



School of Informatics & IT
TEMASEK POLYTECHNIC

Student Internship Programme (SIP) and Major Project (MP) briefing (16 September 2020)



SIP Coordinator

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Liaison Officers (LOs)

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Ms Ho Li Chin	Mr Goh Rui Quan
Mr Percy Wong	Ms Maheswari Ramasamy Sakthivelu

- **This is an extraordinary year.**
- **You must manage your expectations.**
- **Accept any internship opportunity you get.**
- **Contribute your best to learn as much as you can.**



The reality this year...

- You may not receive your ideal internship in terms of company, job role, responsibilities, remuneration, etc.
- Internship opportunities are less than before, so be **open-minded**.
- All internships still provide you with an **opportunity to learn**.
- So **maximize** the opportunity and **learn as much** as you can. Treat this as a **stepping stone** for your long-term career growth as you work towards your ultimate aspirations.

*The virus outbreak may have caused a **delay** in you achieving your goals, but it **doesn't call an end** to your career goals.*

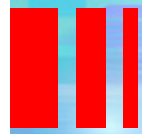
SIP during COVID-19

- Some of you may be attached to an **external** company for SIP while others may **work in IIT** or **work from home (WFH)** for your internship.
- We have discussed with the companies and clients to ensure that the **learning outcomes of SIP are not compromised** if you WFH.
 - When you fill in your online **SIP journal**, clearly indicate every day whether you are working as normal or working from home, etc. for your **attendance**.
 - When you finish your WFH and the company asks you **go back to office**, do update your LO before you go back.
- If you are issued **LOA/Stay Home Notice (SHN)/Quarantine Orders**
 - Inform your LO and company supervisor
 - Do NOT go to your company office or TP campus



SIP during COVID-19

- We have checked with the company whether they have put in place **adequate safety measures** in line with government recommendations if they want you to work in their office.
- **Follow** all prevailing COVID-19 measures by the company.
- If you feel that something the company asks you to do may contradict government guidelines for working during the COVID-19 period, **inform your LO** so that they can discuss it with the company.



Working from Home (WFH)

Part of Business Continuity Planning (BCP)

Maximize productivity

Set boundaries

Avoid isolation



Working from Home (WFH)

Maximize productivity

- Stick to a **work schedule** (i.e. wake up early, shower, have breakfast, work, lunch time, etc.).
- Check on **company ground rules** (if any) to follow during WFH.
- Create an “**office environment**” at home (i.e. clean workstation, well-lit space, comfortable chair, all necessary software installed, etc.).
- **Dress** the part (e.g. comfortable work clothes, not singlets during work calls).



Working from Home (WFH)

Set boundaries

- Keep to the **working hours**.
- Set a regular time for **lunch**.
- Five-minute workout/rest **breaks**.
- **Minimize distractions** by visitors or family members at home (i.e. discuss with those who are at home on the boundaries).

Working from Home (WFH)

Avoid isolation

- Ensure you have the necessary **communication software** used by your company, installed on your laptop (e.g. MS Teams, Zoom, etc.).
- Engage in **e-meetings** ! Do not keep to yourself.
- Communicate ... Communicate ... Communicate !
 - Always update your supervisor on what you have completed.
 - Ask your supervisor if you are not certain about anything or about the expectations and deadlines.
 - Speak to your LO if you feel things are not going well.



Working from Office (WFO)

