

Work Experience Milestone (WEM)

The Work Experience Milestone (WEM) is a graduating requirement under the new 2023/24 BBA curriculum. The objective is to equip students with workplace-ready skills prior to graduation. The Work Experience Milestone involves completing **A)** two Career Starter Workshops (ie. STR1000 and STR2000) and, **B)** a credit bearing internship **OR C)** a non-credit bearing internship. Students are expected to complete the Work Experience Milestone before they apply for graduation (AFG).

A) Career Compass Starter Workshops

Please refer to NUS BIZ Undergraduate programme website for more details - <https://bba.nus.edu.sg/>

B) For Credit Bearing Internship (number of units varies depending on the type of internship)

1. Please refer to BI guidelines: <https://bba.nus.edu.sg/academic-programmes/general-academic-matters/business-internship-courses/>
2. Internships under the Work-Study Internship programme (i.e. BWS3XXX course codes) can be counted as a credit-bearing internship under WEM.
3. Credit-bearing internships under NUS Centre for future-ready Graduates (i.e. CFG2101 Vacation Internship programme) can be counted as a credit-bearing internship under WEM.

C) For Non-Credit Bearing Internship (0-unit)

1. Duration

- a. They can be either full-time or part-time basis.
- b. For full-time internship to count towards WEM, students need to ensure that:
 - i. The minimum duration of the internship is 8 consecutive weeks;
 - ii. The minimum weekly hours of the internship are 40 hours per week; and
 - iii. Students must fulfil a minimum of 300 total hours for the internship.
- c. For part-time internship, the minimum duration is 16 weeks. Students are expected to work a minimum of 16 hours a week.
- d. To avoid any doubt, all three requirements for the minimum number of weeks, hours per week and total hours must be met in order for the internship to count towards the WEM. When the student is on medical or annual leave permitted by the contract/employer that will still be treated as having met the hours. However, when the leave becomes prolonged (eg: due to an unexpected illness, accident or reservist duties), the position may be different, UG office should be consulted whether it will still meet WEM requirements.
- e. It is not possible to combine various short internships with the same company or different short internships with different companies, in order to meet the minimum duration requirements mentioned in points 1b to 1d above.
- f. Students are expected to plan their studies/timetable well. Doing an internship while studying during the regular school term is not a valid reason for absence from classes, quizzes, tests, exams, etc.
- g. Students are not allowed to embark on an internship to fulfil the WEM in their final semester. This is so because there have been instances in the past where graduation was delayed due to the inherent risks of starting an internship during the final semester. This not only creates problems for the student but also the UG office.
- h. Students are strongly advised to plan their studies well and graduate on time to avoid delaying graduation as they are liable to pay higher school fees if they exceed their normal candidature.

2. Pre-requisites
 - a. Students must complete at least one of the Career Compass Starter workshops (i.e. STR1000/STR2000) before embarking on these internships. Internships completed prior to completing at least one STR course or internships done prior to joining NUS Business School will not be counted towards WEM.
3. Scope of Work
 - a. The internships must relate to graduate/tertiary level positions. They can be in the field of business, accounting, real estate or even in any other general area (for instance, an internship with the Ministry of Foreign Affairs).
 - b. Being a cashier, doing food delivery, giving tuition, being a private-hire driver, selling insurance or other products, or doing gig-related work, etc, is not counted.
 - c. Working in a family business is not counted (see also point 7b).
 - d. Running your own business is not counted unless proof of ACRA registration and hiring of employees (eg: CPF registration) is given.
4. Location
 - a. Internships can be done locally or overseas.
 - b. Internships completed at NUS Overseas College (NOC) or other faculties (eg: in the case of double degree students), that meet the above criteria (under point 3) are allowed but students are required to submit their application through TalentConnect portal for approval to be recognized towards the WEM milestone.
5. Application for approval
 - a. All internships have to be approved to qualify as a Work Experience Milestone.
 - b. Approvals are to be sought through the Talent Connect portal via Experiential Learning Placement. More details will be provided later.
 - c. A written supporting document/evidence of these internships must be provided (e.g.: an agreement/contract). The document should state the following key employment terms at the minimum:
 - Company name and Student name;
 - Start and end dates of internship;
 - Full-time or part-time basis;
 - Working days and hours;
 - d. A written evidence of completion of internship must also be provided.
 - e. A course code (0 unit) will be assigned accordingly after approval.
6. Submission Timeline
 - a. Applications are to be submitted within 1 week upon completion of the internship or by the end of reading week of the respective regular semester, whichever is later.
 - b. For Special Term, applications are to be submitted within 1 week upon completion of the internship, or by Week 6 of the term, whichever is later.
7. Others
 - a. Students just need one approved credit-bearing or non-credit bearing internship completed within their candidature to fulfil WEM.
 - b. There should not be any conflict of interest relating to the internship (e.g.: the student gets an internship in the parent's firm). If you have doubts about whether there is a conflict of interest, please email to candytan@nus.edu.sg for clarification.

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