

BUSINESS INTERNSHIP (BI) COURSES¹

GUIDELINES FOR STUDENTS

Types and Nature of Internship Courses

1. For internships starting in Jan 2022² onwards, NUS Business School offers four types of credit bearing internships: BI3704, BI3708, BI3712 and BI3003 for all its students.
2. **BI3704 Business Internship I**: is meant for **full-time** internships which last a minimum of 8 consecutive weeks (e.g.: early May – End Jul). This course will carry a weightage of **4 units**³. Students are expected to work a minimum of 40 hours a week. This works out to a minimum of 320 hours for the whole internship. However, in line with university-wide practices, this will be rounded up to a minimum of **300** hours.
3. **BI3708 Business Internship II**: is meant for **full-time** internships which last a minimum of 16 consecutive weeks (eg: early Aug – early Dec or early Jan – early May). This course will carry a weightage of **8 units**. Students are expected to work a minimum of 40 hours a week. Since this course gets double the weightage of BI3704, the total minimum number of hours would be **600** hours.
4. **BI3712 Business Internship III**: is meant for **full-time** internships which last a minimum of 24 consecutive weeks (eg: Jan to June or June to Dec). This course will carry a weightage of **12 units**. Students are expected to work a minimum of 40 hours a week. Since this course gets triple the weightage of BI3704, the total minimum number of hours would be **900** hours.
5. **BI3003 Business Internship IV**: is meant for **full-time** internship between 8 consecutive weeks (e.g.: early May – End July). This course will carry a weightage of **4 units**. The internship for this course **must be in a field not related to business, accountancy or real estate** (eg: an internship to direct a movie or a general internship at the Ministry of Home Affairs). Students are expected to work a minimum of 40 hours a week. Thus, the total minimum number of hours for this internship would be **300** hours.
6. Only **full-time** internship will be eligible for the BI course. If it comes to our knowledge that students have applied for the BI course on a part-time contract, the BI course application will be withdrawn, and the students will receive either a W or CU grade for the course and the grade will appear in the transcript.
7. **To avoid any doubt, the minimum number of weeks, hours per week and total hours must be met in order to qualify for either course.** 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, and the UG office should be informed. In relation to study leave, the UG office should also be informed, and the matter will similarly be decided on a case-by-case basis.

¹ Formerly known as modules. ²For internship courses/modules completed before Jan 2022 or already in progress since Dec 2021, they are governed by a separate/previous set of guidelines.³ Formerly known as modular credit (MC).

8. Since BI is meant for full-time internships, **you are not supposed to read any regular (including online and hybrid) course/s**. This is to enable you to focus full-time on the internship, as in a real-world work situation. Otherwise, by splitting your time with reading a course with its attendant classes and project submissions, there can be possible complaints from employer, lecturer and/or fellow class teammates. Nonetheless, as a concession, you can only read **up to 4 units** of regular NUS courses (this includes online/hybrid/CFG courses) and/or **up to 4 units** of - edX-based DYOCs⁵ (Design Your Own Course). **You are not allowed to read more than 4 units of regular NUS courses or more than 4 units of edX-based DYOC⁵ courses - for various reasons.** The concession above is automatically granted without need for approval from the UG office, **but subject to the following conditions:**

