- 2 Keurig machines (bring your own cups)

2nd Floor Kitchen

- 1 student refrigerator and 1 staff refrigerator
- 2 microwaves
- 1 Keurig machine (bring your own cups)

Kitchen Duty

Teams are assigned kitchen duty each week to keep the kitchens clean.

Food

You may eat in the:

- Kitchens and in the Aspen reception area downstairs.
- Pine and Oak classrooms during lunch hour (but we ask you to refrain from eating ***during*** classes).
- Conference rooms.

Please do not eat in the Elm auditorium or in other areas of the Institute, including lobbies and areas where you wait to meet with faculty or staff. This includes the soft seating outside the faculty offices, the lobby area outside the Oak classroom, and in the halls outside the Willow conference room. ONLY drinks with lids are allowed in Elm.

Scheduling & Meeting with Faculty and Staff

Calendars

The Institute uses two Google Calendars: one for the Blue cohort and one for the Orange cohort.

All students must use their Google Calendar while in the program. Keep in mind that calendar entries **will** be added, deleted, or swapped around as needed.

Calendar links:MSA - Blue Team

- MSA - Orange Team
-
- To add either of these in Google Calendar (here), click the appropriate link above and then click on the [+Google Calendar] button in the bottom right-hand corner of the calendar that loads.

Contact iaa@help.ncsu.edu if you have questions (especially if you have questions regarding accessing these calendars on different devices).

OPTIONAL: Add Moodle Calendar to your Google Calendar

- Click Import or export calendars on the Calendar block on the right side of the screen
- Select Export calendar
- Select All events
- Select Recent and next 60 days
- Click Get calendar URL
- Copy URL
- Open Google calendar
- Click the + next to My calendars block on the left of the screen
- Select From URL
- Paste Moodle calendar URL
- Click Add calendar
- Rename for ease of use

Conference Rooms

Use this scheduling tool to reserve a conference room: http://analytics.ncsu.edu/scheduler

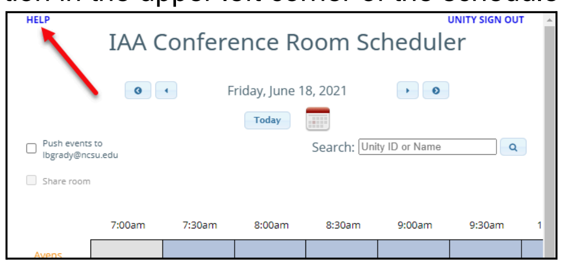
- Students are limited to 2-hour long reservations.
  - If you need more than 2 hours, please coordinate with a teammate. Otherwise, you can contact Susan Chen at schen34@ncsu.edu, and she can create an extended reservation for you.

- Rooms are available according to this schedule:

  - **1st Floor conference rooms**
    Monday - Friday from 7:00 am - midnight
    Saturday - Sunday from 9:00 am - 9:00 pm

  - **2nd Floor conference rooms**
    Monday - Friday from 7:45 am - 5:45 pm
    Saturday - Sunday: closed

- NOTICE the 'HELP' option in the upper left corner of the scheduler tool if you are stuck



- NOTICE the 'Unity Sign In' in upper right hand corner and "Push to Google Calendar" check box to have the scheduler tool place the reservation on your NC State calendar

Be aware that camera surveillance is used to monitor activity at the Institute.

Conference room exceptions:

- Students should **not** use the Tree Conference Rooms: Cedar, Laurel, Palm, Willow, Maple, or the Executive Conference Room without express permission.
- Contact staff if you need to use these conference rooms.
- Career Services will alert the class to changes in conference room availability during job search season.

Email

- Read and respond to email sent to your ncsu email account
- Use the following signature block:
  "M.S. Candidate in Analytics at the Institute for Advanced Analytics, NC State University"

Contact Faculty/Staff

Have a question? Please ask!
Your NC State email is your official method of communication with faculty/staff. **Some** faculty and staff also use Slack to communicate.

Contact IT Staff

All messages to the IT staff should be sent to either the **#it-help-desk** channel in MSA Class of 2025 Slack or by email to iaa@help.ncsu.edu.

Meet with Faculty/Staff: ScheduleOnce

Use the Scheduler page, which connects to ScheduleOnce, to set up an appointment with a faculty or staff member. A meeting will appear on your calendar. You may schedule meetings in-person or via Zoom, depending on the faculty/staff member's availability.