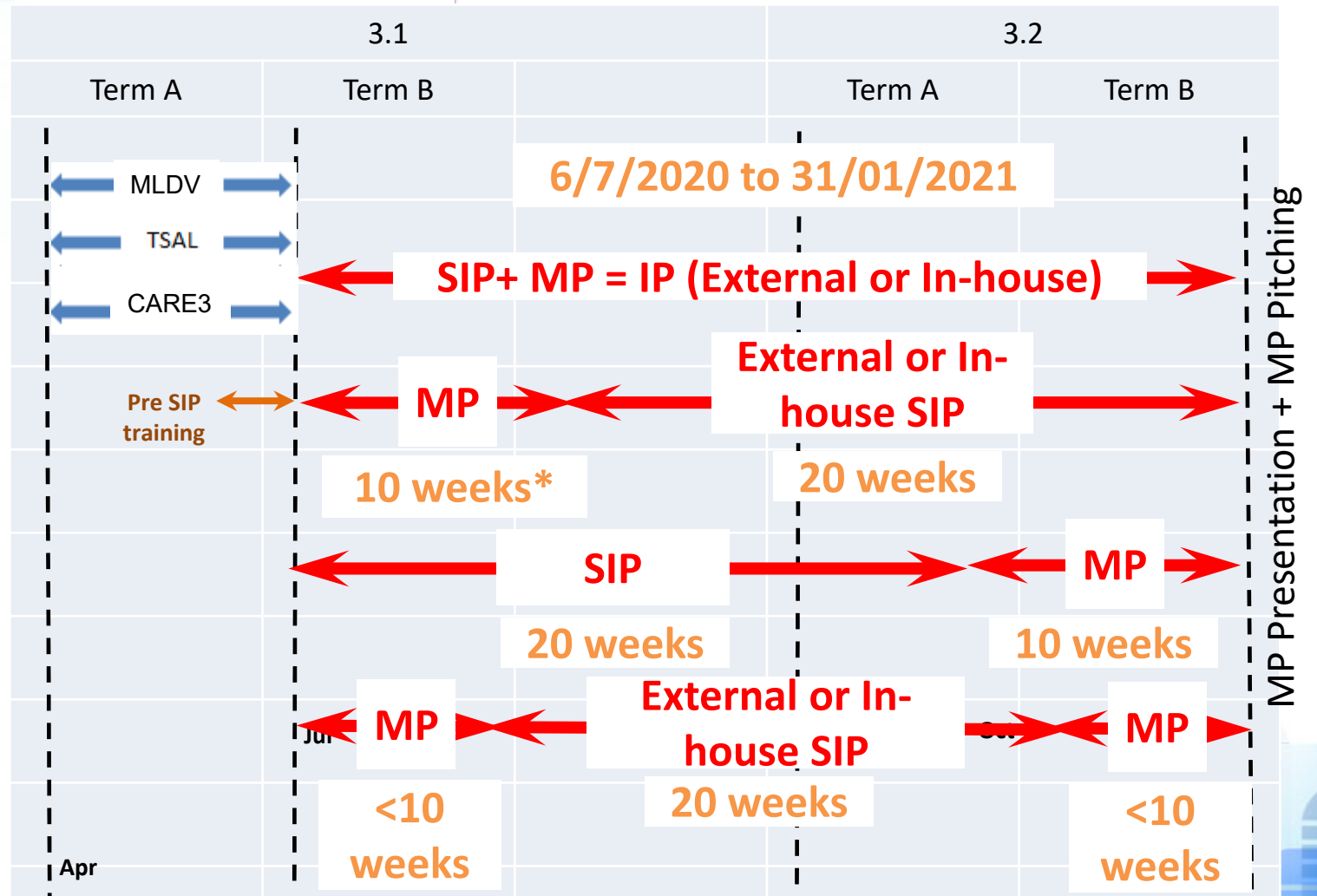
- If you are going back to office and you think that your work environment is not appropriate, please contact your LO.



Remember...

- Everyone will be going through a challenging experience this year.
- Stand out by contributing excellent work and ideas to your company.
- Be prompt in completing your work and offer to go the extra mile to do more.
- Give your supervisor a reason to write a good testimonial for you at the end of the internship.

Calendar





Important Dates!!

- ~~Pre SIP Training~~
 - ~~— Online Courses: 1st May — 30th June 2020~~
 - ~~— SSCS training: 15th and 18th June 2020~~
- Mid SIP Briefing
 - Mid September: 16th Sept 2020
- Jan/Feb 2021
 - SIP/MP Report Submission
 - Final MP Panel Presentation and MP Pitching

It is compulsory to attend **all** sessions. The pre-SIP training is **one of the assessment criteria** for passing SIP.



