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## **NYP SCHOOL OF BUSINESS MANAGEMENT**

### **GUIDELINES FOR PARTICIPATING EMPLOYERS IN INTERNSHIP PROGRAMME**

#### **1. NYP SBM Internship Programme Objectives**

The objective of the internship programme is to provide students with a practical platform where they can apply their knowledge and skills in the workplace environment. This will enable them to hone both their domain and soft skills from the classroom to the industry; and be able to adapt quickly and effectively to working life upon graduation from NYP.

It will also give the students the opportunity to assess career options through interactions with professionals in the company and related industries.

#### **2. Learning Outcomes**

When planning the internship job scope, companies should take into consideration the following intended Learning Outcomes:

On completion of their internship, students will be able to:

- Demonstrate the application of knowledge and skill sets acquired from the course of study and workplace in the assigned job function(s)
- Solve workplace challenges by analysing the work environment and conditions, and using appropriate skill sets acquired from course of study
- Articulate career options by considering opportunities in the company, sector, and industry for professional and educational advancement
- Communicate and collaborate effectively and appropriately with different professionals in the work environment through written and oral means
- Exhibit critical thinking and problem-solving skills by analysing underlying issue(s) to challenges
- Demonstrate the ability to harness resources by analysing challenges and considering opportunities
- Recommend ideas to improve work effectiveness and efficiency by analysing challenges and considering viable options
- Demonstrate appreciation and respect for diverse groups of professionals by engaging harmoniously with different company stakeholders (e.g. colleagues, supervisors, suppliers etc.)
- Exhibit professional ethics at work

#### **3. Duration**

There are 3 durations for internship programme: 12 weeks, 21 weeks or 24 weeks depending on the diploma course.

#### 4. Working Hours

Interns are generally expected to comply with the company's operation hours. If shift-work is required, this should be made known to NYP during the submission of the application.

The total number of working hours should not exceed 12 hours in a day, and the total number of working hours should not exceed 44 hours per work-week, in alignment with the Employment Act of Singapore. If interns are required to work overtime, they should be given off-in-lieu or be paid for overtime work. Please refer to Ministry of Manpower guidelines on overtime work and calculation of overtime pay.

#### 5. Allowance

The recommended internship allowance is \$600 or more per month, and it is exempted\* from CPF contributions. The allowance is to be paid to students directly.

#### 6. Mentors

To aid in the development and growth of the student, throughout the internship duration, an intern will be assigned a School Internship Mentor (SIM), an Industry Supervisor (IS) to whom the intern reports to for work in the company as well as an Industry Internship Mentor (IIM) from the company to guide and work with the intern on a regular basis.

##### School Internship Mentor (SIM)

The SIM acts as a link between the intern, NYP and the company, and he/she will visit the intern on-site a number of times depending on the internship duration. During the visits, the SIM will discuss the intern's progress, performance and well-being with the IS for appropriate follow-up actions, if any.

##### Industry Supervisor (IS)

To facilitate the intern's learning and contribution to the company, we request that the company appoint an IS. The roles of the IS include the following:

- Mentor and supervise the intern at the workplace;
- Guide the intern towards meeting the Internship's requirements and learning outcomes;
- Broaden the intern's perspective of job prospects and career paths within the industry;
- Communicate with the SIM on the progress of the intern, especially if problems arise;
- Appraise the intern for the "Workplace" component of the module assessment (a rubric will be provided);
- Where possible, attend (with the SIM) a short oral presentation by the intern and provide comments. This presentation takes place during the last two weeks of the internship;
- Give feedback on the internship programme after its completion.

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\*[https://www.cpf.gov.sg/content/dam/web/employer/faq/employer-obligations/documents/Who\\_do\\_you\\_need\\_to\\_pay\\_cpf\\_for.pdf](https://www.cpf.gov.sg/content/dam/web/employer/faq/employer-obligations/documents/Who_do_you_need_to_pay_cpf_for.pdf)

### Industry Internship Mentor (IIM)

As part of structured mentorship in NYP Internship, the company is strongly encouraged to assign an experienced staff in the Company who shares his/her knowledge and experiences, provide advice, support, and encouragement for the intern. The IIM may or may not be the immediate supervisor/reporting officer for the intern.

It is the company's responsibility to mentor and supervise the intern's work during the internship to ensure that the quality/standard of work meets the requirements of the company.

The IS/IIM is requested to prepare a testimonial for the intern if the intern has made a positive impression with his/her attitude and performance.

