



# Graduate Diploma in Systems Analysis SA45

## Industrial Attachment Briefing for Students

**\* Refer to your Industrial Attachment (IA) Guidelines for details.**

# Objectives of Attachment

## ■ Students

- Exposure to real live working environment
- Hands-on experience in applying skill acquired from ISS
- Methodology used could be:-
  - Organisation's methodology or
  - ISS's methodology (UML, RUP)

**do not insist on  
ISS'  
methodology**

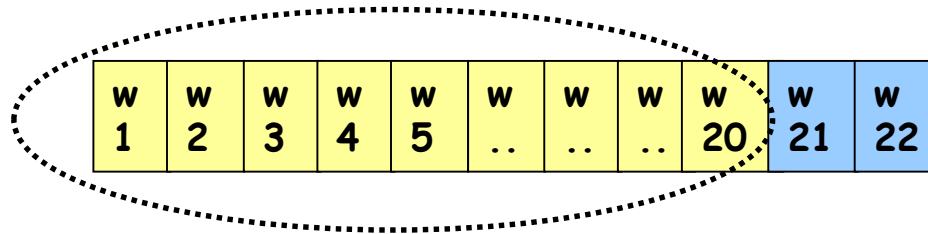
## ■ Duration

- 22 weeks on industrial attachment
  - 20 weeks with an external organisation
    - ( 5 Mar – 20 Jul 2018)
  - 1 week at ISS (**compulsory**)
    - (23-26 Jul 2018 for report preparation & submission, 75% of attendance is required)
    - (30 Jul – 3 Aug 2018 for presentation)

**Start work,  
holiday...etc  
after this week!**

- IA will be graded and reflected on your transcript. It will not contribute to the CAP but a pass is needed to get the diploma.

# Milestones/Dates



- 5 Mar – 20 Jul 2018 (1 to week 20)
  - Week 1
    - project plan (latest by Sat 5pm)
  - Week 1 to Week 20
    - weekly progress report (by Sat)
      - Refer to Appendix A in IA Guidelines for the recommended format
    - updated project plan (as and when changes are needed)
- Upload report to your respective project group in IVLE, as well as **Email a copy to your ISS advisor**

# Milestones/Dates

- 21 Jun 2018, Thursday
  - Online Post Internship Briefing
  - 8pm
- 23 Jul 2018, Monday
  - Meet at ISS to get further instructions on presentation schedule etc
  - 10am

# Milestones/Dates

- 26 Jul 2018, Thu 10am
  - Submit to Megan
    - Industrial Attachment Report
    - Individual Report & Peer Report
    - Student: Industrial Attachment Questionnaire
    - Industrial Attachment Organization: Student Appraisal Form
      - Students to collect the filled form from supervisor on the last day of attachment
    - Project Poster
- 30 Jul – 3 Aug 2018
  - Presentation to ISS Advisor/SA Lecturers

# ISS Advisor

- Be a counsellor to the students
- Review project progress
  - Review if project is on the right track and can be completed
  - Review scope of project with project supervisor if needed
- Visit your site at least once
- Evaluate and grade students' performances
  - Presentation
  - Report
  - Overall



Failure in Industrial Attachment  
==> Failure in the Programme

# Industrial Attachment Presentation

- Industrial Attachment Organisation (optional)
  - at the company premises
- ISS (compulsory)
  - to ISS advisors and lecturers
  - at ISS premises after completion of attachment with the organisation
  - Presentation guide – Refer to Appendix F of IA Guidelines
    - 30 mins. per team (25 mins. presentation & 5 mins. Q&A)
    - Teamwork – equal participation, **every team member must present**

# Industrial Attachment Report

- Guidelines – Refer to Appendix B of IA Guidelines
- Contents
  - Introduction
  - Overview of Activities
  - Recommendations
  - Things learned
  - Problems & solutions
  - Looking back
  - Acknowledgement
  - Appendix
- Well organised – from overview to detail
- Clarity & structured