You can also use the Scheduler page to schedule a meeting with the Embedded Counselor. However, instead of being taken to ScheduleOnce, you will be directed to a Google form that will collect demographic information, your availability, and presenting concerns that are bringing you into therapy. Once you submit the Google form, it will be sent to the embedded counselor, who will reach out to you via email to schedule an appointment.

Slack

The Institute has created an official MSA Slack workspace for your cohort. You are welcome, but not obligated, to join the official MSA Slack workspace.

This Slack workspace is for student communication. While faculty/staff may choose to join, the preferred medium for communicating with them is email.

Many organizations use Slack as an official communication platform. Note: we expect you to behave on the MSA Slack workspace just as if it were the official Slack workspace of your future employer. As it is a university-provided resource, you are obligated to abide by the Code of Student Conduct.

Be aware that anything posted in Public Channels is visible to any member of MSA24, as well as to Institute faculty/staff. Anything posted in Direct Messages or Private Channels is private and only visible to invited members of those channels and is not otherwise accessible to faculty/staff (not even our Slack administrators) unless compelled by university law enforcement or administration to submit a lawful export request to Slack.

Should you have any questions about the MSA Slack workspace, please email iaa@help.ncsu.edu.

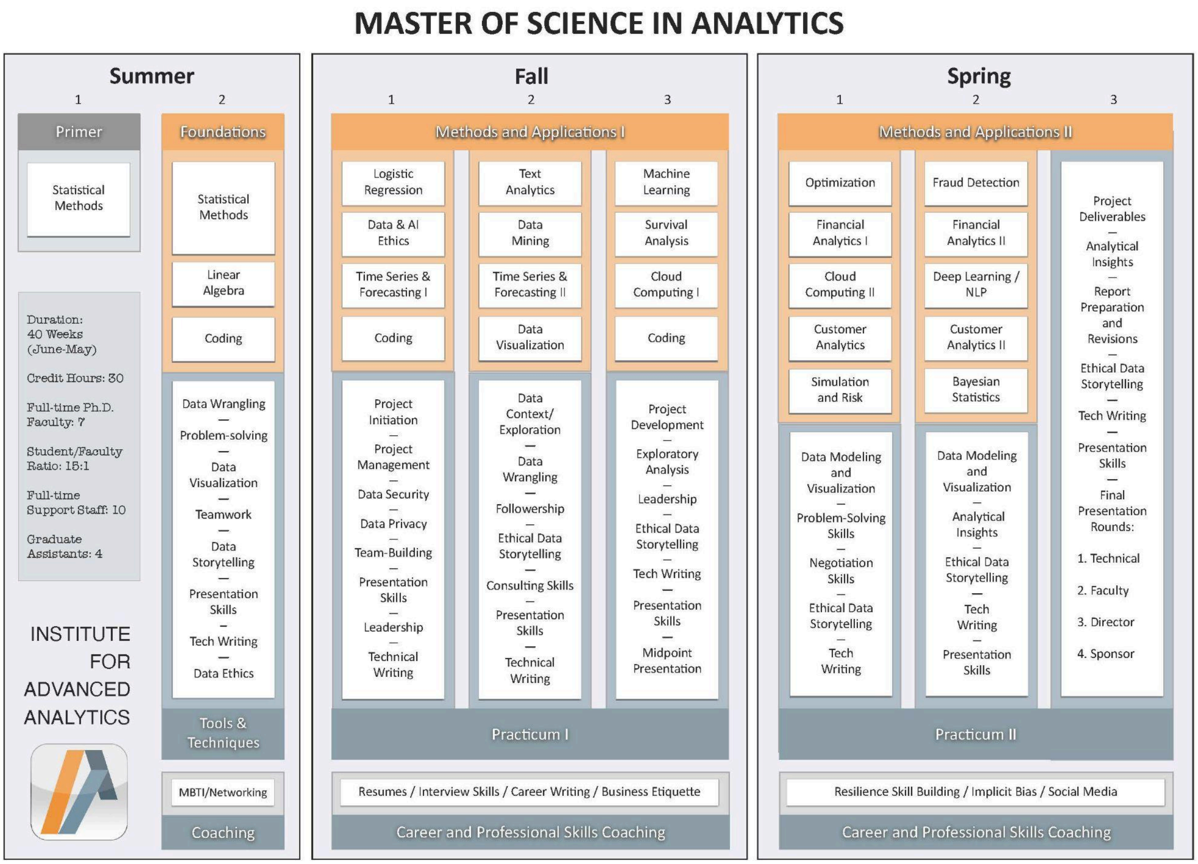
Zoom for Meetings

For information about using Zoom at NC State, go to:

