

### MS3098 – Professional Attachment 1

<b>Course Code</b>	MS3098					
<b>Course Title</b>	Professional Attachment 1					
<b>Pre-requisites</b>	Year 2 Standing					
<b>No of AUs</b>	5					
<b>Contact Hours</b>	LECTURES	0	TUTORIAL	0	PRACTICAL	10 Weeks

#### **Course Aims**

This 10-week Professional Attachment is offered under the NTU Work Study Degree Programme.

The purpose of this Internship Work Terms under the NTU Work Study Degree Programme is to enable the application of knowledge and skills you have learned in the university in an authentic work environment. This is such that you can gain relevant exposures and develop practical industry experiences and skills that will facilitate your career decision and future transition into your selected vocation. It aims for you to develop professional competencies that will enhance your employability and lifelong learning capabilities to support your career and life endeavours and your readiness for the future of work.

#### **Intended Learning Outcomes (ILO)**

At the end of the internship programme, you (as a student) should be able to:

##### **I. Cognitive**

1. Apply knowledge and skills relevantly and appropriately in the workplace.
2. Identify your own competency gaps at the internship workplace.
3. Evaluate and develop personal learning and development pathways towards bridging competency gaps identified in point (2) above.
4. Develop and apply strategies to solve problems effectively (involves critical thinking and creativity, generating questions, resourcing, application, and reiteration).
5. Evaluate resources and develop insights to make informed judgements and recommendations.

##### **II. Context**

1. Discuss the internship organisation's nature and context of business.
2. Reflect on the organisational culture at the internship organisation.
3. Appraise the significance and impact of the project/work/assignment undertaken at the internship organisation.
4. Describe the career pathways within the internship organisation as well as the broader industry.

5. Reflect on personal and professional development needs within the internship organisation as well as the broader industry and set strategic goals for advancing along an intended career path.
6. Apply time and task management strategies effectively.

### **III. Relationship**

1. Apply effective written and oral communication skills in professional settings when communicating and connecting with relevant stakeholders.
2. Assimilate into the work environment (people, team, hierarchy) and function effectively.

### **IV. Affective/Moral**

1. Tolerate ambiguity and handle anxiety.
2. Contribute proactively to the internship organisation.
3. Demonstrate responsibility, integrity and professionalism in the fulfilment of all workplace and internship requirements.
4. Demonstrate the persistence to learn, overcome and improve.

### **V. Technical (including those related specifically to the degree programme learning outcomes)**

Use tools that enable and facilitate effective project/work/assignment undertaken at the internship organisation.

## **Course Content**

This internship programme, being a work-integrated education course, has its educational content embedded within the work environment and assignments that students will undertake at each internship organisation. For this reason, the internship job scope will be evaluated by the course instructor/coordinator using the following criteria:

1. It is relevant to the student's discipline of study;
2. It provides the required internship duration;
3. It accommodates NTU's internship periods;
4. It provides sufficient structure and rigour that will enable students to achieve the intended learning outcomes listed above;
5. It provides the appropriate workload for the stipulated internship period;
6. It enhanced the career prospects of the student;
7. The internship workplace is safe and conducive for student learning and development;
8. The internship workplace is equipped with the necessary tools and resources for the internship work;
9. The internship organisation has standing policies to safeguard the welfare of interns;
10. The internship organisation supervisor possesses the competencies, experience, and commitment to provide guidance to the students;
11. The internship organisation will use NTU's internship assessment scheme for students.

## **Formative Feedback**

Continuous feedback on progress and performance can be expected from student's internship organisation supervisor.

Student's faculty supervisor will also provide feedback through the student's internship e-journal/E-journal submissions and/or site visits.

### **Learning and Teaching Approach**

An internship is an experiential learning programme done in a professional setting. Students will be placed in an organisation for the entire internship period and will undertake work assignments and/or projects in the organisation. It is through such work in the real-world environment where students learn and develop the competencies and experiences relevant to the intended learning outcomes of this course.

Each student will be supervised by (1) an Organisation Supervisor at the internship organisation, and (2) a Faculty Supervisor in NTU.

The Organisation Supervisor will be the key person working with and interacting with the student on a day-to-day basis. The Organisation Supervisor will be one providing guidance and feedback to the student on a regular basis.

The Faculty Supervisor from NTU will serve to facilitate student's learning and progress through interactions via e-journal/E-journal submissions, email, phone, and/or visits. The Faculty Supervisor will also be each student's first point of contact for any matters arising from the internship. Student can also contact the respective Internship Programme Manager at NTU's Career and Attachment Office as an alternative.

### **Reading and References**

#### **NTU Student Internship Handbook**

Please refer to the respective Professional Internship/Attachment Teamsites via NTU Studentlink for the Internship Handbook.

#### **NTU Work-Integrated Education Blog - WIE ARISE**

<https://blogs.ntu.edu.sg/wie-arise/>

#### **Harvard Business Review: 6 Ways to Make the Most of Your Internship**

<http://bit.ly/2J81BU2>

#### **Huffington Post: 21 Ways to Make the Most of Your Internship**

<http://bit.ly/2kK6Fz5>

#### **Vault: How to Successfully Manage your Assignments:**

<http://bit.ly/2LNfrIX>

### **Course Policies and Student Responsibilities**

Please refer to the respective Professional Internship/Attachment Teamsites via NTU Studentlink for detailed Internship Policy and Procedures.

Further information can be obtained from NTU's Career and Attachment Office (CAO) via [cao\\_internship@ntu.edu.sg](mailto:cao_internship@ntu.edu.sg).

### **Academic Integrity**

An internship concerns work in a professional setting. As with good academic work, good professional work depends on honesty and ethical behaviour. The quality of your work as a student relies on adhering to the principles of professional and academic integrity and to the NTU Honour Code, a set of values shared by the whole university community. Truth, Trust and Justice are at the core of NTU's shared values. Refer to this link for details: <https://www.ntu.edu.sg/life-at-ntu/student-life/student-conduct>

As a student, it is important that you recognize your responsibilities in understanding and applying the principles of integrity in all the work you do as a student of NTU. Not knowing what is involved in maintaining integrity does not excuse professional and academic dishonesty. You need to actively equip yourself with strategies to avoid all forms of professional and academic dishonesty, including and not limited to, plagiarism, fraud, collusion and cheating. If you are uncertain of the definitions of any of these terms, you should go to the [academic integrity website](#) for more information. Consult your faculty supervisor if you need any clarification about the requirements of professional and academic integrity in the course.