

## FAQ on Non-Academic Compulsory Components for AY17/18 Curriculum

### I. Career Creation Starter Modules

#### 1. What are these modules and what can I expect to learn from them?

**STR1000 Career Creation Starter Workshops:** These suite of training programmes are designed to impart Year 1 undergraduates with the core skills needed to prepare them for their careers. The workshops take students through early career planning and train them with concrete skills necessary to understanding their interests/strengths with respect to work, and get them started on securing internships. The Starter Workshops cover the following:

- a) Career Planning – How to Create Your Future
- b) Personal Branding – How the World Knows You
- c) Networking – How to Build Your Tribe
- d) Resume Crafting – How to Impress on Paper
- e) Interviewing – How to Showcase Yourself

**STR2000 Career Creation Starter Clinics:** These are designed for Year 2 undergraduates and take them through in-depth career planning and prepare them to evaluate themselves during their internships and eventual job search. The Starter Clinics serve as practicums for their learning from Year 1. The clinics are:

- a) Group Resume Critique
- b) Group Mock Interview

#### 2. Do I have to bid for them?

No. These modules will be pre-allocated. STR1000 will be pre-allocated in either Semester 1 or 2 of Year 1, and STR2000 in Year 2. STR1000 is the pre-requisite for STR2000.

#### 3. Can I drop them and take them later in my candidature?

No. Should you have issues that prevents you from taking these modules, please contact Mr Alvin Koh at bizkpta@nus.edu.sg in NUS Business School's Career Services Office (CSO) to discuss your situation.

#### 4. Can I request for Exemption?

Questions pertaining to exemption and pre-allocation should be directed Mr Alvin Koh at bizkpta@nus.edu.sg in NUS Business School's Career Services Office (CSO).

#### 5. What is the passing criteria?

These zero-MC modules will be on graded on a PASS/FAIL system, which will not affect your CAP. Completion of STR1000 and STR2000 (when graded 'Completed Satisfactorily' (CS)) will be noted as fulfilment of this component. They will be reflected as modules in your transcript.

#### 6. I am a DDP student whose home faculty is not Business. Do I have still have to complete STR1000 and STR2000?

Students whose home faculty is not BIZ will be granted a waiver of these two STR modules if they have read and passed both *CFG1010 Roots & Wings 1.0* and *CFG1020 Roots & Wings 2.0*. If you have done

only CFG1010, you are still required to complete both STR1000 and STR2000 in order to meet the graduation requirements. There is no partial waiver.

The two STR modules will not be pre-allocated to DDP students whose home faculty is not BIZ. If you wish to read these modules, please send your request to Mr Alvin Koh at bizkpta@nus.edu.sg from BIZ Career Services Office (CSO).

## II. Global Immersion and Study

### 1. What kind of trips will count towards this component?

The following activities which are very common for NUS Business Students will qualify:

- a) Student Exchange Programme
- b) Summer Programme
- c) NUS Overseas College
- d) International Case Competitions
- e) Self-sourced International Competitions and Conferences\*
- f) STEER/Residential College/Language Study Trips
- g) Overseas Internships (through NUS entities or self-sourced)
- h) Overseas Community Service (NUS or external)

*\*see question on minimum trip durations*

### 2. If I have an external or self-sourced trip, what is the minimum duration required?

The minimum duration is 1 week (including travel time). This applies to study or community service trips. \*Competitions and conferences less than 1 week will be reviewed on a case-by-case basis.

### 3. How do record my participation?

Students do not need to update the BBA Office for participation in trips listed 1-4 above (Question #1 on 'what kind of trips'). For trips 5-8, students are to use NUSync ECA entry to log their participation.

### 4. Do I need approval prior to my participation?

No. "Social trips" e.g. clubs/society team building/bonding trips will not be recognized. Non-NUS/self-sourced trips (especially community service) should have learning objectives and reflections/journals written during/post trip if it is to be recognized. These should be entered via NUSync. Students should not be overly concerned if the trip is recognized if the intent is legitimate and the purpose fulfils an overseas learning experience. Do note that the BBA Office reserves the right to accept/reject any trips should there be reasonable doubt of validity.

### 5. How many trips do I have to complete to fulfil this requirement?

Only one (1) trip is required throughout your candidature. This will be tracked by a milestone (flag) in SIS. Updating of this milestone in SIS will be done at the end of every semester. Students should check within a month of the end of their semester/when the trip ended/entry made to confirm that the milestone has been credited. Write to [bizbx129@nus.edu.sg](mailto:bizbx129@nus.edu.sg) should there be queries on this after this timeframe.

### 6. Are there specific countries/areas that are not counted?

No. Even trips to West Malaysia can qualify IF there is a study/learning agenda beyond social activities. These are to be entered in NUSync per the fields indicated.

**7. I have a financial or personal issues that prevents me from taking a trip. Can I be exempted?**

Please write to the Assistant Dean [bizad4@nus.edu.sg](mailto:bizad4@nus.edu.sg) and copy [bizbx129@nus.edu.sg](mailto:bizbx129@nus.edu.sg) with details.

**8. I am a DDP student. Is there any difference to the requirement for me?**

All of the above apply to you regardless of home faculty. Similar participation in trips organized by or applied through non-BIZ home faculty is also recognized as fulfilling this requirement.