- (a) The above maximum applies regardless of the type of BI course
- (b) The employers' consent in writing to this arrangement must first be obtained, and you must be able to provide this consent when called upon to do so; by the end of second week of your internship or by instructional week 2, whichever is earlier.
- (c) The minimum number of hours of work per week must be maintained
- (d) You have to secure the course(s) on your own through the CourseReg⁴ exercise and cannot request or appeal to the UG office or other programme offices (of other Faculties) to allot you courses that fit your internship work schedule
- (e) If group mates or the lecturer complains that you have not been contributing to group work or class, you will have to drop the course or internship with a W grade
- (f) There will be no make-up for any tests missed because of the internship and if the class is fully face to face, your internship will not be a valid reason for your absence from the physical class
- (g) Students from Cohorts 2021-22 and later, who are required to fulfil the Communities and Engagement pillar under the University Level Requirement (such as GEN% or related modules offered by UTCP, NUSC, etc.), will be allowed to read BI concurrently if their service hours are carried out during evenings and weekends during the internship attachment period. Students will also be allowed to carry out service work during daytime (up to 4 hours a week) on weekdays concurrently with BI, subject to employer's approval. This will fall under the category of "4 units regular NUS courses" as stipulated under point 8 above and the minimum number of work hours per week must still be maintained. Year-long C&E courses will be counted as 2units (i.e. 4units split into 2 sems) towards the same quota under "regular NUS courses".
- (h) If you plan to do a Field Service Project (FSP) during a BI internship, approval from the UG office and the FSP supervisor is required. The agreement of the FSP teammates is also required. Their approval and agreement must be in writing and provided to the UG office before commencement of the course. Even then, the UG office may not grant approval if more than 1 student in the team is doing internship. If approved, students are not allowed to read any other courses concurrently with FSP and BI course.
- (i) Students should drop the excess courses after the BI course have been approved, and before the W grade kicks in. Hoarding of excess courses will inflate the course demands and deprive other students from enrolling in the courses.
- (j) Students have to adhere to the maximum workload policy throughout the entire candidature. Taking an internship course cannot be used as a reason to appeal for a maximum workload waiver in subsequent semesters. Students should plan carefully.

If it comes to our knowledge that you are reading courses without the employer's consent or more than maximum number of units allowed, the UG office will drop the course/s for you. As it takes time to check all BI course takers, this may even occur much later into the semester, and you will have to bear the full consequences of a late drop.

⁴ Formerly known as ModReg. ⁵ From AY2025/26, students will no longer be able to obtain DYOC course units through enrolling in and completing edX online courses.

9. BI3704, BI3708, BI3712 and BI3003 are graded on a CS/CU basis. Refer below for assessment details.
 10. Since BI3704, BI3708, BI3712 and BI3003 carry unit, the student cannot apply for Leave of Absence (LOA) while taking any of these courses. Even if students will have to be away from school for a short period at the beginning of term because of the internship, they cannot apply for Leave of Absence. This would mean that if they miss lessons at the beginning of term, and there are continual assessments, the lecturers concerned need not hold make-ups for them. In addition, lecturers need not keep recordings of lectures as this is not COVID related. Thus, students have to weigh the risks before embarking on such internships which eat into the semester.
 11. Tuition fees will apply if students are reading the BI course during the regular semester e.g. semester 1 and 2. However, no tuition fees are chargeable if you are reading the BI course during the special terms.
 12. BI3704, BI3708, BI3712 and BI3003 will be elective courses and will be treated as unrestricted electives.
 13. However, for BI3704R⁶, it is a programme elective under the Real Estate Finance specialisation under the BSc (Real Estate)⁶ programme, and it must be approved by the Department of Real Estate/BIZCareers Office. Similarly, for BI3704A (accounting compulsory internship), it will be a programme requirement and it must be approved by the Department of Accounting/BIZCareers Office. If the student intending to fulfil either of the above programme requirements, reads BI3708 or BI3712, 4 units would be allocated to the real estate finance specialisation elective (BI3704R)⁶ or compulsory accounting internship course (BI3704A)⁶ as the case may be, and the other 4 units or 8 units as the case may be, will be allocated to unrestricted electives.
 14. BI3708, BI3712 and BI3003 can only be taken once, whereas BI3704 can be taken thrice. That is, students can read up to 12 units of BI courses (inclusive of BI courses for which the student got a CU grade) with the following combinations:
 - i) BI3712
 - ii) BI3708 + BI3704 or BI3003
 - iii) Three BI3704
 - iv) Two BI3704 + BI3003
- Note: For current students who had already completed or are completing internship courses (whether BI or RE coded) at the start of Jan 2022, these previously-coded internship courses are included in the maximum 12 units limit. For example, if a BBA/BAC student has already 8 units of BI-coded internships, he/she can only take BI3704/BI3003 before graduation. Another example: a RE student has completed RE3000 and RE4801 can only take BI3704/BI3003 before graduation.
15. It is possible to do more than one BI course with the same company, provided the subsequent internship/s is in a different field/department/location and the company attests to this.
 16. If a student has already done BI3704 or BI3708 and then gets a 16-week or longer internship with another company, the student can use the subsequent internship to again count as BI3704, provided the company is willing to give an evaluation (Intern Performance Review), half-way through the internship.

⁶ Those from cohort 2023/24 and before, and who remained under the old curriculum.

