

INTERNSHIP GUIDELINES FOR STUDENTS

The Internship Modules

1. NUS Business School offers three types of credit bearing internships: BI3001, BI3002 and BI3003 for students from 2015 cohort onwards.
2. BI3001 Business Internship I: is meant for full-time internships which last a minimum of 8 weeks (eg: early May – End Jul). This module will carry a weightage of 4MCs. Assuming that students work an average of 40 hours a week, the minimum number of hours would be 320 hours. For the purposes of easier record keeping, this would be rounded up to 300 hours.
3. BI3002 Business Internship II: is meant for full-time internships which last a minimum of 16 weeks. This should be during the Semester 1 and 2 (eg: early Aug – early Dec or early Jan – early May). This module will carry a weightage of 8MCs. Since this module gets double the weightage of BI3001, the minimum number of hours would be 600 hours.
4. BI3003 Business Internship III: is meant for full-time internship between 10-12 weeks during the vacation period (eg: early May – End July). This module will carry a weightage of 4MCs. The internship for this module must be in a field not related to business. Assuming that students works an average of 40 hours a week, the minimum number of hours would be 400 hours.
5. To avoid any doubt, the minimum number of weeks and hours must be met in order to qualify for either module. . When the student is on medical or annual leave permitted by the contract/employer that will still be treated as having met the hours. However, when the leave becomes prolonged (eg: due to an unexpected illness or accident), the position may be different and the BBA office should be informed. In relation to study leave, the BBA office should also be informed and the matter will similarly be decided on a case by case basis.
6. BI3001, BI3002 and BI3003 cannot be used to fulfil Business Essential Modules, including for students who do not specialise, as BI3001, BI3002 and BI3003 are graded on a CS/CU basis.
7. Since BI3001, BI3002 BI3003 carry credit, the student cannot apply for Leave of Absence (LOA) while taking either module. Even if students will have to be away from school for a short period because of the internship, they cannot apply for Leave of Absence. This would mean that if they miss lessons, and there are continual assessments, the lecturers concerned need not hold make-ups for them. Thus students have to weigh the risks before embarking on such internships which eat into the semester.
8. For BBA and BBA(Hons) students BI3001, BI3002 and BI3003 will be elective modules and will be treated as unrestricted electives.
9. For BBA (Acc) and BBA (Acc Hons) students have to take a compulsory accounting or finance-related internship module (minimum 8 weeks) approved by the Department of Accounting. They can fulfil this requirement either by reading BI3001 or BI3002. If the student reads BI3002, 4MCs would be allocated to the compulsory internship module and the other 4MCs would be allocated to unrestricted electives.

10. BI3002 and BI3003 can only be taken once, whereas BI3001 can be taken twice. Students can read up to 12mcs of BI modules with the following combinations:
- i) Two BI3001 Module plus one BI3003 module OR
 - ii) One BI3002 module plus one BI3003 module.
11. It is not possible to do 2 BI modules with the same company even if the second internship is at a different department or location. If a student has already done BI3001 and then gets a 16 week internship, he can use the second internship to again count as BI3001, provided the company is willing to give an evaluation (Intern Performance Review), half way through the internship.
12. If a student still has unrestricted electives and chooses to do another internship pursuant to some other programme (such as NOC), he or she will not be barred as the basic programme requirements are not compromised in anyway.
13. The student will not be allowed to embark on either module in his or her final semester when he or she could have filed for graduation, unless there are valid reasons and the prior written consent of the Deanery is obtained.
14. If a student withdraws from the module after half way into the programme (ie: after 4 weeks in the case of BI3001 and BI3003 and 8 weeks in the case of BI3002), the student would get a CU grade which will be reflected in his transcript, unless there are very special reasons (for instance, the company decides to terminate the internship due to difficulties at its end).
15. If a student withdraws from the module at any time earlier than that, the student may still face some administrative consequences (such as being blacklisted from being allocated subsequent BI modules), unless there is a special reason for the withdrawal. The reason for this rule is to force students to be tenacious and complete their internship and also not to damage the image of NUS.

Prerequisites for Internship Modules

16. All business students are recommended to attend two - not for credit - Business Finishing School (BFS) modules. These modules covers matters such as business etiquette, resume writing and interviewing/networking skills. Students should finish at least one of these modules before embarking on the BI modules.
17. BBA (Acc) and BBA (Acc Hons) students must 'complete' 3 specified accounting modules (ACC3601, ACC3603 and ACC3605) before they embark on their compulsory internship. By 'complete', it is meant that at the point of application the student must have already passed the 3 modules or must be reading them that semester.
18. BBA and BBA (Acc) students must 'complete' at least 60MCs before they take these internship modules as only after that would they have acquired some core business knowledge which would enable them to better perform at their internship. By 'complete', it is meant that at the point of application the student must have already read 60MCs or must meet that requirement at the end of that semester.

