BUSINESS INTERNSHIP (BI) COURSES STUDENT GUIDELINES

Types of Credit-bearing Internship Courses

1. NUS Business School offers four types of credit bearing internships: BI3704, BI3708, BI3712 and BI3003 for all its students.

Course Code	Description	Units	Criteria	Period/Duration
BI3704	Business Internship I	4 units	- Full-time internship - BIZ/ACC/RE related job scope	- Typically, May to July - Minimum Duration: 8 consecutive weeks - Minimum Workload: 40 hours per week, 300 hours in total (rounded down from 320 in line with University practice).
BI3708	Business Internship II	8 units	- Full-time internship - BIZ/ACC/RE related job scope	- Typically, Aug-Dec or Jan-May - Minimum Duration: 16 consecutive weeks - Minimum Workload: 40 hours per week, 600 hours in total -

27. Students should submit your EL Placement on TalentConnect portal as soon as you have received a confirmation on your internship placement as the review will require two levels of approval. BIZCareers will approve your job description if it is suitable for a credit bearing internship, followed by the UG programme office.

28. Conflict of Interest (COI) – Students must declare that by taking up the internship, there will not be any conflict of interest arising, and other necessary information about the internship that has not been mentioned above. Students can submit their COI in TalentConnect (example of COI can be found on Annex C).

29. If internship support letter for CPF exemption or NS letter is required by the company, students can request from BIZCareers Office at (bizcareers@nus.edu.sg).

30. The School will not process requests from the students if the information on the internship is not provided completely and accurately.

31. BIZCareers Office will then look through the internship details and decide if the internship can qualify as a credit bearing internship. After the internship has been approved by BIZCareers Office, the request will be forwarded to Undergraduate (UG) Office for approval. BI3704R must also be approved by the Department of Real Estate.

32. For internships sourced by BIZCareers Office, the internship can be credit bearing or non-credit bearing. For non-credit bearing internship, students will need to check with the company if they are able to convert the internship to credit bearing internship. This can be done during the interview process with the company. After the students have been offered the internship and the company agrees to convert the internship to credit bearing internship, students will submit details of the internship in TalentConnect. The process will be the same as self-sourced internship (refer to pt. 30).

33. Please refer to **Table B** below for the **submission deadlines**. Late application **will not be entertained**. You should submit your EL Placement as soon as you have secured an internship for credit-bearing purposes.

34. For BBA (Acc)[6] students, the compulsory accounting internship will automatically qualify as credit bearing internships after the internship has been approved by BIZCareers Office. An "A" suffix will be allocated in the course code.

35. Students do not need to register for the internship course during CourseReg exercise. The Internship course code will be allocated to the students after their application has been approved by BIZCareers Office and UG Office. You do not need to apply for exemption from the minimum unit workload. It will automatically be granted. However, you need to write to the BI administrator (Ms Candy Tan) for assistance to drop the excess course code(s).

NUS Supervisors

36. By default, an NUS Supervisor will be assigned to students reading the BI course. However, this pool of faculty advisors is limited. Students will be assigned on a first-come-first-served basis. Priority would be given to students doing compulsory internship followed by students doing a BI course for the first time.

Alternatively, students may also approach their preferred faculty member as their NUS Supervisor. Students are advised to seek agreement from the faculty member first before commencing on their internship. The written agreement/consent must be forwarded to Ms Candy (candytan@nus.edu.sg).

37. However, for all of the above cases, **if the student cannot find a NUS supervisor or the UG office cannot find a NUS supervisor for the student, while the internship can carry on, it will not be a graded/credit-bearing internship course.** Application for a BI internship does not guarantee that a NUS supervisor will be allocated automatically. Nonetheless, it is hoped that students would not drop the internship as a result of this, as a potential learning opportunity could have gone to waste.

38. Each internship must be supervised first, by a faculty member at NUS Business School, designated graduate administrative officers (working at the NUS Undergraduate Office or BIZCareers Office) or approved alumni members (for instance, they must have graduated 5 years ago or more). If a NUS supervisor is appointed, it would be good for you to build a rapport with the supervisor as the supervisor may be able to give you general advice. If the supervisor volunteer to meet, you should take up the opportunity.

Workplace Supervisors

39. Each internship would also have to have a Workplace Supervisor who should preferably be someone senior and who among other things, would be involved in the assessment processes set out below. The Workplace Supervisor would also have to certify that the minimum number of hours/weeks required by the internship course have been met. The onus is on the student to find the workplace supervisor. There should be no conflict of interest arising with in particular the workplace supervisor.