17. If a student still has unrestricted electives and chooses to do another internship pursuant to some other programme (such as NOC), he or she will not be barred as the basic programme requirements are not compromised in anyway. However, credit-bearing NUS Vacation Internship Programme (VIP) such as CFG2101 does not qualify for this exception.
18. **Students are absolutely not allowed to embark on a BI course in their final semester.** This is so because there have been instances in the past whereby graduation was delayed because the employer did not submit the Intern Performance Review Form in time despite repeated reminders, among other inherent risks of reading a BI course. This not only creates problems for the student but also the UG office. Students are also advised to **graduate on time and avoid delaying graduation** as they are liable to pay [higher school fees](#) if they exceed their normal candidature.
19. If a student withdraws from the course after halfway into the programme (i.e.: after 4 weeks (for BI3704 or BI3003), 8 weeks (for BI3708) or 12 weeks (for BI3712), the student would get a CU grade which will be reflected in the transcript. There could be many reasons why a student may have to withdraw and this is an inherent risk of BI courses. However, if there is some proper justification (for instance, the company decides to terminate the internship due to difficulties at its end), the student may get a W grade instead.
20. If a student withdraws from the course at any time earlier than that, the student may still face some administrative consequences (such as being blacklisted from being allocated subsequent BI courses) and a CU grade which will be reflected in the transcript, unless there is a special reason for the withdrawal. The reason for this rule is to force students to be tenacious and complete their internship and also not to damage the image of NUS.

Prerequisites for Internship Courses

21. All students are recommended to attend two - not for unit - Career Compass Starter Workshops/Clinics (STR) courses before taking BI courses. These courses cover matters such as business etiquette, resume writing and interviewing/networking skills. **BBA, BAC and BSc (Real Estate) students must complete at least one of these courses before embarking on a BI course.** However, for BSc (Real Estate) students, those from cohort 20/21 and before need not fulfil this criterion.
22. Students from 2016 cohort and before must 'complete' at least **60 units** while **students from 2017 cohort** onwards must 'complete' at least **58 units** before they take these internship courses as only after that would they have acquired some core business knowledge which would enable them to better perform at their internship. By 'complete', it is meant that at the point of application the student must have already read the above number of units or must meet that requirement at the end of that semester. In the case of polytechnic and transfer students from other institutions, both the limits mentioned above are inclusive of Advance Placement Units.
23. For BBA (Acc)⁶ students, there is an additional requirement⁶ for the compulsory internship (BI3704A): they must 'complete' 3 specified accounting courses before they embark on their compulsory internship. By 'complete', it is meant that at the point of application the student must have already passed the 3 courses or must be reading them that semester.

⁶For students matriculated from 2017 onwards and under the old curriculum, the three Accounting courses are as follows:

- i) **ACC2707 – Corporate Accounting & Reporting I**
- ii) **ACC3701 – Assurance and Attestation**
- iii) **ACC3703 – Taxation**

24. In addition, BSc (Real Estate)⁶ students must complete 100 units or 6 semesters of studies if they wish to read BI3704R as a programme elective. By 'complete', it is meant that at the point of application the student must have already read the above number of units or must meet that requirement at the end of that semester. (see related info under pt. 13)
25. International students must also comply with immigration and employment related laws (if any are applicable) before they can read either BI3704, BI3708, BI3712 or BI3003.

Sourcing for Credit bearing Internships

26. Internships can be local or foreign, paid or unpaid. Internships may be specialisation related or unrelated (for instance a government related internship which is general in nature). However, for BBA(Acc)⁶ students fulfilling the compulsory internship requirement (BI3704A), internships must either be in the accounting or finance fields and must be approved by the Department of Accounting/BIZCareers Office. Likewise, for BSc (Real Estate)⁶ students reading BI3704R, the internship must be approved by the Department of Real Estate/BIZCareers Office.
27. Internships may be sourced from the BIZCareers Office or may be sourced directly by the student or even faculty. In so far as the internship is sourced by a student or faculty, it must be approved by the BIZCareers Office. Students would need to submit the relevant internship details in TalentConnect. Only after such approval, can students register for the relevant internship courses.
28. Approval would depend on whether the internship is appropriate. To be appropriate, the internship should involve work typically done by graduates and should require the exercise of one or more of the following types of skills: managerial, planning, analytical, design, creative and/or communication. If the work falls within the above ambit but does not relate to business as such (for instance, a general internship at the Ministry of Foreign Affairs), then that would not qualify for BI3704, BI3708 or BI3712, but may qualify for BI3003. The onus would be on the student to highlight the relevant matters in the application. For accounting students doing the compulsory internship, as stated earlier, the internship must be in the fields of accounting or finance. For real estate students who want to treat their internship as a real estate finance elective, as stated earlier, the internship must be in the field of real estate finance. In other cases, the internship does not have to relate to the specialisation and can instead be in any area of business, accounting or real estate.

