COURSE SPECIFICATION DOCUMENT

Academic Department: Science, Innovation & Technology

Programme: Mathematics and Data Science

FHEQ **Level:**   6

Course Title: Internship

Course Code: MATH 6401

Total Hours   230
Timetabled Hours: 0
Guided Learning Hours: 6
Independent Learning Hours: 224 , with a minimum of 210 practice hours (equivalent to 6 weeks full-time on a 35-hour working week, or 15 weeks part-time on a 2 day working week)

Credits: 32 UK CATS credits
16 ECTS credits
8 US credits

Course Description:

The Internship Math & Data Science is a student work placement for credit that aims to provide students with the experience of working within the Math & Data Science industry in London.

Students will develop the intellectual, professional, and personal skills that will enable them to function well in a culturally diverse working environment. All internships are supervised by faculty and last at least 6 weeks and are typically done full time Monday to Thursday/Friday.

Each student will also complete a series of assessments throughout the internship, such as keeping a written journal of their experience, preparing an internship portfolio, and delivering a final presentation. These assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the internship experience, and also to help them determine if their current career goals are the correct fit for them.

During the internship, the staff of the Internship Office and a faculty supervisor work closely with each student to ensure that the placement is a successful one. Students' final grades are based on several factors including, written assignments, presentation, and a report from their workplace supervisor which is taken into consideration.

Prerequisites:

Completion of 60 credits and a 3.0 GPA

Aims and Objectives:

Internships aim to provide students with experience in the London Math & Data Science related world, so that they may make a more informed decision about their career moves and ambitions.

The course will enable students to understand their own strengths and weaknesses in the workplace, work with people from other cultures, and to give them confidence that they can make the step from classroom to workplace comfortably. The programme aims to ensure that students are given genuine responsibility in the workplace, and to measure how they respond to this.

As a result, the overall aim of the internship is to equip the student with the correct skills in order to be better prepared for successfully gaining employment following graduation.

Programme Outcomes:

A broad selection of programme outcomes that are relevant to the internship.

L6 CI, CIII, DI, DII, DIII

A detailed list of the programme outcomes are found in the Programme Specification. This is located at the archive maintained by Registry and found at: https://www.richmond.ac.uk/programme-and-course-specifications/

Learning Outcomes:

By the end of this course, successful students should be able to:

- Demonstrate a systematic and sophisticated understanding of the application of professional practices in the Math & Data Science and related industries

- Deploy the skills and experience required to work in the Math & Data Science industry

- Develop the ability to organise and manage supervised, self-directed projects

- Demonstrate the ability to produce detailed analyses of competing perspectives and concepts, to make comparisons and connections and to identify the possibility of new concepts

- Demonstrate the ability to act with minimal direction or supervision, to engage in self-reflection, use feedback to analyse own capabilities, appraise alternatives, and plan and implement actions

- Demonstrate personal responsibility and professional codes of conduct, while taking responsibility for their own work, learning and development, and effectiveness in professional and interpersonal communication

Indicative Content:

This will differ from student to student. At the start of the internship the student fills out a learning contract with their workplace supervisor in order to establish what they aim to achieve from the internship experience, and the skills that they would like to work on developing in the coming 6 weeks. The student is then assigned relevant projects by their work supervisor to work on throughout this period.

Assessment:

This course conforms to the Richmond University Internship Assessment Norms approved at Academic Board and located at: https://www.richmond.ac.uk/university-policies/

Teaching Methodology:

This course will be delivered face to face through a combination of lectures and interactive sessions. In addition to classroom activities, there are guided learning elements that are tutor led and arranged through Blackboard. These activities can be asynchronous online sessions, flipped classrooms, set readings with discussion boards or set guest lectures for example. Set activities are monitored by the instructor to ascertain student engagement. Students are encouraged to prepare for class and to play an active part, to raise questions, following-up ideas and interact with a wide range of provided material.

Indicative Text(s):

Cottrell, S. (2021) *Skills for Success*. 4th edn. London: Bloomsbury.

Eijkelenboom, G. (2020) *People Skills for Analytical Thinkers*. Amsterdam: Mindspeaking.

Rook, S. (2015) *Work Experience, Placements and Internships.* London: Palgrave Macmillan.

Rook, S. (2025) *The Graduate Career Guidebook: How to Work Out What You Want To Do – And Achieve Your Goals*. London: Bloomsbury.

See syllabus for complete reading list.

Change Log for this CSD:

Nature of Change	Date Approved & Approval Body (School or AB)	Change Actioned by Registry Services
First Edition	Nov 2024	