40. The NUS supervisor and the Workplace supervisor, need not directly liaise. Should there be any disputes relating to the internship, the matter would usually be handled by the BIZCareers Office.

Assessment of Internship Courses

41. There will be 4 assessment components for the BI courses B3704, BI3708, BI3712 and BI3003.

42. The first would be the statement of "**Learning Objectives**" together with the job/project scope (example can be found on Annex A). The student may seek the advice of the NUS supervisor before meeting with Workplace supervisor regarding this. This has to be prepared by the student with guidance from the Workplace Supervisor. The purpose of this is to allow both the student and the organisation to have a clear goal right at very beginning. This would carry a weightage of 5%. This statement would be submitted online in TalentConnect and would be **due within the two weeks** from the start of the internship unless the late submission is due to events beyond the control of the student. The onus is on the student to seek the help of the Workplace Supervisor towards this end. So long as document is submitted with at least 3 reasonable learning objectives, the student would get a score of at least 3 marks.

43. The second component would be a "**Learning Journal**". This would also be submitted through the same on-line system - TalentConnect. For BI3704 and BI3003, there would be 2 learning journals, each about 200 words. The first would have to be submitted at the end of the **3rd week** after the start of the internship and the second would have to be submitted at the end of **the 6th week**. For BI3708, there would be 3 learning journals, each about 300 words. They would have to be submitted

at the end of the **4th, 8th and 12th week** respectively after the start of the internship. For BI3712, there would be 4 learning journals, each about 400 words. They would have to be submitted at the end of the **5th, 10th, 15th and 20th week** respectively after the start of the internship.

44. The learning journal entries can relate to various matters such as, how the work relates to the concepts learnt in school, how the student develops personally, what the student observes or learns, the challenges the student faces, the questions that emanate in the mind of the student, the culture of the company, ethics at the workplace, the student's experience with teamwork at the workplace, etc. The purpose of these journal entries would be to encourage the student to reflect on his or her experiences during the internship and thus learn and grow. This would constitute 25% of the weightage. Grading will be based on factors such as the depth of reflection and the level of maturity.

45. The third component would be a "**Final Report**" which will be due at the completion of the internship. This would carry a weightage of 30%. It should be about 1500 words. This has to be submitted by **the end of week 8** (if you are reading **BI3704 or BI3003**), **week 16** (if you are reading **BI3708) or week 24 (**if you are reading **BI3712)** - through the same on-line system - TalentConnect. The student can reflect on his overall experience and what really stood out from a learning point of view. However, this should not be a mere regurgitation of the learning journal entries submitted earlier. Grading will be based on the factors such as the depth of the reflection and level of maturity.

46. The Learning Objectives, Learning Journal and Final Report will be graded by the NUS Supervisor. Refer to **Table C** for a summary of the deliverables submission schedule.

47. The fourth and final element would be the "**Intern Performance Review Form"** (example can be found on Annex B) which the Workplace supervisor has to complete. This would carry 40% of the weightage. An email will be sent to the Workplace supervisor to ask them to complete the online form. The onus in on the student to seek the help of the Workplace Supervisor to fill up the form on time. **If the Workplace Supervisor does not fill up the Intern Performance Review Form within 2 weeks after the internship has ended, the student will not be able to complete the internship course and would get a CU grade.** This has to be submitted by **the end of week 8** (if you are reading **BI3704 or BI3003**), **week 16** (if you are reading **BI3708) or week 24 (**if you are reading **BI3712)** - through the same on-line system - TalentConnect. The grading will be based on tabulating the scores provided by the Workplace Supervisor under Section D (pt#2) of the form (maximum mark: 40). There will be no recalibration of marks if some of the criteria stated turn out to be inapplicable.

48. To get a CS grade, the student would have to obtain an overall pass mark of 50 and above and **must complete all components**. The onus is on the student to complete all components and reminders will not be sent.

49. The IP grade will be assigned during the internship work term. The final results will typically be updated after instructional week 3 of the **following** school term after your internship work term (e.g. final results for Summer work term internships will be updated in Sem 1 around Sep/Oct).

50. Students have to strictly observe confidentiality with regards to information belonging to the organisation they are interning at or any of its clients, including when it comes to fulfilling any of the assessments above.

