

## **Industrial Attachment Commencement Kit**

This internship commencement kit provides the framework for the internship module by the Faculty of Engineering, National University of Singapore. It is for use by the undergraduate students and NUS.

### **Internship Learning Outcomes**

- Demonstrate professional standards and ethics in the workplace
- Build good verbal and written communication skills
- Apply engineering training in the internship assignment and meet the objectives of the assignment
- Interpret, analyse, evaluate and synthesise information in the workplace
- Describe the business and career paths in the company

## ROLES & RESPONSIBILITIES

### **NUS Department/Programme Internship Coordinator**

The Faculty of Engineering seeks to provide a stimulating and challenging internship for students. The Internship Coordinator represents the department/programme and is responsible for approving the work scope submitted by the companies, coordinating internship placements, and providing ongoing educational resources for students. The Internship Coordinators work with appointed faculty members who serve as mentors to ensure good links between the companies and students for the purpose of engineering internship education.

### **NUS Internship Mentor**

The role of the NUS mentor is that of an educator. Therefore, the mentor supports students in applying their knowledge to their work where required, evaluating students' internship performance, work with the company as well as work with the Internship Coordinator should there be difficulties encountered in mentoring the students.

### **Students**

Students are to work closely with their Workplace Supervisors and NUS Internship Mentor in meeting the targets and managing the assigned tasks.

#### **Part I Work Plan**

The work plan should help students clarify expectations, identify necessary resources, and prioritise realistic set of steps and actions to develop skills and competencies to excel in their internship and enhance their personal learning and development. Students need to plan and document their work plan through discussing with their workplace supervisor. The work plan is to be submitted, via the Enhancement Programmes system, to the NUS internship mentor for review and advice:

1. Objectives of the internship project/position
2. Main job duties and key deliverables
3. Intended learning outcomes

The work plan should be specific, measurable, attainable, realistic, and time targeted. There is no prescribed formats nor minimum word count and bullet points are accepted. The maximum is 700 words.

*Deadline to submit the work plan is end of Week 4 of the internship.*

#### **Part II Internship Report and Oral Presentation (Mid-term)**

Near the mid-point of the internship, students are to submit a structured internship report to consolidate his/her internship experience. The following information should be included and the report is to be vetted and endorsed by the workplace supervisor via the Report Clearance Form:

1. Background of the industry and company's organisational structure and key business areas
2. Technical description of the schedule of tasks/activities/work completed
3. Analysis of challenges, constraints encountered and solutions identified
4. Reflections on the internship, possible areas of improvements and arrangement for the second half of the internship

The technical quality of the project and problem solving assesses the student's critical and analytical thinking skills as well as initiatives and efforts students have committed to the internship. Internship reflection allows

students to consolidate key learning points (both personal and professional) that would benefit the students for future learning and development including for their career. Together, the internship report and oral presentation also test the student's communication skills.

A well-organised and concise report of 1500 to 3000 words is expected with presentation of information complete and evidenced with good technical reporting skills. The internship report should be structured in the given format:

COVER PAGE
TABLE OF CONTENTS
ACKNOWLEDGMENTS
INTRODUCTION
MAIN TEXT
CONCLUSION
REFERENCES
APPENDIX
REPORT CLEARANCE FORM

- Please type the report using "Times New Roman" and "11" font size or equivalent.
- Figures, charts, tables, pictures etc may be included when necessary to adequately describe the information
- Proper references must be cited

Deadline to submit the mid-term internship report, via the Enhancement Programmes system, is by Week 10 of the internship.

Students are to email their NUS internship mentor to arrange for the mid-term discussion and presentation well in advanced. This mid-term meeting is to be held between Weeks 10 to 12 of the internship. The workplace supervisor and NUS internship mentor will discuss with the student on his/her internship performance and give feedback to the student based on the oral presentation, deliverables attained, and behaviour demonstrated for the internship (e.g. attitude, accountability, adherence to workplace safety procedures).

### **Part III Internship Report and Oral Presentation (End-term)**

Students are to email their NUS internship mentor to arrange for the end-term oral presentation between Weeks 22 to 24 of the internship.

The following information should be included in the end-term report and it is to be vetted and endorsed by the workplace supervisor via the Report Clearance Form:

1. Technical description of the schedule of tasks/activities/work completed
2. Analysis of challenges, constraints encountered and solutions identified
3. Reflections on the internship, possible areas of improvements and applications onto future projects/employment opportunities
4. Research and analysis of the business of the company and industry
5. Identify possible future career paths in the given industrial sector

Through interaction with workplace members and supervisors, the internship also enhances the student's personal and interpersonal skills. Elements of professional ethics and relationship building should be present in the report.

The report should be of 2500 to 4000 words.

*Deadline to submit the end-term internship report, via the Enhancement Programmes system, is by two weeks from the end of the 24-week internship.* An online Student Feedback Form will be required for completion along with the submission of the final report.

