

IA Briefing for student going internship in S2 AY 2016/2017

5 Jan 2017

10 am EA Auditorium

Compulsory IA cohort 2014

AY 2016/2016	No. of students go for IA
Jul – Dec 2016	10
Jan – Jun 2017	140
<u>Total</u>	<u>150</u>

Email from Office of Undergraduate Programmes

Subject: Faculty Internship Placement Results - Confirmation

We are pleased to confirm that your internship placement is successful.

Please view the internship position you are placed with via the portal: [Login](#) > View Programme Status

There are 6 key points to note:

1. The successful placement may be subjected to the conditional passing of pre-employment checks such as medical checks as required by the organisation. You will be informed of such requirement (if any) by the organisation directly.

2. You will be informed of the NUS Internship mentor identified for you.

3. **You will be contacted directly by your host organisation about the internship employment contract.**

Employers may contact you any time now till a month before the internship is scheduled to start.

Before agreeing to the contractual terms, please read and understand the terms and conditions carefully including the job scope and expectations, work hours, remuneration and benefits and any exclusion policies. Should you have any doubts or enquiries on the contractual terms, please seek clarification with the employer; Students may also consult the Department Coordinator

4. All students should be competent in basic workplace safety prior to starting the internship. Please read the safety induction handbook and complete the e-learning test uploaded in IVLE where you will find the test instructions. Please complete the test by 28 December 2016.

5. **The list of modules offered in the evenings for Semester 2 AY2016 is updated on the internship website, along with application procedures for the evening modules.**

If you have participated in the IVLE survey regarding choice of modules while on IA, your feedback is being considered.

6. If you have any doubts on any issue, please consult your Department Coordinator immediately.

Note: Please read the [internship commencement kit](#) for details of the module requirement.

This Kit is for you. Employers will receive a copy of the information separately.

Warm regards

Internship Administration Team
enginternship@nus.edu.sg

24-week Industrial Attachment (IA)

- The assessment scheme consists of [one work plan, two oral presentations \(interim and final\), and two internship reports \(interim and final\)](#). The kit enclosed at the back details the requirements for students and has been provided to students. Academic staff will be informed of their allocated students for internship mentorship.
- E-notifications (reminders) will be sent to the mentors for review of the students' online submissions.

- **Expenses** incurred during the trips to the companies for the purpose of meeting the student mentees and/or workplace supervisors for internships can be reimbursed (through department admin/TRAC) – Claim from Dept CEE OOE- Approval Dy Head (Admin)
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- **For students on overseas internship**, Skype or any other video communication means has to be arranged in lieu of the company visit. The FoE SMART Classroom may be booked for conferencing.
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- Mentors provide advice and may intervene wherever necessary and appropriate such as for performance improvement of the student mentees. Please inform the Department Coordinator immediately in the event of any issues/disputes with the company.

Week 4:

- **Students will submit their work plan** through the internship portal.
- **Mentors will read the work plan (online) and assess its suitability** (e.g. clear and reasonable objectives, relevant learning outcomes are included, etc.) before giving comments and **approving/disapproving the work plan online.**

Week 10 to 12:

- Interim meeting for mentors and students. **Students will initiate suitable dates for the company visit** with their NUS mentors and coordinate the visit ahead of time.
- Mentors will meet students and industry workplace supervisors at students' work location (highly preferred over meeting in NUS).
- The visit should include the oral presentation and discussions with students/supervisors.
- Mentors may need to remind students that the **oral presentation is required**.
- **Mentors need to PRINT OUT the Internship Assessment Form** (Annex A, in the form of three-tier rubrics) for checking the learning outcomes during the company visit.

Week 12 to 14:

- Students will **submit the interim internship report via the internship portal**.
- **Mentors will read the report (online)**.
- Together with (i) the company visit assessment made in Week 10 to 12 and (ii) the online report, **mentors will complete the interim internship grading using Annex A**.
- **Mentors will submit the hardcopy of the completed Internship Assessment Form (Annex A) to the Department for forwarding to the Office of Undergraduate Programmes**.
- **Mentors will provide online grading (pass/fail) and feedback/recommendation to students**.

Week 22 to 24:

- Final meeting for mentors and students. Students will initiate suitable dates for the company visit with their NUS mentors and coordinate the visit ahead of time.
- This period largely falls within the vacation period (May-Aug/Dec-Jan). Mentors will meet students and industry workplace supervisors at students' work location (highly preferred over meeting in NUS).
- The visit should include the oral presentation and discussions with students/supervisors.
- Mentors may need to remind students that the oral presentation is required.
- Mentors need to PRINT OUT the Internship Assessment Form (Annex A, in the form of three-tier rubrics) for checking the learning outcomes during the company visit.
- Mentors are advised to schedule their vacation leaves properly in advance

Week 24 to 26:

- Students will submit the final internship report via the internship portal.
- Mentors will read the report (online).
- Together with (i) the company visit assessment made in Week 22 to 24 and (ii) the online report, mentors will complete the final internship grading using Annex A.
- Mentors will submit the hardcopy of the completed Internship Assessment Form (Annex A) to the Department for forwarding to the Office of Undergraduate Programmes.
- Mentors will provide online grading (pass/fail) and feedback/recommendation to students.