Variation

51. Kindly note that information contained in these guidelines may be subject to change.

TABLE A – Summary Table
(Note: The tables are for summary information only. The details in the preceding text contain the authoritative version of the Guidelines.)

Course Code	Nature of Internship	Min. no. of Hours/ Wks	No. of Units	No. of times can be taken	Pre-requisites	Deliverables	Other General Matters
BI3704 Note: BI3704A is for compulsory Accounting Internship and BI3704R is for Real Estate Finance Specialisation Elective	Relates to Business, Accounting or Real Estate	300 (8 weeks)	4	Up to 3 Note: BI3704A and BI3704R can only be taken once	58 units + one STR course Note: For BI3704A, students must have also completed: ACC2707, ACC3701 & ACC3703 For BI3704R, students must have also completed 100 units or 6 semesters	Learning Objectives (5%) 2 Learning Journals (25%) Final Report (30%) Intern Performance Review by Workplace Supervisor (40%)	Deadline for all BI applications – please refer to Table B below. Applications beyond that will *strictly* not be entertained All internships are meant to be full time, but as a concession can read up to 4 units of NUS courses - subject to conditions All BI courses are graded on a CS/CU basis All BI courses counted as UEs except for BI3704A and BI3704R Since all BI courses carry unit, LOA cannot be applied for while doing a BI course. So, tuition fees is payable (other than for summer/winter internships) Maximum of all BI courses combined: 12 units
BI3708	Relates to Business, Accounting or Real Estate	600 (16 weeks)	8	Once	Same as for BI3704	Similar to BI3704, but must submit 3 Learning Journals	
BI3712	Relates to Business, Accounting or Real Estate	900 (24 weeks)	12	Once	Same as for BI3704	Similar to BI3704, but must submit 4 Learning Journals	
BI3003	Does not relate to Business, Accounting or Real Estate (eg: internship for directing a movie)	300 (8 weeks)	4	Once	Same as for BI3704	Same as for BI3704	

TABLE B – DEADLINES FOR SUBMISSION

Internship Work Term/Start Date	Closing Date**
Winter 2025 (Dec – Jan)	21 Nov 2025
Semester 2 AY25/26	02 Jan 2026
Special Term I AY25/26 (Internship start date on/before 11 May 2026)	24 Apr 2026
Special Term II AY25/26 (Internship start date on/after 12 May 2026)	22 May 2026
Semester 1 AY26/27 (Internship start date on/before 22 Jun 2026)	22 May 2026
Semester 1 AY26/27 (Internship start date on/after 23 Jun 2026)	24 Jul 2026

***Please submit your EL Placement as soon as you have secured an internship for credit-bearing. Late application will not be entertained unless there is some genuine reason such as proof of late contract/letter issuance by the employer, etc.*

1) Students are absolutely not allowed to embark on a BI course in their final graduating semester. For example, students should not plan to take BI course in the Special Term that they are going to file for graduation.
2) Internships should not overlap with your final exams.
3) For Semester 1 internships that commences in May/Jun, please submit your EL Placement before Week 2 of your internship period or by the closing date, whichever is earlier.

TABLE C – DEADLINES FOR DELIVERABLES SUBMISSION

Deliverables	Deadline (no. of internship weeks)	Requirement	Remarks
Learning Objectives (5%)	Within 2 weeks from internship start date	Submit at least 3 objectives to get at least 3 marks.	Discuss with workplace supervisor on at least 3 learning objectives and submit them online within the first 2 weeks of your internship.
Learning Journals (25%)	BI3704/BI3003 – By end of 3rd and 6th week BI3708 – By end of 4th, 8th and 12th week BI3712 – By end of 5th, 10th, 15th and 20th week	2 learning journals (abt 200 words each) 3 learning journals (abt 300 words each) 4 learning journals (abt 400 words each)	Relate to the following: How the work relates to concepts learnt in school, how you have developed personally, what you have observed and learned, the challenges you faced and how you overcome them, questions you have, culture and ethics at the workplace.
Final Report (30%)	BI3704/BI3003 – By end of 8th week BI3708 – By end of 16th week BI3712 – By end of 24th week	For all courses – about 1500 words	Reflect on your overall experience and what really stood out from a learning point of view. However, this should not be a mere regurgitation of the fortnightly journal entries made earlier. Examples could be how the internship could have helped in your career planning and interaction with your supervisors and peers.