Course Enrolment (How to apply)

29. Students can self-source their own credit bearing internship or apply for a credit bearing internship through the BIZCareers Office.
30. For self-sourced credit bearing internships, students must submit the information on the internship via [TalentConnect portal](#) as early as possible. For further information, please refer to the **UG & MBA Student Guide to Self-Sourced Credit bearing Internship** Submission Guide under the [TalentConnect portal](#) > Resources > Document Library and follow the steps in the guide. Or refer to Annex D below.

31. Conflict of Interest (COI) – Students must declare that by taking up the internship, there will not be any conflict of interest arising, and other necessary information about the internship that has not been mentioned above. Students can submit their COI in TalentConnect (example of COI can be found on Annex C).
32. If internship support letter for CPF exemption or NS letter is required by the company, students can request from BIZCareers Office at (bizcareers@nus.edu.sg).
33. The School will not process requests from the students if the information on the internship is not provided completely and accurately.
34. BIZCareers Office will then look through the internship details and decide if the internship can qualify as a credit bearing internship. After the internship has been approved by BIZCareers Office, the request will be forwarded to Undergraduate (UG) Office for approval. BI3704R must also be approved by the Department of Real Estate.
35. For internships sourced by BIZCareers Office, the internship can be credit bearing or non-credit bearing. For non-credit bearing internship, students will need to check with the company if they are able to convert the internship to credit bearing internship. This can be done during the interview process with the company. After the students have been offered the internship and the company agrees to convert the internship to credit bearing internship, students will submit details of the internship in TalentConnect. The process will be the same as self-sourced internship (refer to pt. 30).
36. Please refer to **Table B** below for the **submission deadlines**. Late application **will not be entertained** unless there is some genuine reason such as proof of late contract/letter issuance by the employer, etc.
37. For BBA (Acc)⁶ students, the compulsory accounting internship will automatically qualify as credit bearing internships after the internship has been approved by BIZCareers Office. An “A” suffix will be allocated in the course code.
38. Students do not need to register for the internship course during CourseReg exercise. The Internship course code will be allocated to the students after their application has been approved by BIZCareers Office and UG Office. You do not need to apply for exemption from the minimum unit workload. It will automatically be granted. However, you need to write to the BI administrator (Ms Candy Tan) for assistance to drop the excess course code(s).

NUS Supervisors

39. By default, an NUS Supervisor will be assigned to students reading the BI course. However, this pool of faculty advisors is limited. Students will be assigned on a first-come-first-served basis. Priority would be given to students doing compulsory internship followed by students doing a BI course for the first time.

Alternatively, students may also approach their preferred faculty member as their NUS Supervisor. Students are advised to seek agreement from the faculty member first before commencing on their internship. The written agreement/consent must be forwarded to Ms Candy (candytan@nus.edu.sg).

40. However, for all of the above cases, **if the student cannot find a NUS supervisor or the UG office cannot find a NUS supervisor for the student, while the internship can carry on, it will not be a graded/credit-bearing internship course.** Application for a BI internship does not guarantee that a NUS supervisor will be allocated automatically. Nonetheless, it is hoped that students would not drop the internship as a result of this, as a potential learning opportunity could have gone to waste.
41. Each internship must be supervised first, by a faculty member at NUS Business School, designated graduate administrative officers (working at the NUS Undergraduate Office or BIZCareers Office) or approved alumni members (for instance, they must have graduated 5 years ago or more). If a NUS supervisor is appointed, it would be good for you to build a rapport with the supervisor as the supervisor may be able to give you general advice. If the supervisor volunteer to meet, you should take up the opportunity.