# Other important documents to hand in...

- Individual Evaluation report (Appendix C of IG)
- Peer Evaluation Report (Appendix C of IG)
- Student: Industrial Attachment Questionnaire (Appendix D of IG)
- Industrial Attachment Organisation: Student Appraisal Form (Appendix E of IG)
- End of Course Evaluation (this form will be given later)

**Failure to submit these documents → Failure in industrial attachment**

# Accenture Consulting Prize

- Three Best Industrial Attachment Teams
  - Presentation to a Accenture's Representative and ISS director
    - Best Team will get the Accenture Prize
      - Book Prize
      - Commemorative plaque
    - All 3 teams will get
      - Letter of Merit
- Will be held in Sep 2018

Awards are given to those who are present at the presentation !!

# Presentation Schedule

- Will announce on 23 Jul 2018
- You have to present at the given time slot. No swapping time slot is allowed.

# Allowance for Students

- Recommended : \$800 per month Suggested
- Payment Dates to Organisation
  - End of each month
  - 20 Jul 2018 (last day of attachment with organisation)
  - If you don't receive any allowance by end May, please inform Megan

# Attendance during Internship

- Guidelines on paid leaves
  - It is **recommended** after serving 3 months, the student will be given 2 days of paid personal leaves and 3 days of paid sick leaves.
- For medical leaves
  - Inform your company supervisor before 10am
  - Scan and upload the MC to IVLE your team folder (2<sup>nd</sup> day)
  - Notify your ISS advisor and cc to ISS internship manager (2<sup>nd</sup> day)
  - When taking more than **3 days of MC** in total through out the internship, ISS disciplinary board will review the case and may terminate internship
- No overseas trip w/o prior approval from the school/internship company

# Work Attitude

- Outstanding staff/students have positive attitude, enjoy their jobs and are self-directed
- Adopt a positive attitude:
  - Carry out and fulfil your responsibilities
  - Being courteous and helpful
  - Keep an open mind when things are done differently. Communicate openly with your supervisor and check with him/her on any doubts you've.
  - Remember that there's always something to do and always something to learn.

# Work Attitude

- Do not argue over allowances, working terms, attachment scope/date lines/ etc. Every organisation has different sets of policies.
- Disputes can sometimes arise between you and your supervisors/team mates, due to misunderstandings, miscommunications and different expectations. When disputes occur, take the following steps :
  - Sit down with your supervisor (or team mate) and discuss the problem. Try to resolve the issue amicably.
  - If the above fails, you may approach your ISS advisor for help.

# Work Attitude

- Avoid criticising the organisation, your supervisors, colleagues and team members. Be constructive. Do remember “Walls have ears”.
- Do not engage in office politics and gossips.
- If you’ve to leave the office, you must seek permission from your supervisor.
- Always keep your supervisor informed before meeting with users
- Be punctual in performing work and reporting to work (Ladies to note: don’t stay when it’s dark and nobody’s around).



# Work Attitude

- However free you are, you should not spend your free time doing non project work (like read newspaper, magazine etc)
- Do not loiter around staff lounge and pantry area.
- It is good to be able to
  - size up project, prioritise work and reduce scope to fit the 20 weeks duration but it is not good to be seen very free after that
- No outside-internship job with the internship company or other company during the internship period.

# Announcement

- The internship handbook, briefing slides and company list will be emailed to you by today
- Check your emails for if there are any updates from your internship companies before 5 Mar 2018
- Forward the internship guidelines to your company supervisor.
- Return the locker keys. State your name, matric number and locker number on the envelop and pass to the admin on the 2<sup>nd</sup> floor.

# Announcement

- Tomorrow, 2 Mar, 9.15am
  - Meet your ISS advisor/company supervisor at MPH
  - Company name is labeled on the table
- Introduce yourself/selves to your ISS advisor
  - Email your ISS advisors per team by 10 Mar 2018 including the following information and cc [megan.wang@nus.edu.sg](mailto:megan.wang@nus.edu.sg)
    - internship company name
    - Intern team member name/s
    - Intern contact email and mobile number
    - Internship company supervisor name (Mr/Ms) and email