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4.30pm | Sharing of internship experience
4.40pm | Q & A Session
INTERNSHIP BRIEFING
28 Jan 2019
Seminar Room 1

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Internships provide students with experiential learning and an opportunity to hone their competencies in a safe environment. In a world where employers are looking for graduates with experience, doing an internship can provide you with the experience that would give you an edge over others.

Aims of internships:
- Students can apply their computing knowledge in computing-related projects through attachment at organizations.
- Broaden students’ education by enabling them to appreciate the application of computing knowledge to industrial related projects.
- Build good verbal and written communication.
- Demonstrate professional standards and ethics in the workplace.
- Better understand the business and career paths in the company/industry.
INTERNSHIP BRIEFING

- Compulsory component for students enrolled from AY2014/2015 onwards.
- Different eligibility for different programmes

SoC offers 4 types of internship programmes:

- NUS Co-Operative Education Programme (CO-OP)
- Advanced Technology Attachment Programme (ATAP)
- Student Internship Programme (SIP)
- Industry Internship Programme (IIP)
Units handling internship matters:

Students - Student Life
Ms Adele Chiew & Ms Nur Arifah
(socfamily@comp.nus.edu.sg)

Companies - Corporate Relations
Ms Jane Lim & Mr John Tan
(internship@comp.nus.edu.sg)
INTERNERSHIP BRIEFING

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Internship Requirement
CS/IS/BZA/InfoSec Programmes

- CP3880 ATAP Advanced Tech Attachment Programme (12 MC)
- IS4010 Industry Internship Programme (12MC)
- CP3200+CP3202 Student Internships Programme (2 * 6MC)
- CP3200+CP3107 Computing for Voluntary Welfare Organizations (2*6MC)
- iLead or NOC

- CP4101 BComp Dissertation (having at least CAP 4.0) (12MC)
COOP Programmes (BZA, InfoSec)

BT2010 (6MC), BT4010 (12MC), BT4011 (14MC)
IFS2200 (6MC), CP3880 (12MC), IFS4202 (6MC), IFS4201 (8MC)
ATAP / SIP Applications
INTERNERSHIP BRIEFING

Eligibility → Application → Interview & Selection Process

Acceptance → Formalities with company → Pre-allocation of internship module

Start of Internship → Submission of Reports → Grades
Eligibility

Application

Interview & Selection Process

Acceptance

Formalities with company

Pre-allocation of internship module

Start of Internship

Submission of Reports

Grades
Eligibility for ATAP:

- IS2101 Business and Technical Communication or
- CS2101 Effective Communication for Computing Professionals or
- CS2103/T Software Engineering or
- IS2103 Enterprise Systems Server-side Design and Development or
- BT2101 Decision Making Methods and Tools

Eligibility for SIP:

Must complete minimum of 70 MCs
(i.e. total MCs attained at the point of application which includes modules registered in the semester of application)
The following categories of students are **not** allowed to register for ATAP:

* Students taking other modules in the special term
* Students who are doing UROP (CP3208 and CP3209)
* Students doing CP4101 B.Comp Dissertation / BT4101 B.Sc (Business Analytics) Dissertation [also known as Final Year Project (FYP)]. Students are not allowed to concurrently do FYP with ATAP.

Conversion of ATAP related work to FYP is not permitted, irrespective of how good the ATAP-work is.
INTERNERSHIP BRIEFING

1. Eligibility
2. Application
3. Interview & Selection Process
4. Acceptance with company
5. Formalities with company
6. Pre-allocation of internship module
7. Start of Internship
8. Submission of Reports
9. Grades
## Internship Briefing

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<th>IIP</th>
<th>SIP</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Key Features</td>
<td>*24 Weeks Full-Time Internship</td>
<td>*24 Weeks Full-Time Internship</td>
<td>*12 Weeks Full-Time Internship</td>
<td></td>
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<td></td>
<td></td>
<td>*Interns are hired in teams of 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of internship positions/projects</td>
<td>17 December 2018 to 19 March 2019</td>
<td></td>
<td></td>
<td>Submissions will be processed at the end of each calendar month.</td>
</tr>
<tr>
<td>Start date for student to view and apply for internship positions/projects posted</td>
<td>28 January 2019 to 19 April 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Companies to indicate offers on system</td>
<td>By 1 May 2019</td>
<td></td>
<td></td>
<td>Offers must be made by clicking on the “Offer Position” button.</td>
</tr>
<tr>
<td>Student acceptance grace period</td>
<td>7 days from offer date</td>
<td></td>
<td></td>
<td>Companies can choose to provide offer as early as possible to secure their desired talents</td>
</tr>
<tr>
<td>Internship period</td>
<td>13 May to 25 October 2019</td>
<td>13 May to 25 October 2019</td>
<td>13 May to 2 August 2019</td>
<td></td>
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Applications for ATAP/SIP:

https://nus-csm.symplicity.com/students/?signin_tab=0&signin_tab=0

ALL Projects need to be formalized in the NUS TalentConnect Portal in order for you to obtain the official modular credits*
*upon successful completion of internship with CS grades