Workplace Supervisors

42. Each internship would also have to have a Workplace Supervisor who should preferably be someone senior and who among other things, would be involved in the assessment processes set out below. The Workplace Supervisor would also have to certify that the minimum number of hours/weeks required by the internship course have been met. The onus is on the student to find the workplace supervisor. There should be no conflict of interest arising with in particular the workplace supervisor.
43. The NUS supervisor and the Workplace supervisor, need not directly liaise. Should there be any disputes relating to the internship, the matter would usually be handled by the BIZCareers Office.

Assessment of Internship Courses

44. There will be 4 assessment components for the BI courses B3704, BI3708, BI3712 and BI3003.
45. The first would be the statement of “**Learning Objectives**” together with the job/project scope (example can be found on Annex A). The student may seek the advice of the NUS supervisor before meeting with Workplace supervisor regarding this. This has to be prepared by the student with guidance from the Workplace Supervisor. The purpose of this is to allow both the student and the organisation to have a clear goal right at very beginning. This would carry a weightage of 5%. This statement would be submitted online in TalentConnect and would be **due within the two weeks** from the start of the internship unless the late submission is due to events beyond the control of the student. The onus is on the student to seek the help of the Workplace Supervisor towards this end. So long as document is submitted with at least 3 reasonable learning objectives, the student would get a score of at least 3 marks.
46. The second component would be a “**Learning Journal**”. This would also be submitted through the same on-line system - TalentConnect. For BI3704 and BI3003, there would be 2 learning journals, each about 200 words. The first would have to be submitted at the end of the **3rd week** after the start of the internship and the second would have to be submitted at the end of **the 6th week**. For BI3708, there would be 3 learning journals, each about 300 words. They would have to be submitted at the end of the **4th, 8th and 12th week** respectively after the start of the internship. For BI3712, there would be 4 learning journals, each about 400 words. They would have to be submitted at the end of the **5th, 10th, 15th and 20th week** respectively after the start of the internship.

47. The learning journal entries can relate to various matters such as, how the work relates to the concepts learnt in school, how the student develops personally, what the student observes or learns, the challenges the student faces, the questions that emanate in the mind of the student, the culture of the company, ethics at the workplace, the student's experience with teamwork at the workplace, etc. The purpose of these journal entries would be to encourage the student to reflect on his or her experiences during the internship and thus learn and grow. This would constitute 25% of the weightage. Grading will be based on factors such as the depth of reflection and the level of maturity.
48. The third component would be a "**Final Report**" which will be due at the completion of the internship. This would carry a weightage of 30%. It should be about 1500 words. This has to be submitted by **the end of week 8** (if you are reading **BI3704 or BI3003**), **week 16** (if you are reading **BI3708**) or **week 24** (if you are reading **BI3712**) - through the same on-line system - TalentConnect. The student can reflect on his overall experience and what really stood out from a learning point of view. However, this should not be a mere regurgitation of the learning journal entries submitted earlier. Grading will be based on the factors such as the depth of the reflection and level of maturity.
49. The Learning Objectives, Learning Journal and Final Report will be graded by the NUS Supervisor. Refer to **Table C** for a summary of the deliverables submission schedule.
50. The fourth and final element would be the "**Intern Performance Review Form**" (example can be found on Annex B) which the Workplace supervisor has to complete. This would carry 40% of the weightage. An email will be sent to the Workplace supervisor to ask them to complete the online form. The onus is on the student to seek the help of the Workplace Supervisor to fill up the form on time. **If the Workplace Supervisor does not fill up the Intern Performance Review Form, the student will not be able to complete the internship course and would get a CU grade.** This has to be submitted by **the end of week 8** (if you are reading **BI3704 or BI3003**), **week 16** (if you are reading **BI3708**) or **week 24** (if you are reading **BI3712**) - through the same on-line system - TalentConnect. The grading will be based on tabulating the scores provided by the Workplace Supervisor under Section D (pt#2) of the form (maximum mark: 40). There will be no recalibration of marks if some of the criteria stated turn out to be inapplicable.
51. To get a CS grade, the student would have to obtain an overall pass mark of 50 and above and **must complete all components**. The onus is on the student to complete all components and reminders will not be sent.
52. The IP grade will be assigned during the internship work term. The final results will typically be updated after instructional week 3 of the **following** school term after your internship work term (e.g. final results for Summer work term internships will be updated in Sep/Oct).
53. Students have to strictly observe confidentiality with regards to information belonging to the organisation they are interning at or any of its clients, including when it comes to fulfilling any of the assessments above.