SIP DELIVERABLES



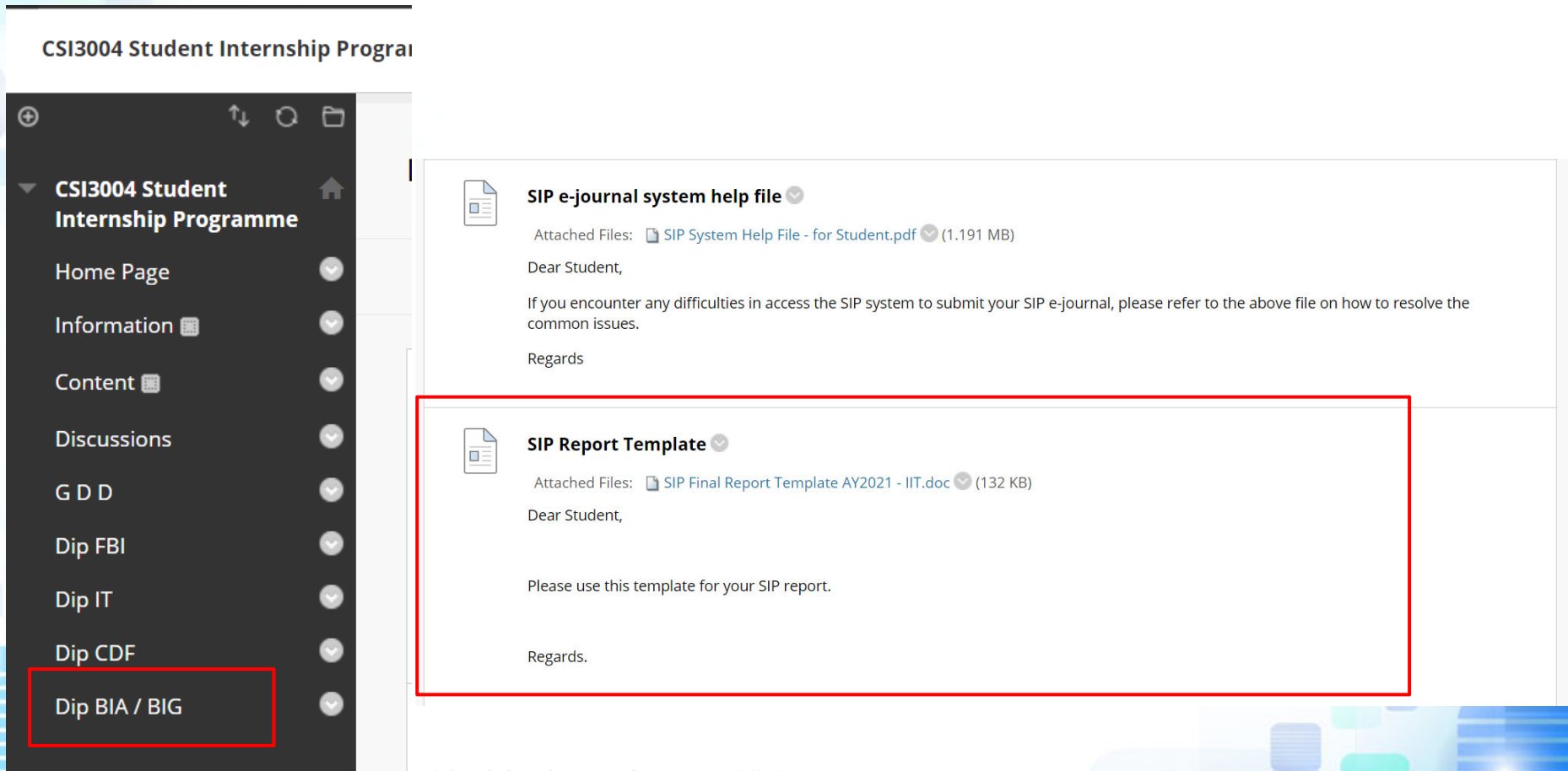
SIP Deliverables

1. Pre-SIP Training Certificates and Reflection
2. Weekly journals (daily tasks + weekly reflection) submit via eSIP
3. SIP Report (Submit at the end of your SIP via eSIP/ or Submit hardcopy)

Template is in **LMS. SIP -> Dip BIA / BIG**

SIP Deliverables

Template is in LMS. SIP -> Dip BIA / BIG



CS13004 Student Internship Programme

CS13004 Student Internship Programme

- Home Page
- Information
- Content
- Discussions
- G D D
- Dip FBI
- Dip IT
- Dip CDF
- Dip BIA / BIG**

SIP e-journal system help file

Attached Files: [SIP System Help File - for Student.pdf](#) (1.191 MB)

Dear Student,

If you encounter any difficulties in access the SIP system to submit your SIP e-journal, please refer to the above file on how to resolve the common issues.

Regards

SIP Report Template

Attached Files: [SIP Final Report Template AY2021 - IIT.doc](#) (132 KB)

Dear Student,

Please use this template for your SIP report.

Regards.



SIP Report

- The template is in LMS
- Need to include:
 - Appendix A1: Screenshot of Student Survey
 - Appendix A2: SIP Mentorship
 - Appendix A3: Learning Outcome Form

Appendix A1 sample:



eSurvey & Registration System

You have already submitted.