## **7. Implementation of Internship**

It is important that the expected work to be done by the interns is appropriate, well-defined and enables fulfilment of the Learning Outcomes. IS must work closely with the SIM to define the job scope for the interns. The job description shall be written with reference to the Learning Outcomes and include the following:

Required Information:

- Duties, tasks, assignments, or projects that the intern will undertake during the internship
- Knowledge & skills expected of the intern to perform the above
- Orientation of the intern
- Deliverables during the course of the internship
- On-the-job training & other resources provided
- Reporting Structure
- Work Environment
- Possibility of job rotation

To provide holistic and structured learning to the interns, the company would collaborate with SIM to prepare OJT Blueprint. The blueprint focuses on competency development, contextualized to the work that the intern needs to perform. The adoption of OJT blueprint for Internship will allow Companies and student intern(s) in making the internship a collaborative and fruitful one.

The SIM will make on-site visits and maintain regular contact with the IS to assess and discuss the intern's progress, performance and well-being.

## **8. Internship Module**

The internship programme is a compulsory third-year module of the school. Students must successfully complete the module as it is required for graduation. If a student fails the module or is not able to complete it as required, he/she needs to retake the module and successfully complete it.

Grades and credit points are awarded in the internship module.

## 9. Assessment

There are 5 assessment components (with assessment weights):

- a. Workplace (40%)
- b. Log Documentation (10%)
- c. Reflection (10%)
- d. Internship Report (20%)
- e. Presentation (20%)

Workplace assessment appraisal is completed by the IS. A detailed rubric is provided to guide the appraisal. The other 4 assessment components are completed by the SIM.

The presentation takes place during the last two weeks of the internship at the company. The IS will be invited to be present with the SIM for the presentation.

## 10. Attendance

Students are required to be present for all workdays during internship. They should not be absent from work unless there are valid reasons, such as illness, emergency situations, and NYP-approved activities.

### Medical Leave

If the intern is sick, the intern is expected to see a medical doctor (TCM doctors excluded) and present a medical certificate. A duplicate copy of the medical certificate should be submitted to the SIM.

### Compassionate Leave

Compassionate leave is allowed for the bereavement of parents, grandparents and siblings. The number of compassionate leave given should follow that of the company's policy. A duplicate copy of the death certificate should be submitted to the SIM.

### Leave of Absence

Leave of absence is solely for official obligations and not for personal obligations. The intern may be required to take leave to fulfil certain institutional, national or statutory obligations, such as competitions, medical check-up required by MINDEF and others, during the internship. In these cases, the student is required to seek approval from the IS, and to keep the SIM updated.

### Recommended Leave Entitlement

Subjected to agreement of the participating company.

| Leave                   | 12 weeks | 21 weeks | 24 weeks |
|-------------------------|----------|----------|----------|
| <b>Employment Leave</b> | 2        | 3        | 4        |

### Punctuality

SBM places a strong emphasis on punctuality. Students are expected to be punctual for work and all work-related activities. If a student is habitually late, inform the SIM who will follow up on the matter.

## 11. Discipline

Students at internships are required to hold a high standard of integrity, professionalism, behaviour and conduct. If instances of breaches of the above occur, the company can report the matter to the SIM and we will follow up from there.

While acknowledging the need for discipline, NYP, as an educational institution, will adopt an educational and redemptive approach and use the situation as a teaching point to the student, so that he/she can learn from his mistakes.

## 12. Insurance Coverage

Students in NYP are covered by the following insurance policies:

[Student Insurance \(nyp.edu.sg\)](http://www.nyp.edu.sg)

- Work Injury Compensation
- Group Personal Accident Insurance
- Group Hospitalisation and Surgical Insurance

In the event a student is injured or requires medical attention duration internship, the company should contact the SIM as soon as possible.

## 13. Workplace Safety

Under the Workplace Safety & Health Act, all companies must, as far as reasonably practicable, protect the safety and health of employees, including interns.

The Act covers all factories and workplaces of various risk levels and industries. In addition, there are specific industry sectors (e.g. construction, marine, metal workings, and oil & petroleum) where employers assume the responsibility to ensure that their employees attend and pass the required safety orientation courses before they engage in the scope of work, where applicable.

Companies should also equip interns with the necessary personal protection gear (where applicable) and brief them on safety guidelines to function at the workplace.

To minimise risks of potential accidents, interns should be monitored by trained personnel and should not be placed in a hazardous/dangerous situation. Any accident must be reported to the SIM immediately.

## 14. Indemnity Forms

Our students on internship or attachments in organisations are briefed on the responsibility they bear to observe the policy, practices and guidelines when emplaced in these organisations, the need to exercise due diligence and render good service in carrying out their duties.

By the same token, the organisations would also have a similar duty of care to ensure all safety precautions are taken for mutually satisfactory and successful outcome for students participating in such programmes, activities or events. As such, the students are not obligated to sign any indemnity form or legal documents containing indemnity clauses.

## 15. Overseas Travel

Students are generally not expected to travel out of Singapore for local internships. If there are such occasions, the company should write to SIM at least 2 weeks in advance to seek permission.

Companies are to provide adequate overseas travel and medical insurance for these students.

**CONTACT US** Please contact us if you have any questions on SBM's internship programme.

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