Variation

54. Kindly note that information contained in these guidelines may be subject to change.

TABLE A – Summary Table

(Note: The tables are for summary information only. The details in the preceding text contain the authoritative version of the Guidelines.)

| Course Code | Nature of Internship | Min. no. of Hours/ Wks | No. of Units | No. of times can be taken | Pre-requisites | Deliverables | Other General Matters |
|--|---|------------------------|--------------|--|--|--|---|
| BI3704 Note: BI3704A is for compulsory Accounting Internship and BI3704R is for Real Estate Finance Specialisation Elective | Relates to Business, Accounting or Real Estate | 300 (8 weeks) | 4 | Up to 3 Note: BI3704A and BI3704R can only be taken <u>once</u> | 58 units + one STR course (subject to some limited waivers) Note: For BI3704A, students must have also completed: ACC2707, ACC3701 & ACC3703 For BI3704R, students must have also completed 100 units or 6 semesters | Learning Objectives (5%) 2 Learning Journals (25%) Final Report (30%) Intern Performance Review by Workplace Supervisor (40%) | Deadline for all BI applications – please refer to Table B below. Applications beyond that will <i>strictly</i> not be entertained All internships are meant to be full time, but as a concession can read up to 4 units of regular NUS courses and 4 units of NUS recognised non-regular courses (ie. EdX-based DYOC courses) - subject to conditions All BI courses are graded on a CS/CU basis All BI courses counted as UEs except for BI3704A and BI3704R |
| BI3708 | Relates to Business, Accounting or Real Estate | 600 (16 weeks) | 8 | Once | Same as for BI3704 | Similar to BI3704, but must submit 3 Learning Journals | Since all BI courses carry unit, LOA cannot be applied for while doing a BI course. So, tuition fees is payable (other than for summer/winter internships) Maximum of all BI courses combined: <u>12 units</u> including previously completed or in-progress internship courses that started before Jan 2022. |
| BI3712 | Relates to Business, Accounting or Real Estate | 900 (24 weeks) | 12 | Once | Same as for BI3704 | Similar to BI3704, but must submit 4 Learning Journals | |
| BI3003 | Does not relate to Business, Accounting or Real Estate (eg: internship for directing a movie) | 300 (8 weeks) | 4 | Once | Same as for BI3704 | Same as for BI3704 | |

TABLE B – DEADLINES FOR SUBMISSION

| Internship Start Date /Work Term | Submission Deadline** |
|---|------------------------------|
| Winter 2024 (Dec – Jan) | 22 Nov 2024 |
| Semester 2 AY24/25 | 03 Jan 2025 |
| Special Term I AY24/25 Semester 1 AY25/26 (Internship start date on/before 12 May 2025) | 25 Apr 2025 |
| Special Term II AY24/25 Semester 1 AY25/26 (Internship start date on/after 13 May 2025) | 13 Jun 2025 |
| Semester 1 AY25/26 (Internship start date on/before 11 Aug 2025) | 25 Jul 2025 |
| Semester 1 AY25/26 (Internship start date on/after 12 Aug 2025) | 01 Aug 2025 |

***Late application will not be entertained unless there is some genuine reason such as proof of late contract/letter issuance by the employer, etc.*

- 1) Students are absolutely not allowed to embark on a BI course in their final graduating semester. For example, students should not plan to take BI course in the Special Term that they are going to file for graduation, etc.
- 2) For BSc (Real Estate) students, please note that the above BI courses has replaced RE4801 and RE3000 from Jan 2022 onwards.
- 3) You should submit your EL Placement on TalentConnect portal as soon as you have received a confirmation on your internship placement.

