



# Statistics Internship Approval Form

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 UOAs will be available on SJS4 (<https://app.calstates4.com/sjsu>). If no UOA exists for your prospective employer, ask the company to fill out the UOA electronically, sign it and submit it to the statistics internship coordinator. Please make sure to follow the instructions on the first page of the form. (UOA available at [http://www.sjsu.edu/finance/docs/univ\\_org\\_agreement.pdf](http://www.sjsu.edu/finance/docs/univ_org_agreement.pdf))
4. The student must sign the participation guidelines 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 288i. 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 5 double spaced typed pages) describe your internship. That is, provide details about company, the job, the training required, the skills you learned, as well as the statistical methods you applied (see syllabus for details). 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 288i internship reports day for the semester enrolled. Each student will give a presentation of approximately 15 minutes describing their internship. See syllabus for details on what to include in the report.
8. **Evaluation:** The intern's supervisor/sponsor must submit a final evaluation of the student's work DIRECTLY to the project coordinator. 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. An evaluation form that may be used for this purpose is available from the project coordinator.
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 288i.

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



# Statistical Internship Approval Form

updated January 2018

## 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:**

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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.

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Project Start Date

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Project End Date

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Work hours per week

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Expected Weeks of Work

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Total hours (Min. 150)

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SJSU Statistics Project Coordinator's Signature and Date