Order of the assessment:

- Mentor make the company visit; listen to oral presentation, discuss with student and supervisor. Mentors can use the Assessment Form to check on the learning outcomes and take make notes for the assessment.
- Students will subsequently submit the report via the EP Portal (mentor auto-notified). Mentor will read the report and with the oral presentation, the mentor will assess the student. Mentor to enter the “Pass/Fail” grade via the EP Portal and submit the hardcopy *Assessment Form* to the department.
- Department can collate and forward the hardcopy assessment forms to OUP.

Learning Outcomes (Announced to students)

- 1. To demonstrate professional standards and ethics in the workplace**
- 2. To build good verbal and written communication skills**
- 3. To interpret, analyse, evaluate and synthesise information in the workplace**
- 4. To describe the business and career paths in the company**
- 5. To apply engineering training in the internship assignment and meet the objectives of the assignment**

1. Ability to demonstrate professional standards and ethics in the workplace

	Unsatisfactory
1.1 Initiative and commitment	Little observable drive or energy. Habitual procrastinator, moves only when pushed to do so.
1.2 Accountability	Does not follow instructions promptly or accurately. Very careless and constant reminders required. Put self-interests first even if the interest may conflict with the work and company mission and vision.
1.3 Diligence	Rarely does job right the first time. A source of errors. Requires constant reminding.
1.4 Judgement	Unable to reason and cope with job responsibilities.
1.5 Self-reflection	Unable to reflect on the jobs performed. Unwilling to learn from mistakes committed. Finger-point for mistakes at work. Can only accept compliments and not other forms of feedback.

1. Ability to demonstrate professional standards and ethics in the workplace

	Unsatisfactory
1.6 Working relationships	Demonstrate negative working relationships with colleagues and not able to work together as a team. Considers self-interest only.
1.7 Attendance and Punctuality	Irregular

2. Ability to build good verbal and written communication skills

	Unsatisfactory
2.1 Writing skills on reports, and technical documentations	Lack organisation and logical presentation of information. Inconsistent format and grammatical mistakes. Lacks clear objectives and motivation. Incomplete, irrelevant and inaccurate results and data. Invalid conclusion. Major plagiarism.
2.2 Verbal and presentation skills	Poor knowledge of subject and poor organisation of technical content. Unable to respond to any question.

3. Ability to interpret, analyse, evaluate and synthesise information in the workplace

	Unsatisfactory
3.1 Interpretation and analysis of workplace problems/issues	Cannot interpret basic problems/issues and identify their components (reasons and claims).
3.2 Evaluation and synthesis of information	No evaluation of information/components and no conclusion are provide.
3.3 Planning & Implementation	Minimal planning of work assignment. Implementation of assignment done poorly and illogically.

4. Ability to apply engineering concepts in the internship assignment and meet the objectives of the assignment

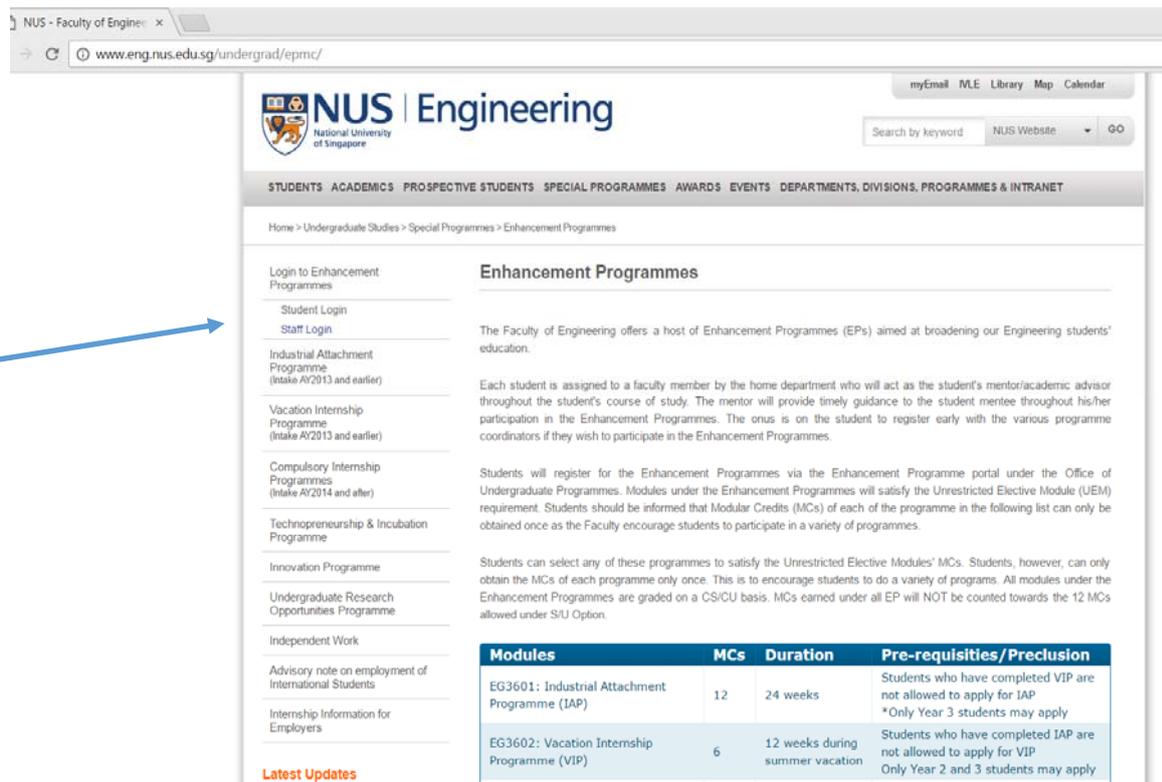
	Unsatisfactory
4.1 Applying engineering concepts in workplace	No knowledge of relevant engineering principles. Not capable of applying them for analysing results.