TABLE C – DEADLINES FOR DELIVERABLES SUBMISSION

| Deliverables | Deadline (no. of internship weeks) | Remarks |
|-----------------------------|---|--|
| Learning Objectives (5%) | Within 2 weeks from internship start date | Submit at least 3 objectives to get at least 3 marks. |
| Learning Journals (25%) | BI3704/BI3003 – By end of 3rd and 6th week BI3708 – By end of 4th, 8th and 12th week BI3712 – By end of 5th, 10th, 15th and 20th week | 2 learning journals (abt 200 words each) 3 learning journals (abt 300 words each) 4 learning journals (abt 400 words each) |
| Final Report (30%) | BI3704/BI3003 – By end of 8th week BI3708 – By end of 16th week BI3712 – By end of 24th week | For all courses – about 1500 words |

ANNEX A

INTERNSHIP LEARNING OBJECTIVES (online)

(for reference only)

The purpose of stating the objectives upfront is to allow the student and the organisation to have clear goals of what is to be expected, so that the whole experience would be more targeted and fulfilling. This statement constitutes 5% of the final mark. Thus your help in completing the objectives together with the student, is much appreciated. **Kindly submit the learning objectives online using the field box in TalentConnect. An example of the form is re-produced below for your reference only.**

LEARNING OBJECTIVES

List at least 3 learning objectives of this internship:

| | |
|---------------------|--|
| Objective #1 | |
| Objective #2 | |
| Objective #3 | |
| Objective #4 | |

JOB DESCRIPTION

Give an overview of the job scope or the type of the job to be performed:

ANNEX B
INTERN PERFORMANCE REVIEW FORM (online)

(for reference only)

Thank you for extending internship opportunities to NUS students. This would have given them an opportunity to enhance their educational experience and career development. We value your feedback and assessment of our students and programme to help us improve and coach our students. Please note that your comments may be shared with your intern(s) and our Careers Advisors for personal development and coaching purposes.

Please take a few minutes to complete this evaluation. Thank you very much for your time.

Workplace supervisor will fill in the Intern Performance Review (IPR) form using TalentConnect. A link will be sent to the workplace supervisor to complete the form below.

BACKGROUND INFORMATION

| | |
|--|--|
| Name of Company | |
| Internship/Project Title | |
| Name of Workplace Supervisor | |
| Designation | |
| Workplace Supervisor's Contact number | |
| Workplace Supervisor's Email | |
| Student Name | |
| Internship Start Date | |
| Internship End Date | |

Section A: COMPETENCIES

(Please rate the following competencies of the intern during their internship)

- *Exceptional (5)*
- *Exceeds Expectations (4)*
- *Meets Expectation (3)*
- *Needs Improvement (2)*
- *Unsatisfactory (1)*

- 1) Ability to connect the dots
- 2) Ability to deal with ambiguity
- 3) Embrace diversity and listen to other points of view
- 4) Articulate and ask questions
- 5) Willingness to learn new skills and do things differently
- 6) Learning agility
- 7) Leadership skills

- 8) Ability to work under pressure
- 9) Work well with stakeholders from various domains/disciplines
- 10) Creative problem solving

Section B: LIFESKILLS COMPETENCIES

- 1) Innovation
- 2) Curiosity and Independent Learning
- 3) Critical Thinking
- 4) Personal Values and Professional Ethics
- 5) Self Awareness and Mental Resilience
- 6) Personal Effectiveness
- 7) Interpersonal and Collaboration Skills
- 8) Communication and Engagement Skills
- 9) Global Perspectives
- 10) Responsibility to the Community, Nation and the World
- 11) Domain Expertise
- 12) Multidisciplinary/Interdisciplinary Knowledge and Skills
- 13) Digital Literacy

Section C: WORK PERFORMANCE/KNOWLEDGE

(Please rate the following competencies of the intern during their internship)

- 1) Ability to value add or contribute to the team/organisation
- 2) Possess the technical skills required to perform the work
- 3) Quality of work
- 4) Timeliness in completion
- 5) Ability to offer creative/innovative solutions/new ideas

Section D: OTHERS

(Please rate the following competencies of the intern during their internship)

- 1) Work Ethics
- 2) Student's overall performance

Section E: INTERNSHIP PROGRAMME

(Please rate the following competencies of the intern during their internship)

- 1) How would you rate the effectiveness of the Internship Programme in meeting your company's recruitment/ hiring needs.
- 2) Would you recommend this internship program to other organizations (Scale of 1 to 10)
- 3) How may NUS better prepare the students prior to their internships?
- 4) Do you agree to release this performance review to the intern if requested?

Note: Students will submit the Conflict of Interest (COI) Form in TalentConnect. Below is an example of the form re-produced for your reference.