19. International students must also comply with immigration and employment related laws (if any are applicable) before they can read either BI3001 or BI3002 or BI3003.

Sourcing for Credit Bearing Internships

20. Internships can be local or foreign, paid or unpaid. Internships may be specialisation related or unrelated (for instance a government related internship which is general in nature). However, for BBA (Acc) or BBA (Acc Hons) students, internships must either be in the accounting or finance fields and must be approved by the Department of Accounting.
21. Internships may be sourced from the Business School's Career Services Office or may be sourced directly by the student or even faculty. In so far as the internship is sourced by a student or faculty, it has to be approved by the Business School's Career Services Office. The application would have to state the job title, job scope, the dates and the other relevant details. Only after such approval, can students register for the relevant internship modules. The student will need to complete Conflict of Interest Declaration Form (Annex C) and submit to Mr Chew Jian Dee (bizcjd@nus.edu.sg).
22. Approval would depend on whether the internship is appropriate. To be appropriate, the internship should involve work typically done by graduates and should require the exercise of one or more of the following types of skills: managerial, planning, analytical, design, creative and/or communication. If the work falls within the above ambit, but does not relate to business as such (for instance, a general internship at the Ministry of Foreign Affairs), then that would not qualify for BI3001 or BI3002, but may qualify for BI3003. The onus would be on the student to highlight the relevant matters in the application. For accounting students doing the compulsory internship, as stated earlier, the internship must be in the fields of accounting or finance. In other cases, the internship does not have to relate to the specialisation and can instead be in any area of business.

Module Enrolment

23. Students can self-source their own credit bearing internship or apply for a credit bearing internship through the Career Services Office (CSO).
24. For self-sourced credit bearing internships, students must submit the information described below via TalentEDGE and state clearly that the internship is a credit bearing internship. This information must be submitted via TalentEDGE at least 6 weeks before the start the internship.
25. The information required from the students is as follows:
- i) Job description (Job title, job scope, how it relates to business/requires graduate level skills - if those are not obvious, etc)
 - ii) Working hours and number of weeks
 - iii) Start and end date of the internship
 - iv) Company's contact name and email address either HR or hiring manager
 - v) Industry of company in which internship is being performed eg Banking, Consulting, Real-estate, Healthcare etc
 - vi) Relevant function in which internship is being performed eg Finance, Marketing, Supply Chain, HR, etc

- vii) Conflict of Interest (COI) – Students must declare that by taking up the internship, there will not be any conflict of interest arise. Please state the following when entering the information onto TalentEDGE “I declare that I do not have a relationship with any member of the management of the company/organisation or any other relationship which could give rise to a conflict of interest situation.”
 - viii) And other necessary information about the internship that has not been mentioned above.
 - ix) The student may also request for a CPF Exemption letter at this point if company requires one.
26. The School will not process requests from the students if the above information is not provided completely and accurately.
27. CSO will then look through the internship details and decide if the internship can qualify as a credit bearing internship. After the internship has been approved by CSO, please inform Mr Chew Jian Dee at bizcjd@nus.edu.sg.
28. For internships sourced by CSO, students will need to check with the company if they are able to convert the internship to credit bearing internship. This can be done during the interview process with the company. After the students have been offered the internship and the company agrees to convert the internship to credit bearing internship, students will need inform CSO (bizcareer@nus.edu.sg) and Mr Chew Jian Dee (bizcjd@nus.edu.sg). In that email, students will also need to re-submit the job description and apply for CPF exemption.
29. For BBA (Acc.) students, the compulsory accounting internship will automatically qualify as credit bearing internships after the internship has been approved by CSO.
30. However, for all of the above cases, if the student cannot find a supervisor or the BBA office cannot find a supervisor, while the internship can carry on, it will not be a graded internship module.
31. Students do not need to bid for the module in CORS. The Internship module code will be allocated to the students after they have completed the credit bearing internship.