- Zoom | Learning Technology | NC State DELTA

Academics

Curriculum



Academic Standing

Link to NC State's policies about academic standing for graduate students:
http://catalog.ncsu.edu/graduate/graduate-handbook/academic-difficulty/

Academic Integrity & Code of Student Conduct

All students are strongly encouraged to read and understand the Code of Student Conduct.

- **Cheating is automatic grounds for termination.**
- **Academic violations** include cheating, plagiarism, or aiding another to cheat or plagiarize. Unless an instructor has given express permission, students are prohibited from using generative AI to complete any assignments or practicum work.
- **Non-academic violations** vary widely and include rules concerning alcohol, drugs, infliction or threat of bodily harm, vandalism, disorderly conduct, sexual and racial harassment, sexual assault, and more.

Attendance

You are expected to attend all required classes and complete all assignments. We track attendance. Attendance and participation are taken into consideration when grades are assigned. (Some classes are noted as **<OPTIONAL>** on the calendar. These events are to supplement and support your learning and are not required of every student.)

If you are ill or experiencing symptoms of illness, do not come to the Institute.
Please see Campus Health for more information about COVID-19 | Campus Health.

Should you need to be absent due to illness, an emergency, family obligation, etc.,

1. email the instructor(s) for the class(es) you will miss **AND**
2. submit the **absence form** to inform the Institute of your situation. Most classes are webcasted live and all are recorded. You are expected to watch the live webcast or the recording if you miss a class. **HINT:** Bookmark go.ncsu.edu/iaa-absence now!

Reach out to Susan Chen (schen34@ncsu.edu) if you have any additional questions.

Webcast Procedures for Watching Classes Live When Absent

1. Go to https://ncsu.hosted.panopto.com/Panopto/Pages/Sessions/List.aspx#folderID=%22eafed7d2-7b13-4dd1-b65a-b16f01606e41%22
2. Open the folder for the live class you want to watch
3. Look for a live webcast (or in-process) icon to appear when the class is scheduled to start
4. Click on the live webcast icon to join the live lecture.

Please note:

- You will not be able to interact with the class (e.g., you will not be able to ask the instructor a question), but you will see everything that is projected in the classroom, be able to hear the instructor as they teach, and be able to hear students in the classroom.
- If a webcast cuts out during class, it might return after a brief interruption. If the webcast stops, reload the page to restart it. Likewise, closing the browser and

starting again from scratch can work. If the webcast fails to work, you will need to watch the recording to complete the class.

Certifications

Certifications are an optional part of the program. Given the budget for certifications, each student can anticipate up to **2 Institute-covered certification attempts** while in the program. To have the Institute cover the expense of your certifications, you must meet the requirements listed for each certification. Students are required to complete and **pass the PCEP certification** to request a Tableau OR AWS certification.

Timelines for completing any certification vary from student to student based on their experience prior to the MSA program, their likelihood to need any given language in their chosen career field, and, in part, the programming language preferred by their practicum sponsor. Assuming students generally prefer to have their certifications in place before the interview season, the following is a potential timeline of choices for someone with no prior experience in programming.

- **REQUIRED** - End of Summer: PCEP - Certified Entry-Level Python Programmer
- Choose 1:
  - End of October/November: Tableau Desktop Specialist certification
  - End of December/First week of January: AWS Certified Cloud Practitioner

To have the Institute cover the expense of your Python certification (PCEP – Certified Entry-Level Python Programmer), you must meet the following requirements:

- Complete the summer Python module
- Complete the PYTHON ESSENTIALS - PART 1 course

Python

- Take the PYTHON ESSENTIALS - PART 1 course
- Click Sign Up
- Complete the course (takes about 5 hours — you can spread it out over several days)
- Once you finish the course, send Susan Chen (schen34@ncsu.edu) a screenshot* of your course completion requesting for a voucher. She will email you the certification exam testing voucher code.
- Register, and take the exam with OpenEDG.
  - After you complete the course and have the voucher code, go to the page with all of the exam info: https://pythoninstitute.org/certification/pcep-certification-entry-level/.
  - Sign in with the same login created to take the course. There you can:
    - Start the exam now (you will be asked for the code simultaneously)
    - Or you can assign the code to your account and take the exam at a later date.