**NUS expects students to uphold to the Code of Student Conduct at all times. Students are to face disciplinary panel if [NUS Code to Student Life](#) is breached during their internships**

## INTERNSHIP ADMINISTRATION

### 1. Stipulated internship period

Code	Credits	Length	Dates
EG36x1	12	24 weeks	Semester 2 AY2016: 9 January 2017 - 23 June 2017

#### 1a. Adjusted internship period

The internship dates may be adjusted by the host companies and for students on exchange programmes for up to one month from the stipulated period, where the academic schedule of the student on exchange allows:

- EG36x1 may start from between 5 December 2016 (*earliest start*) to 6 February 2017 (*latest start*)

A longer internship can be arranged by the student and company in mutual agreement, where the academic schedule allows. For example, the internship may be arranged from 5 December 2016 to 12 August 2017. However, the period for continual assessment toward EG36x1 will start from 5 December 2016 for 24 weeks. Internship done after the 24<sup>th</sup> week is non-assessable. Please write to [enginternship@nus.edu.sg](mailto:enginternship@nus.edu.sg) if your internship period differs from the stipulated period.

### 2. Leave Matters

Leave may be granted at the host company's discretion. Students are to refer to the internship contract provided by the company for the leave provision policy and abide by the Human Resource practices of the host company once you agree to the contractual terms.

#### 2a. Annual leave & Study leave

To ensure a meaningful internship experience for both the student and company, the total number of days of annual and study leave provided should be as follows:

Code	Annual leave	Study/exam leave
EG36x1	Up to 3 days	2 days per evening module for up to 2 evening modules

Annual leave application should be submitted at least five (5) working days in advance or please refer to the policy of the company. Study leave application should be submitted as early as when the timetable is known. Students have to apply for the leave in writing to the company with relevant supporting documents such as the examination timetable. Annual leave include requests to participate in activities organised by the student clubs and societies at NUS etc.

#### 2b. Medical leave

All full-time matriculated students are covered under the University's medical insurance scheme. Please read details at <http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters.html>. Companies must be informed (in writing or verbal) of the student's absence from work due to medical reasons. The medical certificate provided by a practitioner (doctors and dentists) registered with the Singapore Medical Council must be submitted to the company immediately following the return to work. Students should inform the faculty if the medical leave constitutes to more than five (5) days.

#### 2c. Official Competitions & Cultural Events

The faculty encourages companies to release the intern for him/her to participate in official competitions

and events representing Singapore or NUS. Students are to contact the faculty for a discussion on the leave provision on a case-by-case basis.

## 2d. Compassionate Leave

Compassionate leave (typically given if there is a passing of an immediate family member) is to be granted at the host company's discretion.

## 3. National Service

NSmen called up for In-camp Training (ICT) during their reservist periods are to fulfil the national obligation. Deferment on the grounds of academic commitments will not be granted. The faculty does not require the student to compensate for the number of days at the ICT for up to three (3) weeks of ICT. Students may however discuss with the company on extending their internship period to make-up for the ICT days. Students are to submit the ICT notice to the company as early as when the notice is issued by MINDEF.

## 4. Workplace Safety (For local internships)

For students who are employed in workplaces and fall under the classes or description of persons mentioned in the *Schedule of Factories (Safety Training Courses) Order*, the company shall provide the relevant safety training courses as specified in the order.

*Reference: Workplace Safety & Health Act (Chapter 354A) ([link](#)) and Factories (Safety Training Courses) Order (Chapter 104) ([link](#))*

Students shall adhere to the safety policies, carry out procedures provided by the company, and be responsible for their safety, health, and welfare during the internship. All persons at work (including interns) have the duty to ensure the work environment is safe for everyone. The Faculty of Engineering will not tolerate any cases of negligent behaviour of interns pertaining to safety and health. Any person at work (including interns) who, without reasonable cause, wilfully or recklessly does any act which endangers the safety or health of himself or others shall be guilty of an offence pursuant to the Workplace Safety & Health Act.

### 4a. (For overseas internships)

Students shall comply with the safety and health requirements pursuant to the country, state, city in which the internship is undertaken.

## 5. Intellectual Property

Companies and students should mutually agree on terms and conditions of Intellectual Property rights as per internship contract.

## 6. Termination Notice

Both students and companies should complete the entire internship period or the mutually agreed period. In the case of early termination by either party, a written termination notice of no less than 7 days should apply. Companies and students are to inform the Department Coordinator on this termination accompanied with reasons within two (2) days of serving the notice to follow-up accordingly with both parties.

Important: Termination of the internship may result in the student receiving a Completed Unsatisfactory (CU) grade for the internship module. The following actions and/or behaviour may result in a termination:

- Repeatedly arriving late to work during the internship period
- Repeatedly taking sick leave or annual leave during the internship period
- Unethical or unprofessional behavior during interviews and internship period

**NUS expects students to uphold to the Code of Student Conduct at all times. Students are to face disciplinary panel if [NUS Code to Student Life](#) is breeched during their internships.**