Selection Criteria for ATAP/SIP:
*Nature of projects
*Technical / Non-Technical
Eligibility → Application → Interview & Selection Process

Acceptance → Formalities with company → Pre-allocation of internship module

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INTERNERSHIP BRIEFING

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INTERNSHIP BRIEFING

Eligibility → Application → Interview & Selection Process

Acceptance → Formalities with company → Pre-allocation of internship module

Start of Internship → Submission of Reports → Grades
Additional Modules:

- Maximum of 2 other modules together with internship
- Subject to approvals from Module Coordinators/lecturers and company supervisors

IMPORTANT:
You should not hold the School responsible if you are not able to cope with either your studies or the internship.
Eligibility → Application → Interview & Selection Process → Acceptance → Formalities with company → Pre-allocation of internship module → Start of Internship → Submission of Reports → Grades
Formulation of Objectives:

- Discuss with BOTH your Academic and Company supervisors.
- Objectives MUST be set and put in the Project Admin System within 2 weeks from the starting date of internship.
- Setting of SMART Objectives:
  - *Specific – Be clear.*
  - *Measurable – To gauge success.*
  - *Attainable – Sufficient Resources? Enough time to achieve objectives?*
  - *Relevance – Does the objective support the goal?*
  - *Time bound – When should the objective be completed?*
Some samples of Setting Objectives:

Job – Deliverables:
- Contribute to the feature development work of WIP-DM service within the first two weeks.
- Understand SAP functionalities and applying them to various functions.

Job – Evaluation Method:
- Evaluated via the number of test-cases automated and features delivered.
- Monthly KPI reporting.

Technical Skill – Objectives:
- Utilise Java skills for automation and feature-development.
- Understand and apply machine learning algorithms.

Technical Skill – Strategies:
- Research and exploration of online resources.
- Self-learning and through guidance by supervisors.

Technical Skill – Evaluation Method:
- Code Reviews done by team-members.
- Successful projects at end of review period.
Some samples of Setting Objectives:

**Office Soft Skill – Objectives:**
- Interact with fellow colleagues who are experienced professionals.
- Learn ways on how to function as a team.

**Office Soft Skill – Strategies:**
- Be flexible and adapt to change of plans and demand of a given project.
- Think critically and recognize technical issues as well as how to resolve them.

**Office Soft Skill – Evaluation Method:**
- 1 to 1 meeting with supervisor and manager.
- Gather feedback from supervisors and colleagues.
Submission of Reports:

Online via Project Admin System:
https://mysoc.nus.edu.sg/app/projadm/

PDF reports in SoC Depository:
https://dl.comp.nus.edu.sg

ATAP: 6 monthly reports, 2 PDF reports (Interim & Final)
SIP: 3 monthly reports, 1 PDF report (Final)
# Internship Briefing

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<th>ATAP/IIP (CP3880/IS4010) Period</th>
<th>Semester II (Current AY)</th>
<th>*Special Term I (Current AY)</th>
<th>*Special Term II (Current AY)</th>
<th>Semester I (Next AY)</th>
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<td>Jan - June</td>
<td>CP3880 (IP Grade)</td>
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<td>Grades will be backdated to Special Term I</td>
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<td>May - Nov</td>
<td>-</td>
<td>CP3880 (IP Grade)</td>
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<td>May – Jul</td>
<td>CP3200 / CP3202 (IP Grade)</td>
<td>CP3200 / CP3202 (Graded)</td>
<td>Grades will be backdated to STII and reflected by mid of Semester I of new AY.</td>
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INTERNERSHIP BRIEFING

Year 4 students in their graduating semester who need to complete ATAP in Semester II (Jan-June) should take special note that since you will only get the actual grades in the Special Term, your degree will be conferred on 31 August and you will join the Commencement ceremony in the following year. Approvals needed for such cases.

Please refer to:
http://www.nus.edu.sg/registrar/administrative-policies/graduation.html
INTERNERSHIP BRIEFING

Reservist Training:

✓ Know your rights and entitlement
✓ Vacation Period
✓ Possibility of asking for deferment (with support letters from companies and school)
✓ SoC does not request for deferment on behalf of students
INTERNSHIP BRIEFING

Communication

Timely Report Submissions

Regularly Check your emails!

Issues?
*Contact your assigned Academic Supervisor
*Contact Student Life
(SoCfamily@comp.nus.edu.sg)

Reservist Training
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IS4010 Industry Internship Programme (IIP)

- 12-MC, 24-week Pair Internship Programme
- Letter graded instead of Satisfactory/Unsatisfactory
- Project-based rather than role-based; highly structured project(s)
- Emphasis on reflective learning and documentation
- Business Analytics (BA) and Information Systems (IS) projects but open to CS/InfoSec students
- Cross-programme team is allowed
- Internship Period in January-June or May-October
- Follow same application timeline and process as SIP/ATAP
- Find your own IIP partner and apply to projects as a pair
- Apply on Talent Connect system
- More information on IVLE IS4010 Module Page (assessment criteria)

Co-operative (Co-Op) Education Programme for BA and InfoSec

- Work-Study Integrated Internship
- 32-MC over 3 internships in same organisation
# Internship Briefing

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