

INTERNSHIP PROGRAMME AT NYP/SBM GUIDELINES TO PARTICIPATING COMPANIES

OBJECTIVES OF INTERNSHIP

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.

DURATION

There are 3 durations for internship programme: 12 weeks, 21 weeks or 24 weeks.

ROLE OF THE SCHOOL

The school assigns a School Internship Mentor (SIM) to every intern. The SIM provides mentorship and general guidance to the student, and acts as the liaison between the school and the company. The SIM is an academic staff member of SBM.

The role of the SIM is to encourage the student to be professional in his work and attitude, to try his/her best and to adopt a proper attitude during internship. In the event of problems arising due to attitude, behaviour or conduct, the SIM will provide counsel and guidance to the student, and refer for discipline or other necessary courses of action.

SIMs will make periodic visits to the company and the interns.

ROLE OF COMPANY

In order to provide a meaningful and useful internship programme to our students, SBM would like participating companies to:

- a. Prepare a structured internship training plan for each intern;
- b. Appoint staff to be Industry Internship Mentors (IIMs) to our interns.

The roles of the IIMs are to:

- a. Supervise and give guidance to the interns at the workplace;
- b. Provide written feedback on the interns' weekly/monthly log documentations;
- c. Communicate with the SIM on the progress of the intern, especially if problems arise;
- d. Appraise the interns for the "Workplace" component of the module assessment (a rubric will be provided);
- e. If 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;
- f. Complete a feedback of the internship programme after its completion.

If possible, the company can also appoint an industry mentor (different person from the IIM) for the interns. The mentor will meet the students to share his work experience, and provide advice on broader career opportunities and choices.

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, then he/she needs to retake the module and successfully complete it.

Grades and credit points are awarded in the internship module.

ASSESSMENT

There are 5 assessment components (with assessment weights):

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

Workplace assessment appraisal is completed by the IIM. 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 industry mentor will be invited to be present with the SIM and the IIM for the presentation (attendance optional).

WORKING CONDITIONS

Working conditions should be guided by the Ministry of Manpower (MOM)'s Employment Act.

Working hours should adhere to the MOM guideline of not more than 44 hours per week (with daily meal breaks of 45 minutes or more), and at least 1 rest day per week.

If there is overtime work, the company's compensation can be either overtime pay or equivalent time-off. Overtime work should not be excessive.

ALLOWANCE

The internship allowance is S\$600 or more per month, and is exempt from CPF contributions. It is to be paid directly to students.

ATTENDANCE

Students are required to be present for all work days during internship. They should not be absent from work unless there are valid reasons, such as illness, emergency situations, and NYP-approved activities. Requests for planned absences must be made to the company at least 5 working days in advance, and are subject to the company's agreement. Absence from work due to illness must be accompanied by a medical certificate from a registered doctor (TCM doctors excluded).

Leave of 2 days is recommended for 12-week, 3 days for 21-week and 4 days for 24-week internships, subject to agreement of the participating company. Medical leave of 2 days is recommended for 12-week, 3 days for 21-week and 4 days for 24-week internships, subject to agreement of the participating company. 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.

INSURANCE

Students in NYP are covered by the following insurance policies:

- 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.

TRAVEL OVERSEAS

Students are generally not expected to travel out of Singapore for local internships. If there are such occasions, the company should write to SBM at least 2 weeks in advance to seek permission. Companies are to provide adequate overseas travel insurance for these students.

CONDUCT AND 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.

WORKPLACE SAFETY

The company shall take responsible steps to ensure the safety of our students. In addition, the company shall also provide a safe place of work, a safe system of working, and take measures to protect the students from any harm or injury, physical or otherwise.

CONTACT US

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

Georgina Ong
Georgina-ong@nyp.edu.sg
65501039

Raymond Wong
Raymond_wong@nyp.edu.sg
65501097

Zhuo Weini
Zhuo_weini@nyp.edu.sg
65501181