The SJSU MS Statistics program allows for a pre-approved internship to satisfy the project or internship requirement as stated in the degree requirements. A student considering using an internship to satisfy the degree requirement should immediately consult with the MS Statistics project and internship coordinator and submit the following application for consideration.

In order to register and receive credit for an internship students must complete steps 1-9:

1. **Identify an internship.** The student must identify an internship that is appropriate for his/her interests, knowledge, skills, educational objectives, and schedule. The Program faculty and/or the SJSU Career Services can help identify programs and provide contacts with potential employers. However, obtaining an internship (either paid or volunteer) depends entirely upon an agreement between the student and the employer.

2. **Obtain Approval: Prior to beginning the internship,** the student must fill out and submit to the MS Statistic project coordinator an Internship Approval Form (see reverse) to ensure that the chosen internship meets the requirements of the program. Attach to the form a (no more than 1 page) description of the work you anticipate to perform during the internship. If a job posting is available for the position, that usually suffices. Identify a statistical supervisor at the company. Your supervisor should hold at least a master’s degree in statistics or a closely related field.

3. **University-Organization-Agreement:** Check, whether a UOA exists between SJSU and your prospective employer. A list of companies with existing UOA will be available at the center for community learning & leadership (http://www.sjsu.edu/ccll/). If no UOA exists for your prospective employer, ask the company to fill out the UOA electronically, sign it and submit is to the statistics internship coordinator (UOA available at http://www.sjsu.edu/finance/docs/univ_org_agreement.pdf) Please make sure to follow the instructions on the first page of the form.

4. The student must sign a release of liability form.

5. **Register:** Upon approval of your internship, and after the UOA has been signed by the employer and the release of liability form has been signed by the student, you will be provided with an add code for Math 298i. You must register to receive course credit. You must register in the same semester that you work on your internship.

6. **Written Report: A written report is required from all interns.** In a paper (minimum 3 double spaced typed pages) describe your internship. That is, provide details about the job, the training required, the skills you learned, as well as the statistical methods you applied. If your employer approves, you may include results of the analyses you conducted. Your internship supervisor must sign off on your report (this may be done per e-mail).

7. **Oral Report:** Additionally the student will present the internship at the Math 298i internship reports day for the semester enrolled. Each student will give a presentation of approximately 15 minutes describing their internship.

8. **Evaluation:** The intern’s supervisor/sponsor must submit a final evaluation of the student’s work DIRECTLY to the student’s academic advisor. The evaluation should briefly summarize the tasks performed by the intern, the performance level of the intern, and the approximate time spent working as an intern.

9. **Due Dates:** The written report, oral report, and evaluation are due the Friday before Finals Week in the term the student receives credit for Math 298i.

Statistics Project and Internship Coordinator
Department of Mathematics
San Jose State University
San Jose, CA 95192-0103
Student Information:

Name ___________________________ Student ID ___________________________

E-mail ___________________________ Local Phone ___________________________

Employment Status:

☐ Citizen or Resident Alien

☐ F1-Visa status

With your signature below, you confirm that you are eligible to work (for pay or as a volunteer) in the United States. Students in F1-visa status require CPT to be eligible to work as an intern.

Student Signature and Date ___________________________

Internship Site and Supervisor:

Agency or Company Name ___________________________

Agency or Company Address ___________________________

Company website (if available) ___________________________

Name of Statistical Supervisor ___________________________

Phone and Email address of Statistical Supervisor ___________________________

Internship Supervisor’s Signature and Date ___________________________
Internship Position:

Position Title

Please attach a brief description of work expected to be performed. A job ad (if available) usually has sufficient detail. The position must have significant statistical content at the master's level in order to be approved for program credit.

Project Start Date                  Project End Date

Work hours per week       Expected Weeks of Work       Total hours (Min. 150)

SJSU Statistics Project Coordinator’s Signature and Date