ANNEX A

INTERNSHIP LEARNING OBJECTIVES (online)

(for reference only)

The purpose of stating the objectives upfront is to allow the student and the organisation to have clear goals of what is to be expected, so that the whole experience would be more targeted and fulfilling. This statement constitutes 5% of the final mark. Thus your help in completing the objectives together with the student, is much appreciated. **Kindly submit the learning objectives online using the field box in TalentConnect. An example of the form is re-produced below for your reference only.**

LEARNING OBJECTIVES

List at least 3 learning objectives of this internship:

Objective #1	
Objective #2	
Objective #3	
Objective #4	

JOB DESCRIPTION

Give an overview of the job scope or the type of the job to be performed:

ANNEX B
INTERN PERFORMANCE REVIEW FORM (online)

(for reference only)

Thank you for extending internship opportunities to NUS students. This would have given them an opportunity to enhance their educational experience and career development. We value your feedback and assessment of our students and programme to help us improve and coach our students. Please note that your comments may be shared with your intern(s) and our Careers Advisors for personal development and coaching purposes.

Please take a few minutes to complete this evaluation. Thank you very much for your time.

Workplace supervisor will fill in the Intern Performance Review (IPR) form using TalentConnect. A link will be sent to the workplace supervisor to complete the form below.

BACKGROUND INFORMATION

Name of Company	
Internship/Project Title	
Name of Workplace Supervisor	
Designation	
Workplace Supervisor's Contact number	
Workplace Supervisor's Email	
Student Name	
Internship Start Date	
Internship End Date	

Section A: COMPETENCIES

(Please rate the following competencies of the intern during their internship)

- *Exceptional (5)*
- *Exceeds Expectations (4)*
- *Meets Expectation (3)*
- *Needs Improvement (2)*
- *Unsatisfactory (1)*

1) Ability to connect the dots
2) Ability to deal with ambiguity
3) Embrace diversity and listen to other points of view
4) Articulate and ask questions
5) Willingness to learn new skills and do things differently
6) Learning agility
7) Leadership skills

8) Ability to work under pressure
9) Work well with stakeholders from various domains/disciplines
10) Creative problem solving

Section B: LIFESKILLS COMPETENCIES

1) Innovation
2) Curiosity and Independent Learning
3) Critical Thinking
4) Personal Values and Professional Ethics
5) Self Awareness and Mental Resilience
6) Personal Effectiveness
7) Interpersonal and Collaboration Skills
8) Communication and Engagement Skills
9) Global Perspectives
10) Responsibility to the Community, Nation and the World
11) Domain Expertise
12) Multidisciplinary/Interdisciplinary Knowledge and Skills
13) Digital Literacy

Section C: WORK PERFORMANCE/KNOWLEDGE

(Please rate the following competencies of the intern during their internship)

1) Ability to value add or contribute to the team/organisation
2) Possess the technical skills required to perform the work
3) Quality of work
4) Timeliness in completion
5) Ability to offer creative/innovative solutions/new ideas

Section D: OTHERS

(Please rate the following competencies of the intern during their internship)

1) Work Ethics
2) Student's overall performance

Section E: INTERNSHIP PROGRAMME

(Please rate the following competencies of the intern during their internship)

1) How would you rate the effectiveness of the Internship Programme in meeting your company's recruitment/ hiring needs.
2) Would you recommend this internship program to other organizations (Scale of 1 to 10)
3) How may NUS better prepare the students prior to their internships?
4) Do you agree to release this performance review to the intern if requested?

Note: Students will submit the Conflict of Interest (COI) Form in TalentConnect.
Below is an example of the form re-produced for your reference.

ANNEX C

BUSINESS INTERNSHIP COURSE
CONFLICT OF INTEREST DECLARATION FORM (online)

(Student is to submit the declaration in TalentConnect)

(for reference only)

Student's Name	
Matric Number	
Company's Name	
Designation	

Student Declaration

(Please answer Yes/No in the relevant column.)