Supervisors

32. Each internship must be supervised first, by a faculty member at NUS Business School, designated graduate administrative officers (working at the NUS Undergraduate Office or at the Business School’s Career Services Office) or approved alumni members (for instance, they must have graduated 5 years ago or more). The supervisor may be sourced by the student or the student can seek the help of the BBA office to find a suitable supervisor. Where the BBA office is approached, priority would be given to students doing compulsory internship followed by students doing a BI module for the first time. If for some reason, a supervisor cannot be assigned, then the internship cannot be continued as a BI module. Nonetheless, it is hoped that students would not drop the internship as a result of this, as a potential learning opportunity could have gone to waste.
33. Each internship would also have to have a Workplace Supervisor who should preferably be someone senior and who among other things, would be involved in the assessment processes set out below. The Workplace Supervisor would also have to certify that the

minimum number of hours/weeks required by the internship module have been met. The onus is on the student to find the workplace supervisor.

34. The NUS supervisor and the Workplace supervisor, need not directly liaise. Should there be any disputes relating to the internship, the matter would be handled by the Career Services Office.

Assessment of Internship Modules

35. There will be 4 assessment components to both BI3001, BI3002 and BI3003.
36. The first would be the statement of "Learning Objectives" together with the job/project scope (Annex A). This has to be prepared by the student with guidance from the Workplace Supervisor. The purpose of this is to force both the student and the organisation to have a clear goal right at very beginning. This would carry a weightage of 5%. This statement would be submitted online and would be due within the two weeks of the start of the internship unless the late submission is due to events beyond the control of the student. The onus is on the student to seek the help of the Workplace Supervisor towards this end. So long as document is submitted with at least 3 reasonable learning objectives, the student would get a score of at least 3 marks.
37. The second component would be a "Learning Journal". This would also be submitted through the same on-line system. For BI3001 and BI3003, there would be 2 learning journals, each about 200 words. The first would have to be submitted at the end of the 3rd week after the start of the internship and the second would have to be submitted at the end of the 6th week. For BI3002, there would be 3 learning journals, each about 300 words. They would have to be submitted at the end of the 4th, 8th and 12th week respectively after the start of the internship.
38. The entries can relate to various matters such as, how the work relates to the concepts learnt in school, how the student develops personally, what the student observes or learns, the challenges the student faces, the questions that emanate in the mind of the student, the culture of the company, ethics at the workplace, the student's experience with teamwork at the workplace, etc. The purpose of these journal entries would be to encourage the student to reflect on his or her experiences during the internship and thus learn and grow. This would constitute 25% of the weightage. Grading will be based on factors such as the depth of reflection and the level of maturity.
39. The third component would be a "Final Report" which will be due at the completion of the internship. This would carry a weightage of 30%. It should be about 1500 words. This has to be submitted by one week after the end of the official internship (eg: 8+1 weeks or 10 + 1 weeks or 16+1 weeks).The student can reflect on his overall experience and what really stood out from a learning point of view. However this should not be a mere regurgitation of the fortnightly journal entries made earlier. Grading will be based on the factors such as the depth of the reflection and level of maturity.
40. The fourth and final element would be the Intern Performance Review Form (Annex B) which the Workplace supervisor has to complete. This would carry 40% of the weightage. The onus is on the student to seek the help of the Workplace Supervisor to fill up the form. If the Workplace Supervisor does not fill up the Intern Performance Review Form, the student will not be able to complete the internship module and would get a CU grade. The

form has to be submitted by two weeks after the end of the official internship (eg: 8+2 weeks or 10 + 2 weeks or or 16+2 weeks) unless the late submission is due to events beyond the control of the student. There would also be a column in the evaluation form where the supervisor would have confirm whether the minimum number of hours/weeks have been met. If the minimum number of hours/weeks have not been met, the student cannot pass the module. Assuming that is met, the grading will be based on tabulating the scores provided by the Workplace Supervisor (subject to a maximum mark of 40).

41. To get a CS grade, the student would have to obtain an overall pass mark of 50 and above and should complete all components. The onus is on the student to complete all components and reminders will not be sent.
42. Students have to strictly observe confidentiality with regards to information belonging to the organisation they are interning at or any of its clients, including when it comes to fulfilling any of the assessments above.

Variation

43. Kindly note that information contained in these guidelines may be subject to change.

ANNEX A

INTERNSHIP INFORMATION FORM

1. We thank you for offering this internship to our student. This will help the student in many different ways such as helping him or her refine or redefine the career choice and pick up practical and soft skills. At the same time, we hope the intern would add value to your organisation.
2. This internship is credit bearing. In order to earn the credit, various criteria and assessments must be met and completed. Two of the assessment components require your input, without which the student will not be able to get credit. They are the statement of Learning Objectives (enclosed in the next page) and the Intern Performance Review Form which has to be completed by the workplace supervisor upon completion of the internship.
3. Should you have any queries about the internship or would like to raise any concerns about the student, feel free to contact Mr Chew Jian Dee at bizcjd@nus.edu.sg.
4. We hope you will be able to provide feedback to the student as the internship progresses.
5. We thank you once again for your patience, understanding and assistance.