ANNEX C

**BUSINESS INTERNSHIP COURSE
CONFLICT OF INTEREST DECLARATION FORM (online)
(Student is to submit the declaration in TalentConnect)
(for reference only)**

| | |
|-----------------------|--|
| Student’s Name | |
| Matric Number | |
| Company’s Name | |
| Designation | |

Student Declaration

(Please answer Yes/No in the relevant column.)

| | |
|--|----------|
| 1. Do you or your family members hold a direct & significant stake in the organisation you are going to intern at (e.g. shares, etc.)? | YES / NO |
| 2. Do you have friends and/or relatives working in the organisation who may be in a position to influence the outcome of the internship? | YES / NO |
| 3. Is there any other potential conflict of interest in going ahead with this internship? | YES / NO |

Please provide details below if any of your response above is ‘Yes’

ANNEX D

How to submit Experiential Learning (EL) Placement on TalentConnect portal

For credit bearing internship:

1. Login to [NUS TalentConnect \(Student Login\)](#)
2. Submit your Experiential Learning Application
 - Left Navigation Bar: Experiential Learning > Application > “Add New Application”
 - If you see that the Experiential Learning Application for BI3003/3704/3708/3712 had been submitted for you previously, please go to next step (3).
3. Submit your Experiential Learning Placement Form with the internship details:
 - a. Left Navigation Bar: Experiential Learning > Placement > “Add New Experience”
4. Complete the rest of the fields

Do note that there are 2 levels of approval:

5. BIZCareers will approve your job description if it is suitable for a credit bearing internship, then;
6. BIZ Undergraduate Office will approve your BI course application, within TalentConnect as well. *(This will take a bit longer as UG office needs to find an NUS supervisor for the internship)*

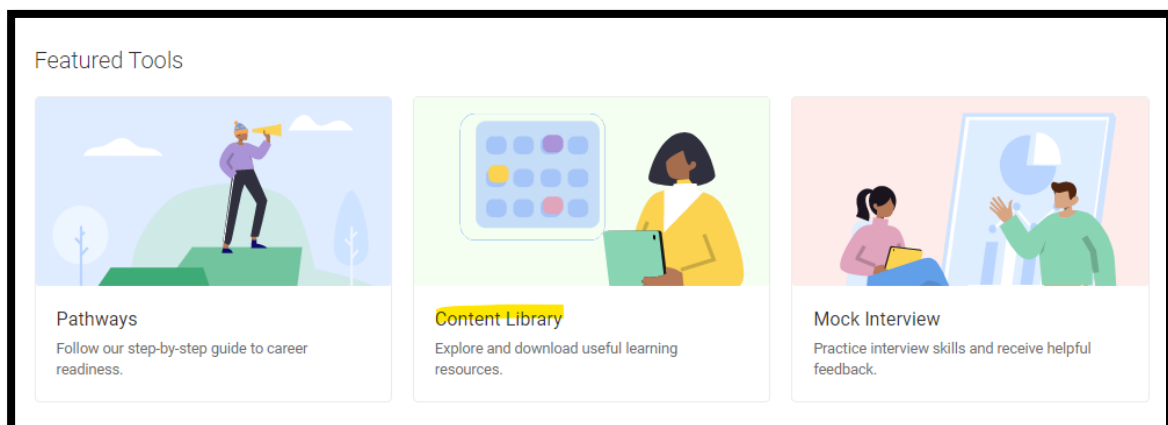
You may also refer to the step-by-step guide [UG & MBA Student Guide to Self-Sourced Credit bearing Internship](#) (for UG and MBA students). The documents are also available on NUS TalentConnect (go to Resources > Content Library). See below.

To find the step-by-step guides in TalentConnect, please follow the steps below:

Click on **RESOURCES**.



Click on **CONTENT LIBRARY**.




Search for the term **“CREDIT BEARING”** and you will be able to download the respective guides.

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[BIZ] Student Guide to Non-Credit Bearing Internship Submission (TC)
Eddie Phua on Jul 30, 2021
A BIZ students guide to Non-Credit Bearing Internship Submission on TalentConnect



[BIZ] UG & MBA Submission Requirements - Credit Bearing Internship 2022
Eddie Phua on Jul 30, 2021
BIZ Credit Bearing internship submission requirement for UGs and MBAs



[BIZ] UG & MBA Students Guide to Self-Sourced Credit Bearing Internship 2022
Eddie Phua on Jul 30, 2021
A complete student guide for UG and MBA to Self-Sourced Credit Bearing Internship.

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