

Work Experience Milestone (WEM)

The Work Experience Milestone (WEM) is an integral component of the Bachelor of Business Administration (BBA) curriculum at NUS Business School. This requirement applies to all students under the revised BBA curriculum from cohort 2024/25 and onwards, including those from the 2023/24 cohort who have opted into the revised curriculum.

It serves as a crucial requirement for graduation, aimed at ensuring that students possess the necessary skills and experience to successfully transition into the workforce.

The primary objective of the WEM is to equip students with workplace-ready skills. The practical exposure prepares students to meet the challenges of the professional world, enhancing both their employability and professional development.

Components of the Work Experience Milestone:

1. Career Compass Starter Workshop and Clinic:

STR1000 and STR2000: These workshops are designed to provide foundational career development skills. They cover essential topics such as career planning, resume crafting, interview preparation, and networking strategies. By participating in these workshops, students gain insights into career management and self-presentation, which are critical for securing internships and job placements.

The Career Compass Starter Workshops are conducted by the BIZCareers Office to help students prepare for their internships and careers. For more information, please click [HERE](#).

2. Internship Requirement:

Students are required to complete one type of internship, which can either be a credit-bearing **OR** a non-credit-bearing internship. This component is crucial as it provides students with hands-on experience in a real-world work environment, allowing them to apply theoretical knowledge gained in the classroom to practical situations. Through internships, students can develop professional skills, build industry connections, and gain insights into potential career paths.

a) For Credit bearing Internship

Credit bearing Internships that can be counted under WEM:

- i. Business Internships i.e. BI3XXX course codes. Please click [HERE](#) for more information.
- ii. Work-Study Internship programme (WSIP), i.e. BWS3XXX course codes.
- iii. CFG2101 Vacation Internship programme.

b) For Non-credit bearing Internship (BI3000)

1. Duration

- a. Full-time or part-time basis.
- b. For full-time internships:
 - (i) Minimum duration is 8 weeks.
 - (ii) Minimum weekly hours are 40 hours per week.
 - (iii) Minimum of 300 total hours for the internship.
- c. For part-time internships:
 - (i) Minimum duration is 16 weeks.
 - (ii) Minimum of 16 hours per week.
- d. To avoid any doubt, all requirements for the minimum number of weeks, hours per week and total hours must be met 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 (e.g.: due to an

- unexpected illness, accident or reservist duties), the position may be different, UG Studies 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, to meet the minimum duration requirements.
 - 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 read the FSP course concurrently with full-time internships.
 - h. 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 students but also the UG Studies office.
 - i. 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 the STR1000 Career Compass Starter Workshop before embarking on these internships. Internships completed prior to completing the STR1000 course or internships done prior to joining NUS Business School cannot 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 your 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 (e.g.: 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 can be found in the step-by-step guide [\[BIZ\] UG Students Guide to Self-Sourced Internships](#) available on NUS TalentConnect portal (go to Resources > Content Library).
- c. Written supporting document/evidence of the internship must be provided (eg: 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. Written evidence/proof of completion of internship duration must be provided (e.g.: email from employer/certificate of completion).

- e. Final approval will be granted only when the proof of completion is received.
 - f. The BI3000 (0 unit) course code will be assigned in EDUREC after final approval.
6. Submission Timeline
- a. Applications are to be submitted before the internship commences.
 - b. Proof of completion must be submitted within one week after the internship ends.
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 biz-ug-explearn@nus.edu.sg for clarification.

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