

COMPULSORY INTERNSHIP (IA) BRIEFING

11 Oct 2016

For AY2014 cohort

going IA in AY2016 Sem 2



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Compulsory Internship

- All students of matriculation cohort AY2014 and after are required to read an internship module for the requirement of the B.Eng degree programme

Students from the following programmes are exempted from compulsory internship:

- Double Degree Programme (DDP)
- Concurrent Degree Programme (CDP)
- Chemical Sciences Programme (CSP)
- Global Engineering Programme (GEP) – ESP students in GEP must read the compulsory internship
- Poly-direct entry (POLY)

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Internship Modules

Students of matriculation cohort AY2014 and after will read:

- EG3611 Industrial Attachment (IA) which carries 12 MCs, or
- EG3612 Vacation Internship Programme for 6 MCs (VIP)

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Internship Eligibility

EG3611 / EG3612 for compulsory internship

- Completed at least 70MCs worth of modules including at least five Level 2000 major modules prior to starting the internship
- The **ideal scenario** is to complete all the core modules in the first 5 semesters and commence on internship in the 6th semester.
- Preferably read ES2331 and ++EG2401 prior to, or during the internship semester
- Fast-track students who expects to graduate in less than 8 semesters may read the internship module in an earlier semester

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Internship Semester

	← Year 2	Year 3		Year 4		
Department	May-Jul (Special Term)	Jun-Dec (Sem 5)	Jan-Jun (Sem 6)	May-Jul (Special Term)	Jun-Dec (Sem 7)	Jan-Jun (Sem 8)

CEE

IA

IA

IA

Have not taken
the core design
modules

Most
IDEAL
semester

Clash with FYP.
Difficult to
perform
experimental
work

If you go for SEP in semester 6, you will have to do your IA in semester 5 or 7. Do note that you will face some limitations. Do speak to your lecturers or potential FYP supervisors early.

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Internship Periods

EG3611 is 24 weeks in length and will take place in either Semester 1 or Semester 2.

- Semester 1 July – 22 December
- Semester 2 January – June

EG3612 is 12 weeks in length and will take place in the special term.

- Special Term AY2017: May –July

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Internship for SEP students

- If you go for SEP in semester 6, you will have to do your IA in semester 5 or 7. Do note that you will face some limitations.
- Students must ensure they can fulfil the requirement for internships, i.e. the duration (24 weeks or 12 weeks) needs to be adhered

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Internship for SEP students

- The internship periods can be adjusted, but the internship must start no later than one month from the official internship dates provided by the faculty and the internship host organisation must agree with the adjusted dates. The internship must also end before classes in the next regular semester starts
- Seek department's advice if unsure whether the academic schedule of a Partner University
- The onus is on students to plan their study roadmap carefully in order to ensure they can graduate within their desired candidature

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Internship Liaison Lead

- A faculty teaching member known as the Liaison Lead (LL) will be assigned to each student to mentor the student's internship
- The LL may or may not be the same as your academic mentor assigned to you during Year 1

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Internship Module Requirements

EG3611 Industrial Attachment

Start of Internship

- Students are required to complete the self-work plan
- Online submission of the form before end of Week 2 of the internship

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Internship Module Requirements

Mid-point of EG3611

Company visit by NUS LL to meet the internship host supervisor and student between approximately Week 8 to Week 12 of the internship.

During the company visit:

- Students are required to make an oral presentation (about 20 mins) to LL and company for interim assessment
- Students are required to write an interim report and submit it online within two weeks within the company visit

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Internship Module Requirements

End-point of EG3611

- **Another Company visit** by NUS LL to meet the internship host supervisor and student happening between Week 23 to Week 24 of the internship. During the company visit:
 - Students will deliver an oral presentation to LL and company
- Students are required to write a final report
- Students are required to complete the self-evaluation form
- Online submission of the report and self-evaluation form within two weeks from the company visit

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Internship Module Assessment

- **Assessment is based on:**
 - Professional standards and ethics at work – 30%
 - Verbal and written communications – 20%
 - Ability to interpret, analyze, evaluate & synthesize information at workplace – 20%
 - Ability to apply engineering training in internship assignment – 20%
 - Understanding of the business and career paths in the company – 10%

