

**NUS Overseas College (Singapore and Inbound)  
Internship Assessor  
Start-up Internship Programme [TR3202]**

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**I OBJECTIVE**

- 1) This course is a critical and integral component of the NUS Overseas Colleges (NOC) programme and serves to evaluate the students' internship performance via the following assessment methods:
  - a) Logbooks
  - b) Internship reports
  - c) Internship presentations
  - d) Company evaluations
  - e) Evaluations by NUS Overseas Colleges (NOC)
- 2) The process of students documenting their learning experience in writing serves to reinforce the effectiveness of learning in at least two ways:
  - a) It engages the students in continuous reflections on their learning experiences obtained from both during and outside internship.
  - b) It sharpens the students' observation and analytical abilities and enables them to generate questions that probe viewpoints and perspectives.
- 3) As a result of the above, students will be better able to interrelate the learning gained in both classroom and workplace and to apply entrepreneurship knowledge and skills learnt in classroom immediately to real life situations at the workplace.

**II REQUIREMENTS**

- 1) **Weekly:**
  - a) Students are required to keep a logbook on a weekly basis to chronicle any observations made, experience gained and lessons learnt. Relevant events recorded in the logbook can then be collated to write the internship program reports as required.
  - b) Students should also log their participation in the entrepreneurship-related activities in the same logbook. These entries will be used in the awarding of the credit this component in TR3201.
- 2) **Mid-Term (3<sup>rd</sup> month):**
  - a) Students will do a mid-term internship presentation to the NOC Feedback and Assessment Trip (FEAT) panel.
  - b) Students are to submit their first internship report and logbook and presentation to NOC two weeks after the presentation.
  - c) Company to submit the student's mid-term performance evaluation to NOC.
  - d) With the various inputs gathered at mid-point, students are encouraged to find out from the various parties his/her performance at this mid-point mark. The aim is to help the student optimize his/her opportunity and develop his/her potential to the fullest over the program period.

3) **Final-Term (6<sup>th</sup> month):**

- a) Students will do a final internship presentation to the NOC FEAT panel. NOC FEAT panel will send the presentation evaluation to NOC.
- b) Students are to submit their third and final internship report and logbook and presentation to NOC two weeks after the presentation.
- c) Company to submit the student's final performance evaluation to NOC.
- d) With the various feedback and assessment gathered at mid-point as well as during final evaluations, NOC shall award an overall grade for the student.

**III REPORT CONTENT**

- 1) The report must cover, **BUT is not limited to**, the following areas:
  - a) Internship details including work plan, work in-progress and tasks accomplished without encroaching on company's information sensitivity.
  - b) Students' observations, views and perspectives as well as reflections on the experiences s/he has undergone during the program. Such views and perspectives may be developed through hands-on practice at the internship host company, interactions with program mentors, peers at work and in class, classes and sessions attended in school, and through networking with the business/entrepreneur community, through information sharing and exchange, and any aspects of personal life and development etc.
  - c) Entrepreneurial and business skills and knowledge learnt during the internship.
  - d) Details of the entrepreneurship-related activities they attended outside of their internship as well as learning points from each activity.
- 2) The report may also include the following suggestions:
  - a) Principal activity of the company;
  - b) Organization of key functions and departments within the company;
  - c) Projects and assignments undertaken (only general, non-sensitive information should be provided);
  - d) Knowledge of industry structure, customer needs, market and competitive trends related to the technology business that students intern in.
- 3) It would also be useful for the report to include a pipeline of tasks and projects that the company has planned for the student over the remaining period of the internship. If such information is not available (at the time of the report), the student should be able to suggest what further tasks and projects s/he could undertake. This will also give the company a better perspective on the potential ability and the confidence level of the student to undertake certain tasks/projects.
- 4) The final report should include a summary of the earlier report submitted, by giving an overview of the experiences, lessons and perspectives gained during the program.
- 5) Students must ensure that reports are **properly sanitized** to protect the confidentiality and interest of their internship host company. It should not contain proprietary or company sensitive information. Permission and clearance **must** be sought from the company supervisor before the report is released.