5. Ability to describe the business and career paths in the company

	Unsatisfactory
5.1 The vision and mission of the company	Unable to describe the company's vision and mission statements.
5.2 The business portfolio of the company and its function & value in the industry	Unable to comprehend the company business portfolio and value. Has serious difficulty rationalising the business of the industry.
5.3 The potential career paths in the company	Unable to articulate any possible career path in the company.

Key qualitative findings and specific comments on the above learning outcomes

Log into IA Portal



The screenshot shows the NUS Engineering website. The browser address bar displays 'www.eng.nus.edu.sg/undergrad/epmc/'. The page header includes the NUS logo and 'Engineering' text. A navigation menu lists 'STUDENTS', 'ACADEMICS', 'PROSPECTIVE STUDENTS', 'SPECIAL PROGRAMMES', 'AWARDS', 'EVENTS', and 'DEPARTMENTS, DIVISIONS, PROGRAMMES & INTRANET'. The main content area is titled 'Enhancement Programmes' and contains a list of program options on the left and a table of modules on the right. A blue arrow points to the 'Student Login' link in the left-hand menu.

Home > Undergraduate Studies > Special Programmes > Enhancement Programmes

Enhancement Programmes

The Faculty of Engineering offers a host of Enhancement Programmes (EPs) aimed at broadening our Engineering students' education.

Each student is assigned to a faculty member by the home department who will act as the student's mentor/academic advisor throughout the student's course of study. The mentor will provide timely guidance to the student mentee throughout his/her participation in the Enhancement Programmes. The onus is on the student to register early with the various programme coordinators if they wish to participate in the Enhancement Programmes.

Students will register for the Enhancement Programmes via the Enhancement Programme portal under the Office of Undergraduate Programmes. Modules under the Enhancement Programmes will satisfy the Unrestricted Elective Module (UEM) requirement. Students should be informed that Modular Credits (MCs) of each of the programme in the following list can only be obtained once as the Faculty encourage students to participate in a variety of programmes.

Students can select any of these programmes to satisfy the Unrestricted Elective Modules' MCs. Students, however, can only obtain the MCs of each programme only once. This is to encourage students to do a variety of programs. All modules under the Enhancement Programmes are graded on a CS/CU basis. MCs earned under all EP will NOT be counted towards the 12 MCs allowed under SIU Option.

Modules	MCs	Duration	Pre-requisites/Preclusion
EG3601: Industrial Attachment Programme (IAP)	12	24 weeks	Students who have completed VIP are not allowed to apply for IAP *Only Year 3 students may apply
EG3602: Vacation Internship Programme (VIP)	6	12 weeks during summer vacation	Students who have completed IAP are not allowed to apply for VIP Only Year 2 and 3 students may apply

Latest Updates

Evening Modules Approval

May I know if there is a problem with my CORS account? I tried to bid for my technical electives but I could not bid for the modules I want. It was reflected that the modules were not found in the list.

- [Reply:](#)
- Priority will be given to Year 4 students hence for Year 3, they will need to appeal on CORS.
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- Please appeal on CORS and it will be looked into and will reply to you soon.
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Evening Modules Approval

I understand that there is an evening modules application form which have to be endorsed by both the company and the department. Do we have to submit it in hardcopy form ? Also, who do we submit to in the department?

- Reply:

- Yes, we require the completed form to be submitted either through hardcopy (to CEE Office, to Christina/Sarimah) or softcopy.
- Ms Christina Lim, email: ceelccc@nus.edu.sg
- Mdm Sarimah, email: ceesm@nus.edu.sg

Students and IA Mentor

- Students please arrange for presentations within the internship period with Company supervisors as joint assessment is required.
- Please approach your IA Mentor for advice if you encounter issues at work place.
- Any withdrawal must be submitted in writing to Ms Lisa Moo (lisa.moo@nus.edu.sg) in OUP after consulting IA Mentor and copied to Prof Richard Liew and Peggy Leong.

Department IA contacts

- Prof Richard Liew: ceeljy@nus.edu.sg, Contact: 65162154
- Ms Peggy Leong : ceelp, Contact: 6516 5831
- Mdm Norela : Submission of IA Assessment Forms by Mentor

Any Questions?

Before we introduce you to your IA Mentor

All the best to your internship!
See you next semester.

Thank you!