1. Do you or your family members hold a direct & significant stake in the organisation you are going to intern at (e.g. shares, etc.)?	YES / NO
2. Do you have friends and/or relatives working in the organisation who may be in a position to influence the outcome of the internship?	YES / NO
3. Is there any other potential conflict of interest in going ahead with this internship?	YES / NO

Please provide details below if any of your response above is 'Yes'

ANNEX D

How to submit Experiential Learning (EL) Placement on TalentConnect portal

For credit bearing internship:

1. Login to **NUS TalentConnect (Student Login)**
2. Submit your Experiential Learning Application
   - Left Navigation Bar: Experiential Learning > Application > "Add New Application"
   - If you see that the Experiential Learning Application for BI3003/3704/3708/3712 had been submitted for you previously, please go to next step (3).
3. Submit your **Experiential Learning Placement Form** with the internship details:
   a. Left Navigation Bar: Experiential Learning > Placement > "Add New Experience"
4. Complete the rest of the fields

Do note that there are 2 levels of approval:

5. BIZCareers will approve your job description if it is suitable for a credit bearing internship, then;

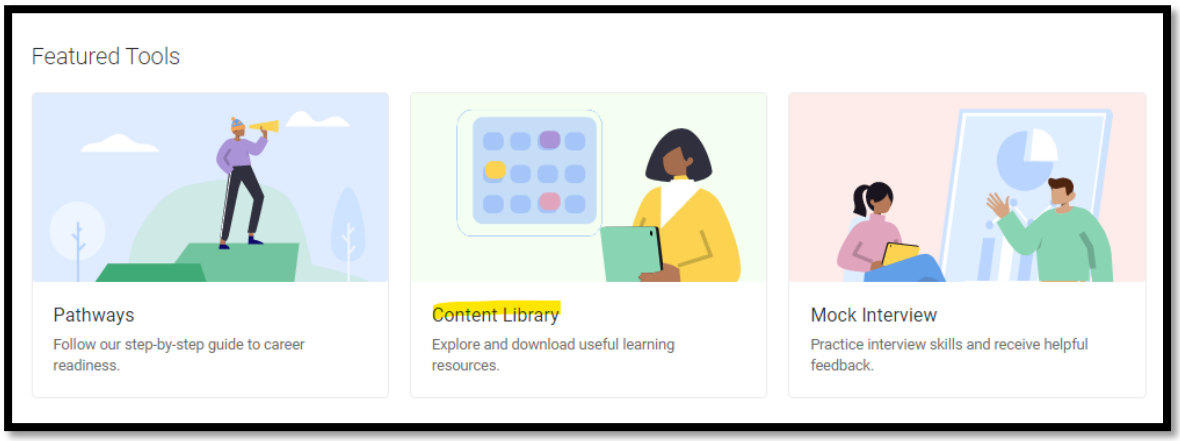
6. BIZ Undergraduate Office will approve your BI course application, within TalentConnect as well. *(This will take a bit longer as UG office needs to find an NUS supervisor for the internship)*

You may also refer to the step-by-step guide **[BIZ] UG Students Guide to Self-Sourced Internships**. The documents are also available on NUS TalentConnect (go to Resources > Content Library). See below.

To find the step-by-step guides in TalentConnect, please follow the steps below:

Click on **RESOURCES**.

Click on **CONTENT LIBRARY**.



Search for the term "**BIZ**" and you will be able to download the respective guides.

Title	Excerpt
[BIZ] UG Students Guide to Self-Sourced Internships 2024	A complete guide on submission of Experiential Learning internships for UG students
[BIZ] MBA Students Guide to Self-Sourced Credit Bearing Internship 2023	A complete student guide for MBA to Self-Sourced Credit Bearing Internship.
[BIZ] MSc Guide to Popular Internships	Guide to Popular Internships
[BIZ] Guide to MSc Management Associate & Graduate Program	Guide to Management Associate & Graduate Program
[BIZ] MSc Internship Search - Jan 2024 (for Summer & H2 2024)	MSc Internship Search Briefing Deck - Jan 2024 (for Summer & H2 2024)
[BIZ] UG Internship Briefing Deck & Recording - Jan 2024	Access the Internship Briefing Presentation deck & Recording (Jan 2024) by the BIZCareers Early Careers Team.
[BIZ] NUS TalentConnect - Save Search Criteria and Create Job Alerts	Student guide to saving search criteria and creating job alerts on TalentConnect
[BIZ] Student Guide to Non-Credit Bearing Internship Submission (TC)	A BIZ students guide to Non-Credit Bearing Internship Submission on TalentConnect
[BIZ] UG & MBA Submission Requirements - Credit Bearing Internship 2023	BIZ Credit Bearing internship submission requirement for UGs and MBAs
[BIZ] MSc Submission Overview for Credit Bearing Internship on	Overview of Submission Criteria

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