BACKGROUND INFORMATION

Name of Company	
Name of Workplace Supervisor	
Designation	
Workplace Supervisor's Contact number	
Workplace Supervisor's Email	
Student Name	
Student Matric Number or IC	
Internship Start Date	
Expected Internship End Date	

ANNEX A

INTERNSHIP LEARNING OBJECTIVES

The purpose of stating the objectives upfront is to force the student and the organisation to have clear goals of what is to be expected, so that the whole experience would be more targeted and fulfilling. This statement constitutes 5% of the final mark. Thus your help in completing the objectives together with the student, is much appreciated. Once the form has been completed, kindly sign the form and the student would then forward it to the school.

LEARNING OBJECTIVES

List at least 3 learning objectives of this internship:

Objective #1	
Objective #2	
Objective #3	
Objective #4	

JOB DESCRIPTION

Give an overview of the job scope or the type of the job to be performed:

Signature of Workplace Supervisor

Name:

Date:

Signature of Student

Name:

Date:

ANNEX B
INTERN PERFORMANCE REVIEW FORM

We thank you for offering this internship. This internship is credit bearing. Without this report (which constitutes 40% of the final marks), the student would may not be able to get credit for the internship. This report also acts as feedback to the student so that he can reflect, learn and grow. Hence kindly take a moment to complete this form and return it to the following NUS staff – Mr Chew Jian Dee (bizcjd@nus.edu.sg)

We thank you for your patience, understanding and assistance and look forward to working with you again in the near future.

BACKGROUND INFORMATION

Name of Company	
Name of Workplace Supervisor	
Designation	
Workplace Supervisor's Contact number	
Workplace Supervisor's Email	
Student Name	
Student Matric Number or IC	
Internship Start Date	
Internship End Date	

1. PERIOD OF INTERNSHIP in terms of Hours:

- i. Less than 300 hours
- ii. More than 300 hours but less than 600 hours
- iii. 600 hours or more

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

2. PERIOD OF INTERNSHIP in terms of Weeks:

- iv. Less than 8 weeks
- v. 8 weeks or more, but less than 16 weeks
- vi. 16 weeks or more

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

3. SPECIFIC EVALUATION (Please tick as appropriate)

1. Unsatisfactory.
2. Somewhat meets requirements.
3. Average.
4. Better than average.
5. Very good.

a. Ability to learn on the job/pick up new skills

1: 2: 3: 4: 5:

b. Existing technical skills/knowledge

1: 2: 3: 4: 5:

c. Communication skills

1: 2: 3: 4: 5:

d. Work ethic/timeliness

1: 2: 3: 4: 5:

e. Quality of work

1: 2: 3: 4: 5:

f. Ability to work in a team

1: 2: 3: 4: 5:

g. Confidence

1: 2: 3: 4: 5:

h. Leadership potential

1: 2: 3: 4: 5:

i. Ability to work under pressure

1: 2: 3: 4: 5:

j. Ability to offer creative/innovative solutions/new ideas

1: 2: 3: 4: 5:

4. OPTIONAL: ADDITIONAL COMMENTS:

5. Overall, rate the level at which you are satisfied with the intern's performance at work, on the scale of 1 to 5, with one being the lowest and 5 being the highest:

1. 2: 3: 4: 5:

6. Without intending to create any legal obligation, would you consider giving the intern another internship offer? (Please check one of the boxes below)

Yes No Maybe

7. Without intending to create any legal obligation, would you consider giving the intern a job offer in the future? (Please check one of the boxes below)

Yes No Maybe

8. Do you agree to release the intern performance review form to the students if there is a request from the student?

Yes No

Signature of Workplace Supervisor

Name:

Date:

Annex C

BUSINESS INTERNSHIP MODULE CONFLICT OF INTEREST DECLARATION FORM

Student's Name	
Matric Number	
Company's Name	
Designation	

Student Declaration

(Please check in the relevant boxes.)

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Do you or your family members hold a direct & significant stake in the organisation you are going to intern at (e.g. shares, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have friends and/or relatives working in the organisation who may be in a position to influence the outcome of the internship? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there any other potential conflict of interest in going ahead with this internship? | <input type="checkbox"/> | <input type="checkbox"/> |

Please provide details below if any of your response above is 'Yes'

Student Signature

Date: