

## FAQ on Non-Academic Compulsory Components for AY17/18 Curriculum (applies to cohorts from AY2017/2018 onwards)

### 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 prepare them for 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 Ms Vanessa Cai Xinling [vanessacai@nus.edu.sg](mailto:vanessacai@nus.edu.sg) in NUS Business School's BizCareers Office to discuss your situation.

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

Questions pertaining to exemption and pre-allocation should be directed Ms Vanessa Cai Xinling [vanessacai@nus.edu.sg](mailto:vanessacai@nus.edu.sg) in NUS Business School's BizCareers Office.

#### 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 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 Ms Vanessa Cai Xinling [vanessacai@nus.edu.sg](mailto:vanessacai@nus.edu.sg) from BIZCareers Office.

## 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 (regular semesters)
- b) NUS Overseas College (with overseas component)
- c) Summer/Winter Programme with credit transfers
- d) International Case Competitions (sent by NUS Business School)
- e) NUS Bizad Study Trips eg Bizad Abroad, Nagoya Exchange, BLDP Overseas Trips etc
- f) Summer/Winter Programme without credit transfers
- g) Self-sourced International Competitions (acad or non-acad eg Sports) and Conferences\*
- h) STEER/Residential College/Language Study Trips
- i) Overseas Internships (through NUS entities or self-sourced)
- j) Overseas Community Service (NUS or external)

*The above list is not exhaustive. Understand the INTENT of the GIS requirement (see below) and you should be able to appreciate what experiences would qualify.*

*\*see next question on minimum trip duration*

### 2. What is the minimum duration required?

The minimum duration is 5 programme days. 'Programme days' denotes that start and end dates of the programme at the foreign location. Competitions and conferences less than this duration will be reviewed on a case-by-case basis.

### 3. How do I record my participation?

For all trips listed (a)-(e) above in Question #1 ('What kind of trips...'), the BBA Office will already have a record of your participation and will update the milestone when proof of your completion is received eg your credits are transferred upon your presentation of SEP transcript. Please ensure that you submit your transcript to the BBA Office (especially Summer/Winter credit transfer) as soon as you have them.

For trips from (f) onwards, students are to use NUSync in Student Life @Sch of Business portal, under 'FORMS' – [GIS Submission \(Bizad Global Immersion & Studies Record\)](#). The forms will be downloaded for processing periodically (at least once per Semester). If approved, your GIS Milestone in EduREC will then be updated by the beginning of next semester.

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

No. Use the list in Q#1 'What kind of trips...' and Q#10 'Intent of Requirement..' as the guide. Students should not be overly concerned if the intent is legitimate and the purpose fulfils an overseas learning experience.

DO NOTE that "Social trips" e.g. clubs/society team building/bonding trips will not be recognized.

Non-NUS/self-sourced trips especially community service/projects and competitions should have learning objectives and reflections/journals written. Contact information (eg emails) of organisers must be included for verification/authentication. Use the form (in NUSync) per #3 above. The BBA Office reserves the right to accept/reject any trips should there be reasonable doubt of validity; or there is insufficient/no proof is provided ie trip cannot be verified.

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

Only one (1) trip is required.

**6. How do I know if my trip/submission has been accepted?**

Study trips with credit transfers will be recorded only AFTER the modules have been transferred. It is your responsibility to ensure (especially Summer/Winter programmes) that you submit the transcripts and/or proof immediately to the programme office (ie SEP office) for these transfers.

Trips submitted via the GIS FORM in NUSync will be processed semesterly. The GIS milestone in EduREC will be updated at the end of that semester/or within a month from the last date of the form closure. Students can check a month after the end of their semester/form closure 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.

It is highly recommended that this requirement is completed EARLY during your candidature. **DO NOT LEAVE** this to the last semester before graduation before submitting the form/requirement. The BBA Office may not be able to process the forms in time (ie from April-June) for graduating seniors as that is also the peak workload for the office.

**Note** "Academic Advisement" (AA) and "Apply For Graduation" (AFG) check in EduRec will include this GIS milestone.

**7. Are there specific countries/areas that are not counted?**

No. Even trips to West Malaysia/Batam etc will qualify as long as there is a study/learning agenda and reflections submitted. REMINDER: NO social trips will be accepted.

**8. I have a financial or personal issue 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.

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

No. All of the above applies to all DDP students regardless of home faculty.

**10. What is the Intent of this graduation requirement?**

There is much one can learn from being overseas, especially in an intentional 'study' trip as opposed to a holiday, which provides other learning experiences. NUS believes in your HOLISTIC education; and NUS Business School feels that all graduates should have an appreciation and experience of interacting with the local culture and society through studies, work, corporate visits or community work. Students should plan this trip with learning objectives. During and post trip, write reflections on the experiences. These reflections will help you improve and learn more about yourself and others. Students should not see this trip as a burden and just another 'check off' item to be completed. Per above, there other ways beyond formal study (module) programmes eg SEP and Summer/Winter school. Please do not only see these programmes as the only way you want to fulfil this requirement. Students who actually think about and intentionally pursue the learning objectives are those who will benefit the most.

### **III. Leadership Seminars No Longer A Requirement**

- END -