**Students will also be assessed for their extend of interest and effort demonstrated throughout the internship through a joint assessment between the LL and company supervisor

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Internship Module Requirement

EG3612 Vacation Internship Programme

- Similar to EG3611 except that there is no mid-point component

Start of Internship

- Students are required to complete the [self-work plan](#)
- Online submission of the form before end of Week 2 of the internship

End-point

- **Company visit** by NUS LL to meet the internship host supervisor and student between Week 11 to Week 12 of the internship. During the company visit:
 - Students will deliver an oral presentation to LL and company
- Students are required to write an [internship report](#)
- Students are required to complete the [self-evaluation](#) form
- Online submission of the internship report and self-evaluation form within two weeks from the company visit

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Internship Module Assessment

EG3612 Vacation Internship Programme

- **Assessment is based on:**
 - Professional standards and ethics at work – 30%
 - Verbal and written communications – 20%
 - Ability to interpret, analyze, evaluate & synthesize information at workplace – 20%
 - Ability to apply engineering training in internship assignment – 20%
 - Understanding of the business and career paths in the company – 10%

**Students will also be assessed for their extend of interest and effort demonstrated throughout the internship through a joint assessment between the LL and company supervisor.

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Internship Module Requirement

Evening Modules

- Up to 2 evening modules subject to approval from host company
- Not all companies allows time off for interns to read evening modules
- Risk overloading other semesters if the study plan is not planned carefully so seek help from your academic advisor in the department if needed

Annual Leave

- Up to 3 days for IA students subject to hiring policy and approval from host company
- Up to 1 day for VIP students subject to hiring policy and approval from host company

Study Leave

- Up to 2 days of study leave per NUS module for IA students

Reservist training for male students

- Make up is not required for up to 3 weeks of reservist for IA students and up to 2 weeks of reservist for VIP students

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Who will Fail IA?

	Examples of Unsatisfactory Performance
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.

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Internship Grade

For the time being, EG3611 and EG3612 are non-letter graded (CS, CU).

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Application Modes

Faculty Placement

- For students who are interested in applying to the internship positions reserved on the Faculty's internship portal -- the "Enhancement Programmes portal"
- Students can select up to five companies and up to two positions per company in each placement round
- Choices are to be ranked i.e. from 1 (most preferred) to 10 (least preferred)
- Choices made will be sent to the companies whom may contact students directly for interviews etc
- Companies will rank the candidates i.e. from 1 (top choice candidate shortlisted for employment offer) onwards

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Application Modes

Faculty Placement (Con't)

- The faculty will allocate an internship position to the student based on the student's ranking and the companies' ranking and the allocation will be final
- Students who are unsuccessful in the particular placement round can participate again in subsequent placement round(s)
- There will be at least three rounds of placements for Industrial Attachment, subject to availability of places

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Application Modes

Self-sourced

- Students are allowed to self-source to companies for internships
- Students are advised to self-source to companies whom are NOT found in the Faculty's internship portal

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What you also need to know

- Penalty shall be applied to students who withdraw from an allocated faculty-placement internship,
AND
- for students withdraw from his/her offer acceptance of self-sourced internship
- S\$500 may be charged for such withdrawals

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Need Helps on

- 1) Problem with accessing NUS IA portal
- 2) Changing internship period
- 3) Selection of companies and posting results
- 4) Request for withdrawal etc.
- 5) Clarification on information on IA in Engineering website

Contact Dean's office Undergraduate Programmes at Block EA Level 4

Ms Lisa Moo lisa.moo@nus.edu.sg Contact: 6516 6217
or

Mr Scott scottpereira@nus.edu.sg Contact: 6516 4146

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CEE Department IA Team:

- 1) Assignment of NUS Liaison Leads/mentors
- 2) Approval of companies IA job posting
- 3) Approval of self initiated IA
- 4) Advice /Reminders to students and Mentors on documentation/IA visits by Liaison Leads
- 5) Market Students Internship availability to companies to match the IA positions needed for each semester
- 6) Collate feedback from students, faculty and companies to improve IA process etc.

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