

Compulsory Internship Briefing

A/P Lanry Yung (Vice Dean, UG Programme)



Compulsory Internship...for those who are still unclear at this stage....

- ****All students from matriculation cohort AY2014 and onwards are required to read an internship module under the BEng degree programme requirement**

****Exemption from the compulsory internship applies to students of the following programmes:**

- Chemical Sciences Programme (CSP)
- Concurrent Degree Programme (CDP)
- Double Degree Programme (DDP)
- Global Engineering Programme (GEP)
 - except for ESP students; internship remains compulsory
- Polytechnic-Direct Entry (POLY)

Internship Semesters...for those who are still unclear at this stage....

	← Year 2	Year 3		Year 4		
Degree	May-Jul (Special Term)	Jul-Dec (Sem 5)	Jan-Jun (Sem 6)	May-Jul (Special Term)	Jul-Dec (Sem 7)	Jan-Jun (Sem 8)
Biomedical		IA	IA			
Chemical			IA		IA	
Civil			IA		IA	
Environmental			IA		IA	
Computer		IA	IA			
Electrical		IA	IA			
Engineering Science	VIP			VIP		
Industrial & Systems	VIP	IA	IA	VIP		
Materials Science		IA	IA			
Mechanical		IA	IA			

Internship Semesters

Students will take the internship module as required by their respective degree programmes

- **EG3611 Industrial Attachment (12 MCs)**
 - Offered every Semester 1 (Jul-Dec) & Semester 2 (Jan-Jun)
 - Minimum duration of 24 weeks
- **EG3612 Vacation Internship Programme (6 MCs)**
 - Offered every Special Terms (May-Jul)
 - Minimum duration of 12 weeks
- The semester for taking the internship module will be identified for you by your home departments

Evening Modules (IA only)

- Restricted to modules scheduled at/after 6pm only
- Up to two evening modules may be read, subject to the approval from the host company
- Discretion in allowing evening modules is upon the host companies
 - Companies participating in the faculty-placement exercise may indicate their decision in allowing for evening modules on the online system
- Students who must take evening modules should only apply to companies providing this feasibility

Module Deliverables

Work Plan <ul style="list-style-type: none"> Describing the key job responsibilities and intended learning outcomes 	Start-point	IA & VIP
Internship Report (Interim) <ul style="list-style-type: none"> Describing the organizational structure, work performed, problem analysis and solutions identified Reflections and areas of improvement 	Mid-point	IA only
Oral Presentation (Interim) <ul style="list-style-type: none"> Delivering an overview of the company business area and key work performed and Q&A 	Mid-point	IA only
Internship Report (Final) <ul style="list-style-type: none"> Describing work performed, problem analysis and solutions identified Reflections and areas of improvement Research and analysis of the industry Executive summary 	End-point	IA & VIP
Oral Presentation (Final) <ul style="list-style-type: none"> Concluding the work performed, self-evaluation on learnings, areas of achievement, areas of improvement, appreciations and Q&A 	End-point	IA & VIP

Module Deliverables

- Graded on CS/CU basis
- Can one fail the internship module....?
 - Yes, and the internship module will have to be repeated in another semester
 - Poor conduct includes unpunctuality, playing Pokemon Go during office hours, absence without official leave, insubordination etc

Application Procedures

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Application Procedure

Companies and yourself have at least 4 months before the start to find suitable manpower/positions respectively.

Two ways to go about it

Self-Sourced Positions

Faculty Internship Placement Exercise

Note: Only one application is allowed at any one time

Self-sourced / Self-Initiated Positions

- **Find the job!**
- Application submitted via Enhancement Programmes Portal upon receiving offer
- Application will be routed automatically to department for approval
- Do submit as soon as possible (sufficient time to find other positions should the position not be approved)
- Relevant form can be downloaded from [website](#)
- Only companies/organisations not participating the *Faculty Internship Placement* are open for self-sourced positions

Faculty Internship Placement Exercise

- The exercise consists of follows a specific timeline of activities
- At least 2 round of the following activities:
 - Student Application Period
 - Company Shortlisting Period
 - Allocation Period
- Functions on the Enhancement Programmes Portal are enabled and disabled according to the scheduled activity

Faculty Internship-Placement Exercise

- **Application Period**

- Students can browse through the list of available positions
- Each student can select up to a maximum of 5 different companies, with 1-2 positions per company (i.e. maximum 10 positions)
- Positions are ranked from 1-10, with 1 being the most preferred

Faculty Internship-Placement Exercise

- **Company Interview and Shortlisting Period**
 - Companies receive student applications and begin their selection process
 - Companies would rank students from most to least preferred (e.g. 1, 2, 3...) and there would be no shared rankings
 - Companies must submit their rankings via the portal
 - Companies **may or may not** contact students for further information or to arrange for an interview
 - Companies **may or may not** inform students on whether their application has been successful
 - Companies **may** give offers in advanced

Faculty Internship-Placement Exercise

Confirmation of Placement Results

- Once the interviewing/shortlisting period has closed, no further changes to the rankings can be made
- Faculty will conduct allocation of placements to students according to the both rankings provided by companies and students
- If a student receives the same ranking from companies, the student's preference will prevail amongst these positions

Faculty Internship-Placement Exercise

Confirmation of Placement Results

- Companies and students will be informed of the official release of allocation results via email
- Once the allocation is done, there is no further need for either party to confirm the placement
- Unsuccessful candidates can reapply in subsequent rounds
- Students should convey to companies that any off-portal agreement must also be indicated on the Portal
 - E.g. Company and student independently come to a mutual agreement for placement (both parties are to rank each other as #1), which would result in a definite match

FACULTY-PLACEMENT TIMELINE

Activity	Timeline
Round 1: Students application	2 Feb – 15 Feb 2017
Company shortlisting	16 Feb – 15 Mar 2017
Release of placement results	21 Mar 2017
Round 2: Students application period	24 Mar – 3 Apr 2017
Company shortlisting	4 Apr – 20 Apr 2017
Release of placement results	26 Apr 2017

What is the penalty system?

The Faculty of Engineering may impose penalties on undergraduates if they are acting in a socially and professionally unacceptable manner while representing the National University of Singapore.

Once the placement result is released, requests for withdrawing from the successful placement may not be accepted save to justifiable grounds wherein the student may submit an appeal in writing to the Faculty.

Corrective actions may be imposed on demands to change the placement result:

- (i) 'W' or 'CU' grade assignment for the internship module; and/or
- (ii) Financial charge of SGD300.00 (VIP) or SGD500.00 (IA); and/or
- (iii) Other corrective actions as deemed appropriate by the Faculty and the University

Expectations from Students

Demonstrate professionalism in carrying out activities

Abide to company's policies and practices

Manage company's facilities, equipment(s) and documents with care

Observe ethical requirements

Be proactive in the learning process

You are an ambassador of NUS!

Contact US



Contact us for a technical discussion on the internship positions you are considering for internship application, or even to discuss your career plans
Also extends to students in need of support during internship such as inability in performing the technical task, uncertain of the safety requirement of the company etc



Prof Huang Zhiwei (BME) | Prof Hidajat Kus (ChBE) | Dr Satyen Gautam (ChBE) | Prof Lee Loo Hay (ISE)



Prof Richard Liew (CEE) | Prof Chen Jingsheng (MSE) | Dr Rajesh C (ECE) | Prof Xiang Cheng (ECE) | Prof Francis Tay E.H (ME)

Contact US

Internship Administration



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Thank you.
Questions