

INTERNSHIP PROGRAMME

Objectives, Learning Outcomes and Requirements

Objectives

- Expose and familiarise students with the real world everyday working environment so that they can adjust more effectively to working life upon graduation.
- Help students acquire and boost essential interpersonal skills.
- Foster closer relationship between the industry and Nanyang Polytechnic.

Learning Outcomes

- Develop a deeper knowledge in creativity and design thinking process.
- Enhance technical software skills through working on real-life Industry projects.
- Gain knowledge of the industry, organisational structure/culture and professional etiquette.
- Gain valuable and hands-on skills to solve practical real-life design related problems.
- Strengthen interpersonal communication & presentation skills.
- Develop ability to work well with others.

General Guidelines and Requirements

- Participating companies are required to describe the nature of the business and provide website address (if any) in the Response Forms.
- It is important that the expected work to be done by the interns during internship is well defined and will facilitate fulfilment of the learning outcomes. Companies are required to submit an **“On-the-Job” training outline** (OJT). OJT template will be provided by school upon the submission of the response forms by companies. The OJT should include a training schedule, describing the duties of the intern with clear objectives and learning outcomes of the 12 weeks internship placement.
- Companies are required to provide supervision for intern during the period of attachment.
- Companies are required to provide computer and relevant design software for intern during the period of attachment.
- Industry Internship Mentor (IIM) will check and sign the weekly summary of task/assignment section in the student’s logbook.
- Companies will pay for students’ meals if work extends pass 8.00pm.
- Companies will also pay for taxi fare if work extends pass 9.00pm
- One or more School Internship Mentor (SIM) appointed by the school will visit the company during the attachment period to gather feedback from the Company on the student’s performance.
- The Company may seek to terminate the attachment if there is an irreversible breakdown of communication, discipline, inability to perform reasonable tasks, or malingering, or other disciplinary issues. The Company is urged to inform our SIM and discuss the issues before proceeding with the action.
- Conversely, Nanyang Polytechnic may seek to terminate the attachment if it deems that continued attachment will cause harm or embarrassment to our students.