**Note:** Please refer to the Appendix for a more comprehensive guide on preparing the report

#### **IV PRESENTATION CONTENT**

- 1) The Mid-term Internship Presentation may or may not be a joint meeting between the company and the NOC FEAT panel. The Final Internship Presentation is preferably a joint meeting between the company and the NOC FEAT panel whenever possible. The meeting should be coordinated by the student and preferably be held on the company premises.
- 2) The Presentations by the student and the joint meeting are expected to fulfil the following objectives:
  - a) End-of-program closure through sharing by the student on the following areas:
  - b) An opportunity for the company and NOC FEAT panel to share and exchange information and views about the student's performance in the program as well as to provide feedback and suggestions on how to improve the programme further.
- 3) The presentation should offer a summary view of the following:
  - a) Student's internship focus and learning points
  - b) What they have done to learn more about entrepreneurship and improve their skillsets
  - c) Reflect their progress in meeting personal objectives for coming onto the program
  - d) Entrepreneurship-related activities participated in and the learning points

**Note:** Please refer to the Appendix for a more comprehensive guide on preparing the presentation

#### **V REPORT FORMAT**

- 1) The report should conform to the following requirements:

Requirement Type	Specifications
I. Executive summary	1-page executive summary is required for all reports
II. Font type	Times New Roman (or any reader-friendly font)
III. Font size	12
IV. Line spacing	1.5 lines
V. Report length	8-12 typed pages (per submission); including title page and illustrations (if any) but excluding appendices. [Note: Figures, plates and tables may be included in the main text of the report where necessary to elaborate certain details but usage must not be excessive.]
VI. Appendices	Should be kept to a reasonable number; used only to substantiate/supplement the main text of the report.

Note: These requirements are not comprehensive and may differ from college to college. Students should confirm the exact requirements with their OMs.

## VI SUBMISSION DEADLINES

- 1) The individual NOC programme managers shall set and inform the students of the submission deadline for each report.
- 2) All submissions are to be emailed directly to NOC programme managers for review and grading.
- 3) The deadline shall apply across the whole cohort, notwithstanding reasons such as change of company or extension of internship.
- 4) **Incomplete, late or non-submission of reports may constitute an immediate failure for that entire course. Students who fail the course will be required to pay back the relevant costs of the NOC scholarship.**
- 5) Submission schedule (Reference Canvas for actual submission dates)

	Mid-Term	Final-Term
Presentation (PDF)	Late September	Late November
Report + Logbook (MS Word)	Mid October	Mid December

## VII ASSESSMENT FRAMEWORK

- 1) The course is taken on a credit-transfer basis.
- 2) The assessment framework for Start-up Internship Programme is as follows:

	Total	Mid	Final
Internship reports	30%	15% x 2 reports	
Logbook	10%	-	10%
Presentations	20%	5%	15%
<b>Subtotal for Written Report &amp; Presentations</b>	<b>60%</b>		
Feedback & assessment on student's performance by:			
Internship host company	30%	10%	20%
NOC programme manager	10%	-	10%
<b>Subtotal for Feedback &amp; Assessment</b>	<b>40%</b>		
<b>Total</b>	<b>100%</b>		

- 3) Students will be assessed on the following criteria for their written report and presentations:

	Report & logbook	Presentations
<b>Content</b>	60%	50%

<b>Organization</b>	20%	20%
<b>Language and Clarity</b>	20%	NA
<b>Presentation skills</b>	NA	30%

- 4) Students will be assessed on the following criteria for their internship assessment:
- a) Quality of work
  - b) Attendance & Punctuality
  - c) Ability to learn & Decision making
  - d) Accountability & Commitment
  - e) Initiative & Creativity
  - f) Technical skills
  - g) Written communication skills
  - h) Oral communication skills
  - i) Analytical / Critical Thinking skills
  - j) Interpersonal and Teamwork skills
- 5) Any student who has a concern about the outcome of the assessment is strongly encouraged to discuss with the assigned mentors for feedback and for advice on improvements.

## **APPENDIX – CONTENT GUIDE FOR REPORT AND PRESENTATION**

### **Mid-Term Presentation Format**

Each student takes 10 minutes to present slides (between 8-12 slides), with 5 minutes for Q&A.

Slides should cover:

- 1) Introduction of company, its business and its people
- 2) Detailed scope of internship and work accomplished to date
- 3) Overview of experiences gained, observations made and lessons learned from the internship itself
- 4) Reflection of opportunities and challenges encountered and evaluate responses to them
- 5) Description of entrepreneurial experiences and self-initiated learning outside the internship

Do include photos of yourself at work, with your colleagues/clients & any equipment that you are using or have helped to develop, etc. Try to tell a story of your daily life on the job or highlight a special project or event that showcases your contribution or accomplishment on the job.

### **Mid-Term Report – Content & Focus Areas**

- 1) Background about your company and your internship – What is its main activity? How are the key functions/departments organized? Briefly mention what projects or assignments you have been tasked with. What insights have your projects and assignments given you with regard to the industry in which your company belongs, the needs of its customers, the market and its competitors? What have you learned about the trends and developments associated with the technology or business focus of your company?
- 2) Internship details – Discuss your work plans, describe projects that have been completed and provide an overview of any work in progress, including plans for upcoming projects that have already been discussed with you by your supervisor. If this has not been made known to you, indicate projects/areas where you would like to be involved and feel you can make a contribution, and explain why. Remember that this report will be read by your company. Your indication of interest in specific work areas at this juncture could be taken into consideration when they assign future work to you. So use this to showcase your familiarity with the strategic directions and/or operations of the company, demonstrate your pro-activeness and signal to your employer that you are willing to take on more responsibility.
- 3) Personal learning outcomes – Discuss your expected role and contributions to the company. Which aspects are you particularly interested in developing? Are there aspects that you would like to explore in the next one year? What entrepreneurial and business skills or knowledge would you like to acquire and how do you plan to go about acquiring them?