### III. Leadership Dialogue Series

**1. What kind of talks/events are counted?**

The intent is to expose students to what is not typically taught/discussed in class. It will be easier to scope what is NOT counted and allow students the freedom to learn/attend the wide variety and diverse learning opportunities within and outside of NUS.

These events will NOT be recognized:

- a) PhD research talks/Thesis defense presentations
- b) Academic brown bag seminars
- c) Career fairs/recruitment events (even if it is promoted as industry sharing)
- d) Industry networking events: broadly speaking, events promoted under "Simplicity" platform will not count towards this requirement
- e) Speakers/presenters who are students (undergraduate and below) also do not qualify

**2. Are only NUS talks and events counted?**

No. Events both inside and outside NUS can be recognized if they are deemed to be relevant. Take note of the list (not recognized) in Question #1 above. Students are free to attend non-NUS events. See the question on logging in for credit.

**3. How do I check if the event/talk will be counted?**

Students SHOULD NOT check on the eligibility of an event before attending. The intent is not to penalize students or incentivize students to attend the 'right' seminars but to make it a habit/way of learning rather than just having students complete the component purely for the sake of it. Recognition will be given if it satisfies the intent of this component.

**4. How do I log my participation in the event/talk?**

Students are to log their participation in NUSync, under Events participation. Events promoted/registered via NUSync will be logged automatically. Events not listed/registered via NUSync should be entered manually. Please see the NUSync user guide to ensure the correct fields and supporting documents are entered in order for the event and participation to be validated.

**5. How many events/talks do I need to complete?**

Students are to attend at least 1 talk/event per 'NUS-residence' Semester. An 'NUS-residence' semester is when a student is studying in Semester 1 or 2 at NUS. Completion of each event will be recorded as a milestone in SIS, and reflected against that semester.

Students on NOC / SEP (i.e. not studying at NUS) will be given an 'EXE' on that milestone for the semester that they are away i.e. they will be considered to be exempted/fulfilled it for that semester/s.

Students on LOA essentially 'stop clock' since they are not active in SIS, and hence no milestone will be recorded nor exempted.

Students who accelerate e.g. overload or have EXE credits (i.e. Poly students) need only finish the number of milestones that they are effectively fulltime (NUS-residence semesters). In other words, if a BBA student chooses to overload and finishes his/her BBA 120MCs (or 160MCs) in 5 (7) semesters, there will only be 5 (7) milestones required. There will be no milestones in Special Terms. Conversely, students who take longer (up to maximum candidature) will need to complete a milestone for every (full) semester that they are studying.

**6. I am in the double degree programme. How many such milestones must I then complete?**

All DDP students (except those from the Faculty of Law and those who join the BBA/BAC programme mid-stream) are expected to attend one such event in each non-overseas semester, whether or not they are reading any business modules.

This requirement for Law DDP students will apply only from their Year 3 when they begin their business modules. For late-entry DDP students, the milestones will take effect from the semester that they commence DDP with BIZ.

**7. Can I participate in events and talks in advance/later?**

Students can attend (and log in) as many events as they wish every semester; but only one (1) will count towards completion of the milestone i.e. it will NOT be counted forward.

**8. What if I missed/did not participate in events and talks in the previous semester?**

It is the student's responsibility and requirement to keep track of their progress. NUSync and SIS/Milestones can easily show this progress. Only in mitigating circumstances will we allow students to meet this requirement 'backward' i.e. attend 2 events to make up for 1 missed in the previous semester.

**9. When should I record my attendance at the event/talk?**

Participation should be recorded at the time of registration for the event. You can/should also then provide the URL/event details so that it can be validated. Proof of participation must also be uploaded (e.g. email from the organizer, survey form, or even a photo of yourself at the event). The BBA Office may reject any entry if the event occurred too long ago and validation cannot be done.

**10. Why is the event/talk I have attended not reflected in SIS-milestone?**

All events that meets the criteria will be updated as completion of the semester milestones in SIS, and done regularly at the end of every month. Do note that if the event occurred (or entered into NUSync) at the last week of the month, it may potentially be recorded only in the following month as there may be a need to verify/confirm the details. Please write to [bizbx129@nus.edu.sg](mailto:bizbx129@nus.edu.sg) if you do not see it after the next month/cycle with details from NUSync (your entries). Note that the BBA Office reserves the right to reject for credit participation in any talk/event that is deemed not to have fulfilled the intention of the component (learning objective).

It is the responsibility of every student to ensure that he/she has fulfilled this milestone every semester; and especially in the penultimate semester; and again when filing for graduating. SIS' "Academic Advisement" can provide this check. Read SIS guide for more information on that function.

**11. What about talks and events during the holidays, which semester do they count towards?**

Events attended during term breaks/holidays can only count towards the previous semester, i.e. those between Nov-Dec will count towards Semester 1's milestone, and May-July towards Semester 2's, if not already met. There will be no 'forward crediting'.

**12. Will there be enough events/talks for everyone? What if I can't find/register for any?**

There should be ample events within NUS Business School, NUS on the whole and external events to meet this requirement. Active and frequent use of NUSync (check/subscribe to the Events notification) is encouraged to keep abreast of events in NUS. Do also take note of external talks and events (e.g. at SMU, NTU) as they are encouraged as well, although the same 5 categories of events mentioned in Question #1 will not be recognized.

ALL STUDENTS TO NOTE: There is no need to rush for registration. Students are encouraged to show consideration to allow other students to attend if they have already completed this milestone for the semester.

- END -