*Screenshot that shows that you completed the course:

The Institute offers in-class and online instruction, additional study materials, and optional tutoring.

Tableau Certification

- [Tableau Desktop Specialist certification]
  Tableau Certifications are typically taken between late October and April.

  Requirements:

  - Must take and Pass the Tableau Moodle Quiz with a grade of 100%
    The Quiz is in AA502 Moodle / Certification section
  - Email Susan Chen (schen34@ncsu.edu) when you've passed the quiz

  Report that you passed on the certification form: go.ncsu.edu/iaa_certifications
  If you encounter any trouble with your Tableau Certification, contact Tableau Certification by emailing certification@tableau.com.

- This is how you can access **Tableau digital badges**:
  - Within 1 week of earning your certification title, you'll receive an email from admin@credly.com.
  - Click the button in the email to accept your badge.
  - Create and confirm your Credly account (if you don't have one already).
  - Accept your badge.
  - Share to LinkedIn and any other platform.

AWS

- AWS Certified Cloud Practitioner
- Review the Moodle page with all the information for the certification

  AWS Certification is typically taken between November and April.

  The Cloud Computing module (in Fall 3) will get you started on the material you need to study for AWS certification.

  Requirements:
  - Study the resources that are mentioned in the certification prep information
  - Take the Moodle quiz (posted to AA502) and once you pass with a 100%, contact Dr. Villanes and Susan Chen (schen34@ncsu.edu) to get a voucher code.

Further information
All of the above certifications can be taken remotely or in most cases, scheduled at a testing center.

The Institute offers in-class and online instruction, additional study materials, and optional tutoring for eligible certifications. Certifications that include topics not addressed in the MSA program are not eligible for coverage by the Institute.

When you pass the certification, you will need to report this in the **https://go.ncsu.edu/iaa_certifications** form in order for the Institute to incorporate this information into your resume in the resume book.

Moodle

We use Moodle as our course LMS (learning management system). All links to lectures, activities, resources, recordings, and assignments can be found on Moodle.
Here are the classes on Moodle for MSA2024. Some will not be accessible until a future date.

- Primer
- Summer 2: AA500 // AA501 [Available at Orientation]
- Fall: AA502 // AA504 [Available first day of Fall]
- Spring: AA503 // AA505 [Available first day of Spring]

These resources are available to help you get comfortable with Moodle, G Suite, and Zoom.

- Moodle: Learning with Moodle: A Student's Guide to Using Moodle
- G Suite Cheat Sheets: https://support.google.com/a/users/search?q=cheat%20sheets
- Zoom: Zoom | Learning Technology | NC State DELTA

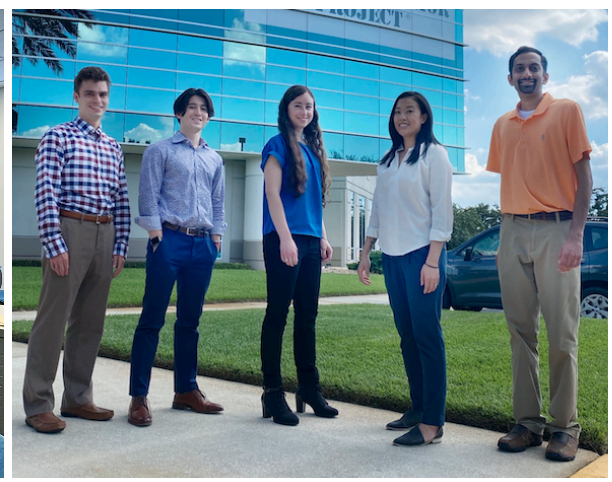
Attire

Standard attire at the Institute is business casual. Consider the Institute your office and dress as you would for an office job. When we have recruiting seminars, presentations, and interviews, the attire is business formal. These descriptions of Business Casual, Business Formal, and Casual Friday with accompanying pictures can help you visualize the expectations. When in doubt, ask!

Business Casual

- Shirt with a collar, a dress shirt (with or without a collar), a blouse, a sweater alone or over a shirt, or polo shirt
- Dress slacks/trousers/khaki pants or a skirt/dress
- **No** t-shirts, tank tops, sweats, jeans, shorts, miniskirts, flip-flops, or athletic shoes



Business Formal

- Suit, two-piece pantsuit, or dress/skirt suit
- Suits include dress shirt, tie or bow tie, dress shoes, and dress socks
- Worn for all presentations and special guests

Casual Fridays

- T-shirt, hoodies, sweatshirts
- Jeans
- Athletic shoes

Practicum

Dr. Chris West is the Practicum Manager. The Practicum provides "a team-based learning experience that gives the student the opportunity to accomplish real-world analytics projects using data from sponsoring organizations."

Details

- 4-6 person teams.
- Proposals are selected from a large pool of submissions based on educational value by the Director with recommendations from faculty.
- Team members, staff, and faculty will sign individual NDAs with sponsor – ALL intellectual property goes to the sponsor.
- Unlike a Master's thesis, a specific faculty advisor is not provided for each project, the team owns the project and handles all communication with the sponsor and provides its own project management. Oversight from the faculty and staff is provided at a programmatic level throughout the course of the project.
- 3 major milestone meetings
  Note - potential for student travel: Practicum teams generally travel to sponsor office locations (by vehicle or plane and in some cases with overnight lodging in a hotel) fully funded by either the sponsor or the Institute for the Kickoff Meeting (late September) and the Final presentation (late April).
    - **Kickoff Meeting**
      The sponsor owns the Kickoff Meeting agenda: presenting the players, the data, and the business context, usually accompanied by some relationship-building activities. Students should be prepared for wearing business formal clothing during Kickoff activities. Occasionally, a business lunch, dinner, factory/office tour, or outing accompanies the kickoff meeting.
    - **Midpoint Review with Sponsor**
      Usually done in December via electronic conference (with some exceptions usually with local area sponsors). Team owns the agenda: presents a descriptive understanding of the data, frames the business context, presents a rough, initial inferential/predictive/visual product for review and guidance from the sponsor, and presents a plan/schedule for accomplishing the remainder of the work over the course of the Spring semester. Prior to the Midpoint Review with the sponsor,
        1) The team's planned slides/visuals will be reviewed.
        2) A "dry-run" of the complete presentation will be given for feedback.
        3) The midpoint presentation will be given to the faculty for evaluation purposes, which will be reported to the Director for AA 504 grading consideration.
    - **Final Presentation to Sponsor**
      Held at the sponsor's location in late April. The team presents a 45-60 minute executive-level presentation to the sponsor summarizing the work done and its impact. Occasionally, sponsors ask for additional presentations to other audiences (customers, practitioners, etc.), which the Institute enthusiastically supports. A written report accompanies this presentation along with the transfer

of all code/apps/dashboards/tools and other deliverables. Faculty will review the final report for evaluation purposes prior to it being given to the sponsor. Prior to the Final Presentation with the sponsor,

    1) The team's planned slides/visuals will be reviewed.
    2) A "dry-run" of the complete presentation will be reviewed.
    3) Final presentation will be given to the faculty for evaluation purposes, which will be reported to the Director for AA 504 grading consideration.
    4) Teams will present their final presentation to the Director.

- Outside of these major milestone presentations, it is expected that the teams will meet with the sponsor via electronic conference (60 minutes) once every two weeks.
- **Practicum Faculty Review Meetings:** Each team will have 3 mandatory (all students on team must attend) Faculty Review Meetings with the faculty per semester (6 in total across 2 semesters) on Practicum Wednesdays. In general, a faculty review meeting is 10 minutes long although this length can vary:
    - Practicum Wednesdays will be held 6 times:
        - 3 blocks of 2 Wednesdays in the Fall Semester and 3 blocks of 2 Wednesdays) again in the Spring.
        - to focus work and effort on their practicum project as a team and,
        - to formally meet in Faculty Review Meetings with all faculty members as a group to discuss project work and the meeting of pre-established milestones
    - During each Practicum Wednesday the faculty will meet with each team from a particular cohort (i.e: half of the practicum teams) with no meetings required for the other cohort although the expectation for all teams is that they spend the day focused on the practicum
    - If the preset milestone-requirements for a specific faculty meeting are all met and can be quickly covered as the team leads the faculty through their agenda then that meeting will be shorter
    - If the nature of the work completed by the team to-date, as it often does, requires more discussion in terms of problem framing, project management, sponsor direction, or technical discussion, meetings can be longer or, if needed, reconvened in the afternoon of that Practicum Wednesday.
    - As there is a high degree of variation in real-world projects it is expected that meeting lengths will vary. As such each team will be available throughout their cohort's Practicum Wednesday to be called to the faculty's meeting room when the faculty are ready
    - Preset milestone requirements for each Practicum Wednesday are given to the teams at project start and reviewed in class. No later than 2 business days prior to a Faculty Review Meeting, teams are required to develop and post an agenda for the meeting that addresses the milestones along with relevant questions for the faculty within the context of their specific project.
    - Teams lead the meeting and are expected to be ready to begin as soon as they are settled in the meeting room.
    - Specific technical questions can be addressed to the relevant individual faculty member outside of meetings to maximize faculty review focus on the meeting milestones

- Team allocation
    - Students do not get to choose sponsors. A survey of preferred industries is taken prior to allocation, but this is a lower-level criterion in the allocation process. An opportunity to express a personal ethical constraint against specific industries is given via this survey - serious constraints are honored in practicum team assignments (example: in the past, some students have used the survey to ask not to be assigned to sponsors involved in the production/sale of tobacco or alcohol or to organizations involved in US National Security).
    - Team Leads are appointed by Institute leadership. Other required positions for the team to appoint themselves include Tech Lead (for interactions with the IT/Security staff), Communication Lead (for interactions relating to the development of project deliverables), Scrum Lead (for Project Management purposes and interactions along with the team Lead with the Practicum Manager), Program Liaison (for interactions with the student leadership council).
    - Team Leads are recommended to the Director based on academic results in the summer term, peer feedback, prior experience/expertise, communication skills, and collective assessment of students by the staff and faculty during the summer for the readiness/potential to succeed as leaders for the projects selected.
    - Students are then allocated to projects with the goal of providing diverse skill sets and backgrounds to increase the likelihood of success in producing quality deliverables.

General Travel Overview

The section provides an idea of the administrative requirements to support travel should it be feasible - more detailed information will be provided (administrative briefing) prior to any student travel. Note that all student travel/lodging will be funded by sponsors or the Institute.

Before Travel

1. Make plans with your sponsor
2. Once all travel details have been decided, Team Lead will fill out a **Travel Form** specifying your travel details
3. Once submitted, travel arrangements that need to be made by NCSU will be made
4. Once travel arrangements are finalized, ALL students must sign **Travel Authorizations** with Lucy Gottlieb prior to traveling or you will not be reimbursed.

After Travel

1. Lucy will communicate with Team Leads how to request reimbursements needed by all team members.
2. FOOD RECEIPTS ARE NOT NEEDED. All other receipts should be detailed.
3. Reimbursements will be submitted and should be received by individual students within about 4 weeks.

Coaching

Students schedule and participate in **required coaching sessions** every four weeks. The Institute has three professional development coaches: Brandon Barbour, Katherine Gilliland, and Val Schwartz. Students sign up for coaching sessions through the Scheduling Link.

Additional coaching sessions are available as needed for professional development or support throughout the program and even post-graduation.

Professional Development Portfolio

Your Professional Development Portfolio (PDP) is a Google Doc for you to record your goals and track your growth between now and graduation – and beyond, should you wish to continue using it. It includes exercises to facilitate goal setting and monitor progress, as well as worksheets to help you make the most of each meeting with your coach. We'll also ask you to add your reports from various self-assessments you'll be asked to complete, such as Myers–Briggs Type Indicator (MBTI) and CliftonStrengths. Only you and your coach can access it.

Peer Feedback

At the end of each module, students submit feedback for members of their team(s) and themselves. The feedback is divided into three parts: self-management, relationship management, and communication. Below are the prompts used for feedback:

Self-Management

1. I am confident in my ability to add value to the team.
2. I manage my emotions and impulses for the benefit of the team.
3. I am focused on and committed to achieving the team's goals.
4. I am resilient in the face of changing information, obstacles, or setbacks.
5. I perform my fair share of the team's work.
6. I take initiative and volunteer for tasks to help the team achieve its goals.
7. I meet high standards of quality and professionalism in my work for the team.
8. I organize priorities, time, and resources to meet the needs and goals of the team.
9. I challenge myself to learn and develop new skills.
10. I attend meetings on time, prepared, and ready to work.
11. I manage challenges or stress in a healthy way.
12. I meet deadlines for assigned tasks.
13. I hold myself accountable for team deliverables.

Relationship Management

14. I develop collaborative relationships with teammates.
15. I offer ideas, assistance, encouragement, and support to my teammates.
16. I respect the contributions (talents, strengths, viewpoints, ideas) of my teammates.
17. I try to resolve conflicts and disagreements.

18. I give timely and specific feedback to teammates.
19. I use active listening strategies to better understand my teammates.

Communication

20. I meet team expectations for acknowledging/responding to written communications (e.g. Slack, email, texts).
21. I keep my teammates informed/updated on my work progress.
22. I communicate clearly and concisely.
23. I allow others space and time during meetings to share their ideas.
24. I offer ideas and solutions to problems.
25. I comment my code for the benefit of my teammates' understanding.

Approximate dates for the end of each module:

- Summer II (late July)
- Fall 1 (late September)
- Fall 2 (late October)
- Fall 3 (early December)
- Spring 1 (early March)
- Spring 2 (late March)
- Spring 3 (late April)

Counseling

Counseling/therapy is offered at the Institute (IAA) through the NC State University Counseling Center's Embedded Counseling Program. Embedded counseling is the same as the counseling services provided at the Counseling Center, only the counselor has an office within your program. Embedded counselors have the same training and qualifications as counselors at the Counseling Center. And just like at the Counseling Center, your visits are confidential and protected by state and federal privacy laws.

Your confidentiality as a recipient of counseling services is taken very seriously.
IAA administration, staff, and faculty do not have access to information regarding your use of counseling services, including but not limited to appointment information. Confidentiality is maintained by the embedded counselor and Counseling Center and is broken only in circumstances considered life-threatening or with your written permission.

Students interested in therapy or who are seeking support can work with the embedded clinician in their program at no additional cost. The embedded clinician at the IAA is Dr. Shacoya Bates, PsyD. If you have any concerns about your or a peer's emotional or mental health and wellness, such as but not limited to experiences of anxiety, depression, racism or discrimination, gender bias, confidence or self-esteem issues, trauma, family issues, sexuality, and sexual identity, you can schedule to meet with the embedded clinician.

Therapy through the Counseling Center at the IAA is offered short-term through a stepped-care model. This means that not all concerns are best served by working with the embedded counselor in your program. This can be because of “fit,” your preferences, availability, providers' specialized training, or the concerns would be better suited to be worked on in a group therapy setting, within a skill development workshop, or with a long-term therapist in the community for greater consistency and flexibility for continuity of care. You and the counselor will work together to determine the best option(s) for you. More information on stepped care can be found here: What to Expect | Counseling Center (ncsu.edu).

If longer-term care is needed, your embedded clinician or the main Counseling Center can provide referrals to community-based counselors and therapists, as well as referrals for psychiatric testing or other campus support and resources. The therapist you are connected to can support you in connecting with a community-based therapist, or you can be connected with one of the case managers in the counseling center who will schedule time to meet with you (if wanted but not required), collect information, and curate a list of providers or resources based on your needs and preferences. The Counseling Center also has an in-house psychiatry department that can provide medication management.

If you would like to make a counseling appointment or have questions about counseling, please use the Scheduling Page to connect with Dr. Shacoya Bates.

