

Briefing on Industrial Attachment

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www.ceg.nus.edu.sg/ia

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Industrial Attachment / Internship



- Expose students to the day-to-day work environment of a professional engineer
- Provide opportunities for the students to use their initiative to translate theories learnt in classrooms and perform assignments in an actual working environment
- Instill in the students the right kind of work attitudes and professionalism through interaction and networking with people in the organisations, and observation of their future roles in industry
- Learn about the latest developments in the industries
- Provide a leap in the student's careers by lessening the on-the-job training so that they can become effective and productive to their respective organisations for full-time employment sooner than is usual for fresh graduates

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Module Learning Outcomes



- Demonstrate professional standards and ethics in the workplace
- Build good verbal and written communication
- Apply engineering training in the internship assignment and meet the objectives of the assignment
- Interpret, analyse, evaluate and synthesize information in the workplace
- Describe the business and career paths in the company

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6-month Industrial Attachment



- CEG students (AY14 direct intake & onwards) have to take 6-month Industrial Attachment, as part of Major requirements.

EG3611 Industrial Attachment

<http://www.eng.nus.edu.sg/undergraduatestudies/internship/if-you-are-a-student/>

Offered by Faculty of Engineering (FoE)

OR

CP3880 Advanced Technology Attachment Programme

<http://www.comp.nus.edu.sg/programmes/ug/beyond/atap/student/>

Offered by School of Computing (SoC)

- Note : IA is non-compulsory for Polytechnic graduates, and for students in special programs such as Double Degree Programme (DDP), Global Engineering Programme (GEP) etc.



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6-month Industrial Attachment



- The exact procedures, eligibility rules, grading etc. differ slightly between IA (FoE) and ATAP (SoC), so please visit the appropriate website to learn more
- Note that students may do the 6-month (at least 24 weeks) IA only once (i.e. either through FoE or SoC); only one 12-MCs allocation will be done
- Students cannot break up the period of their attachment. They must serve their internship for six months
- It could delay the graduation if not planned well



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IA Semester



Generally, students are recommended to go for IA in their third year (should have completed 4 semesters, shouldn't have started FYP)

- Either Sem 1 or Sem 2, subject to availability of IA positions
- If you intend to go for SEP, suggest to do IA in Sem 1, and go for SEP in Sem 2
- If you intend to take up eIA, suggest to do IA in Sem 2
- Application for Jan-June 2018 IA/ATAP will be in end-Aug 2017
- Application for June-Dec 2018 IA / May-Oct 2018 ATAP will be in Feb 2018
- Please check the IA and ATAP websites for exact deadlines

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Self-initiated IA Registration



- Once a company has agreed to accommodate you for your IA, request them to complete the IA Placement Form and the IA Training Schedule and return the completed forms to you
- Submit both the IA Placement and IA Training Schedule to your Department's IA Coordinator via the IA Registration website for approval
- Your registration will be forwarded your Department IA Coordinator for approval. An email will be sent to you once the registration is approved
- If you do not hear a reply from them within 2 weeks from registration date, please drop them an e-mail

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Mentor, Allowance



- Your IA mentor/supervisor is allocated to you by the department, and is based on the company you are doing IA
- The mentor supports students in applying their knowledge to their work where required, evaluating students' internship performance, as well as work with the company and the IA coordinator if issues arise
- The allowance is to be mutually agreed upon between the student and employer (recommended minimum of \$800 / \$1000 for IA/ATAP). Allowances paid to students are exempted from Central Provident Fund (CPF) contributions

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Safety, Intellectual Property



- Students shall adhere to the safety policies, carry out procedures provided by the company, and be responsible for their safety, health, and welfare during the internship
- Students shall comply with the safety and health requirements pursuant to the country, state, city in which the internship is undertaken
- Employers and students should mutually agree on terms and conditions of Intellectual Property rights, confidentiality clauses etc. as per internship agreement

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Leave Matters



- Leave may be granted at the host company's discretion. Students should refer to the internship contract provided by the company for the remuneration, working hours, leave provision and policies and abide by the Human Resource practices of the host company once you agree to the contractual terms. The *suggested* annual leave (with sufficient notice) is 3 days, in addition to study leave of 2 days per evening module for up to 2 evening modules
- Medical leave, compassionate leave and official leaves could be granted on a case by case basis
- The university will not request for deferment from NS activities on behalf of the student. Consequently, students are recommended to extend their internship period to make up for the ICT days. Please discuss with your employer / prospective employer if / when you receive a call-up notice

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Grading



- IA/ATAP will be graded on CS/CU basis, based on inputs from the Company Supervisor(s) and NUS Mentor
- Extension beyond 6 months is a matter of mutual agreement between the student and the company, and the work done during the extension period (which shall not extend into the next semester) will not be counted for grading purposes
- In the case of early termination by either the student or the employer, a written termination notice of no less than 7 days should apply. Employers and students are to inform the Department Industrial Liaison Officer on this termination accompanied with reasons within 2 days of serving the notice to follow-up accordingly with both parties