- 4) Entrepreneurship-related activities – Discuss what activities you plan to participate in during your NOC stint. Is there a particular topic that you would be focusing on? What are the goals you would like to achieve from attending these activities? Include details of activities that you have participated in as well as the learning points.

Your report should cover all four areas in the outline above. Use the prompt questions to help you develop a more complete report and feel free to give greater emphasis to areas that relate more to your particular situation.

### **Final Presentation Format**

Similar to the mid-term, with updates on the company, the internship scope of work and its challenges and accomplishments. Close with a summary of key learning points and expressions of thanks for the host company and individual team members with whom you've had the most crucial interactions.

### **Final Report - Content & Focus Areas**

- 1) Updates on company and internship focus – Have there been any major changes at the company since you started? What about changes in the market or industry that have impacted the company? What are your views on these, whether from the technological perspective, or from the business angle? Alternatively, compare your understanding of the company, its industry or product/s from the time you first started, to how you view them now, as you prepare to complete your attachment. Reflect on the factors that have shaped your perspective.
- 2) Internship details – What were the main projects or functions that occupied your time during this reporting period? Did your role at the company evolve and why? Related to the projects or functions above, please give details about two significant contributions you made during the reporting period and explain why they were important to the company. What new skills or knowledge did you acquire through your involvement in these projects? What challenges did you face, and what would you have changed if you could?
- 3) Aspects of personal growth – How has your stint in the host country facilitated your self-development and promoted self-discovery in the areas of entrepreneurship and innovation? What specific entrepreneurial or business skills and knowledge did you acquire, whether from the internship or through networking and other interactions/activities of your own seeking? What observations and insights can you share from your participation with the partner university through the classes, reading materials, interaction with local students and faculty, as well as other campus-related activities?
- 4) Entrepreneurship-related activities – Reflect on the activities that you have participated in. Have they been useful in helping you prepare for your VIP pitch as well as work? Have they helped you in achieving the goal set at the beginning of the programme? Is there anything that you would do differently (different focus, attend more activities etc)?

Include details of activities that you have participated in which were not recorded in the first two reports as well as the learning points.

- 5) Entrepreneurship focus and outcomes – Having been immersed in a highly creative and entrepreneurial environment for a year, what innovative products/technologies or business ideas have come to mind? Please share one of these ideas in some detail. How do you intend to pursue or develop it, post-program? In your opinion, what else can be done during the program to facilitate exploration and experimentation in this regard? How should the program’s assessment methodology be improved to enable interns to more concretely measure the extent of their learning and transformation?

Your report should cover all five areas in the outline above. Use the prompt questions to help you develop a more complete report but feel free to give greater emphasis to areas that relate more to your particular situation.

Scope of Work – Internship Assessor (TR3202)

Scope of Work Per Student	Duration per student	
Grading of 1 internship report & logbook	40 mins	
Grading of 1 internship presentation (without company visit)	60 mins	
Hourly rate	244.80	
Total	100 mins	

1	No. of students	4
2	Fees per student	408
3	Hourly rate per student	
3	Total Fees	1632

Grading of 2 internship report and logbook (max.12 pages)

1. Assess and grade two (2) internship reports and weekly log per student as part of the course based on the assessment criteria and schedule set by NUS.
2. Assess and grade the mid term and final internship presentation
3. Provide regular feedback via emails to the students
4. Report grades to NUS according to the schedule sets by NUS and
5. Provide such updates as and when requested by NUS.

<sup>a</sup> See Grading & Marks System below

Mark Range*	NUS Grade <sup>#</sup>	NUS Grade Point <sup>#</sup>
85 & above	A+	5.0
80-84	A	5.0
75-79	A-	4.5
70-74	B+	4.0
65-69	B	3.5
60-64	B-	3.0
55-59	C+	2.5
50-54	C	2.0



45-49	D+	1.5
40-44	D	1.0
Below 40	F	0

* Mark Range is only recommended. Lecturers can use his/her own mark range											
# Grade & Grade Point are fixed items, no changes to be made											
<b>Marks</b>	0	40	45	50	55	60	65	70	75	80	85
<b>Grade</b>	F	D	D+	C	C+	B-	B	B+	A-	A	A+