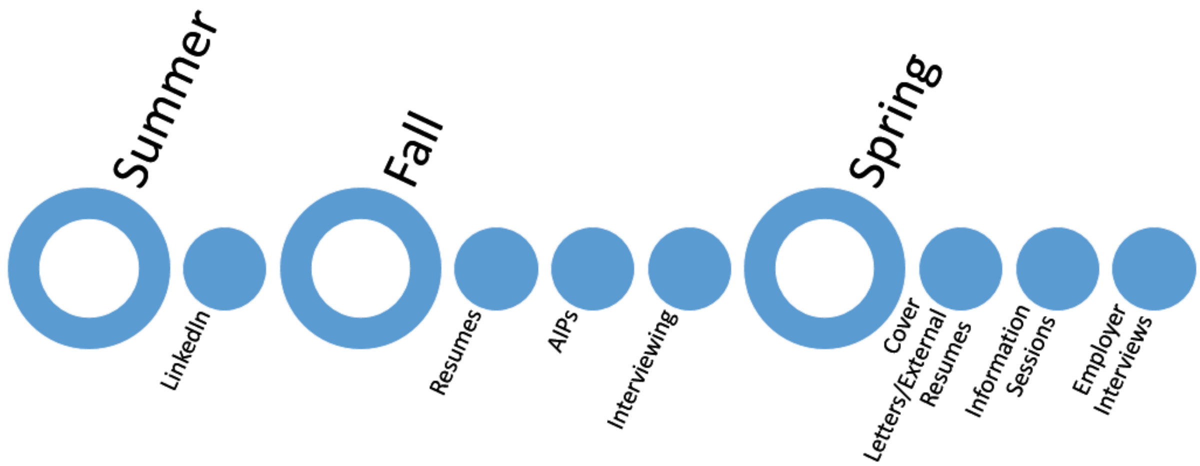
CARES referrals

If you are concerned about a peer after noticing they are in significant distress, a peer exhibiting worrisome behaviors, or struggling significantly, you can complete a CARES referral for them. The referral can be completed anonymously and asks that you provide information about what is occurring with the person. You can find more information about CARES here: NC State CARES | Prevention Services (ncsu.edu) and a link to make a report/referral here: Concerning Behavior Referral (maxient.com).

Sometimes, talking about your problems is hard to do. This can sometimes be because of environmental, cultural, religious, or familial beliefs. Or we feel like no one can relate to or understand our experience, so we suffer in silence. Here is your reminder that you do not have to figure it out alone. Reach out for support for yourself or a peer if needed.

Career Services

April Wilson and Kate Bagely are the Institute's Career Services team. Together, they help students develop their job-related communication skills and organize the engagement of companies and recruiters for career education, networking, and potential hiring opportunities.



The actual job search and application process does not begin until winter break; however, the development of job search materials begins during the summer. Here's what you can expect in terms of support from Career Services:

Corporate Relations

- **Analytics in Practice (AIPs)**: Lasting about 90 minutes, AIPs are required for students and provide an opportunity to learn about different companies and how they use data to accomplish business goals. AIPs may be in-person or virtual with most companies presenting for an hour and networking with students for 30-60 minutes.
- **Employer Information Sessions**: Learn about organizations, products or services, and career opportunities by attending an hour-long employer information session. These sessions are recommended, but optional for students. Expect to learn more about companies, prospective employment, benefits, and company culture.
- **Interviews**: Career services will work with you to coordinate the interviewing process, which begins in mid-January. Interviews are usually held on Tuesdays, Wednesdays, and Thursdays as there are no scheduled classes on those days in the spring. Interviews can be held on location at the company, virtually, or at the Institute.

Career Education

- **LinkedIn**: Students use LinkedIn to build their professional network. Resources will be provided for you to develop or enhance your LinkedIn profile beginning in July. All LinkedIn profiles will be featured on the Institute's website and are reviewed for adherence to the Institute's guidelines.
- **Resumes**: Through a series of resume classes (starting in August) and one-on-one meetings, you will produce an Institute-approved resume for our resume book and throughout the recruitment process.
- **Interviewing/Networking**: Best practices for interviewing and networking will be covered in a combination of both required and optional classes. You will conduct a mock interview with an alum in December, and optional interview practice sessions will be held in early January and last throughout the recruitment process.
- **Cover Letters:** Career services will lead a cover letter and external resume writing workshop early in the job search process and will be available for optional reviews of cover letters throughout the spring.

CC: Career Conversations

In addition to the required activities listed in the timeline above, the Career Services team will offer optional career development workshops throughout the year. Topics include making small talk, posting on LinkedIn, networking, informational interviews, and more.

Class of 2025 Memes

Selected Memes are available in this Google Drive Folder.