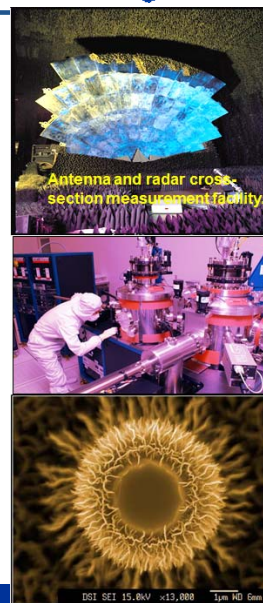
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Evening Modules



- You may submit your application to read (up to two) evening modules during your industrial attachment (subjected to availability and approval from host department)
- The list of evening modules can be found at <https://www.eng.nus.edu.sg/undergraduatestudies/internship/if-you-are-a-student/evening-modules/>
e.g. EE3031, EG2401
- CG3207 is offered as an evening module in Sem 1 (only).
- Exact procedures differ for CP3880/EG3611; refer to instructions on website and emails from respective administrator

* CG3002 and EE3204 will be offered in both semesters subject to meeting a minimum enrollment



Pathway Requirements



- Students on PPP are suggested to take up IA in engineering companies
- Students on RfP are suggested to take up internship in research institutes (A*STAR etc.)
- Students on iDCP are suggested to take up internship in startups or engineering companies

- Doing IA/internship at NUS labs is discouraged, exceptions maybe granted only in special cases
 - You can claim credits for such attachments under UROP / IWP etc.

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Additional 6-month IA Extension



- It is possible to extend IA by an additional 6-month to fulfill CG4001 Final Year Project (enhanced IA – eIA) !

- The enhanced IA can be formulated prior to the start of the IA or during the IA period.

- Refer to:
<http://www.ceg.nus.edu.sg/ia/>
http://www.ceg.nus.edu.sg/CG4001/proj_select/

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DOs & DON'Ts



- Understand the job scope and suitability during the interview. Also check if the company allows evening modules, leaves etc. Clarify any doubts you may have before accepting the offer
- If the job assigned to you varies significantly from the description, raise your concerns through appropriate channels
- Register for IA or ATAP, not both
- Do not give undue importance to the exact allowance – focus more on the learning and experience the offered by the company / job

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Questions?

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3-month Internship Programme

- CEG students (Poly intake) who are keen in a 3-month internship (in the vacation i.e. May – July) may apply for places through the respective system.

- EG3612 Vacation Internship Programme

<http://www.eng.nus.edu.sg/undergraduatestudies/internship/if-you-are-a-student/>

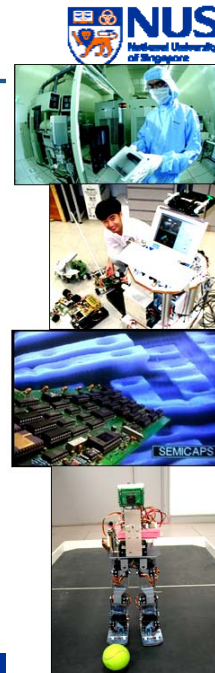
(Offered by FoE)

OR

- CP3200 Student Internship Programme

<http://www.comp.nus.edu.sg/programmes/ug/beyond/sip/>

(Offered by SoC)



VIP Details

- The duration of EG3612 must be at least 12 weeks long. The module carries six modular credits (MCs), on CS/CU basis.
- Students are allowed to do either VIP or IA, but not both.
- Students are not eligible to undertake VIP until they have completed Stage 2, i.e. the May-July vacation after Semester 4 is the earliest time period allowed to do VIP.
- Students are only allowed to do VIP during the official May-July vacation period. Only SEP students are allowed to do VIP during term time.
- Students are only allowed to do and earn credits for VIP once.
- eVIP (extending VIP to an FYP) option exists!

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VIP Registration



- VIP registration is usually in February of every year for students who wish to go for VIP during May-July vacation period
 - E.g. A 2nd or 3rd Year student who wish to go for VIP during his/her vacation in 2018, he/she will need to register in February 2018
- VIP registration is online and the Office of Undergraduate Programmes will broadcast the exact dates of registration via email

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Self-initiated VIP Registration



- Once a company has agreed to accommodate you for your VIP, request them to complete the VIP Training Schedule and return the completed forms to you.
- Your registration will be forwarded (automatically) to your Department IA/VIP Coordinator for approval. An email will be sent to you once the registration is approved.
- If you do not hear a reply from them within 2 weeks from registration date, please drop them an e-mail.

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