Survey Submission Summary

Survey: SIP BIA 2018 Student Feedback
Group: SIP_BIA_2018

	User Id	Date Submitted (dd/mm/yyyy hh:mm:ss)	Delete Submissions#
1	1600550F	10/01/2019 10:27:45	<input type="checkbox"/>

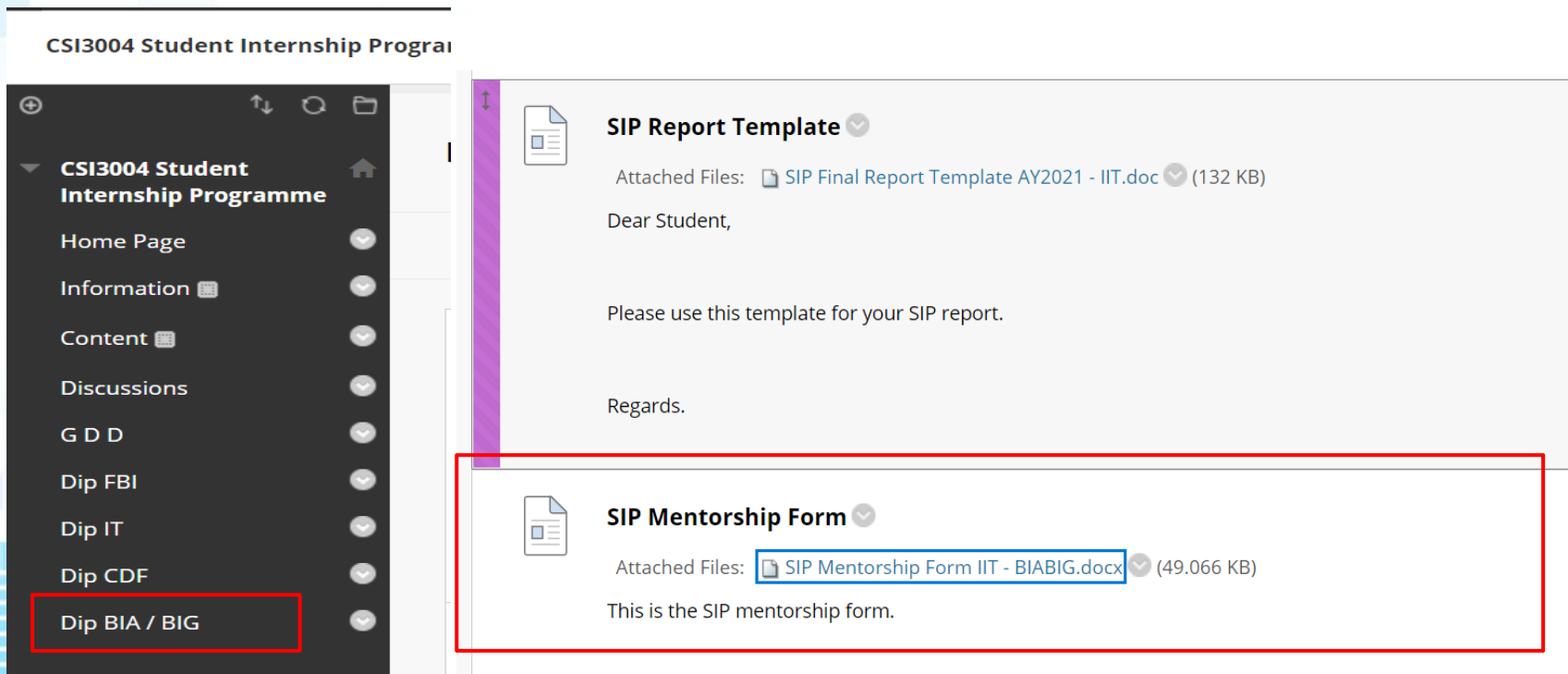
To delete category(ies), check the appropriate box(es) and click the [Delete](#) button

[Close Window](#)

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Appendix A2: SIP Mentorship

- You can find this form in LMS
- Need to submit it along with your SIP report.



CSI3004 Student Internship Program

CSI3004 Student Internship Programme

- Home Page
- Information
- Content
- Discussions
- G D D
- Dip FBI
- Dip IT
- Dip CDF
- Dip BIA / BIG**

SIP Report Template

Attached Files: [SIP Final Report Template AY2021 - IIT.doc](#) (132 KB)

Dear Student,

Please use this template for your SIP report.

Regards.

SIP Mentorship Form

Attached Files: [SIP Mentorship Form IIT - BIABIG.docx](#) (49.066 KB)

This is the SIP mentorship form.

Appendix A3: Learning Outcomes Form

- Learning Outcomes Form

S/No.	Learning Outcomes (Generic Life Skills)	Initial	Final
		✓	✓
1.	Communicates clearly and effectively		
2.	Works well in teams		
3.	Works out solutions to day-to-day issues		
4.	Shows time and task management abilities		
5.	Shows initiative and independent learning		

S/No.	Learning Outcomes (Diploma-Specific)	Initial	Final
		✓	✓
1.			
2.			
3.			
4.			
5.			

Optional:

S/No.	Learning Outcomes (Organisation-Specific)	Initial	Final
		✓	✓
1.			

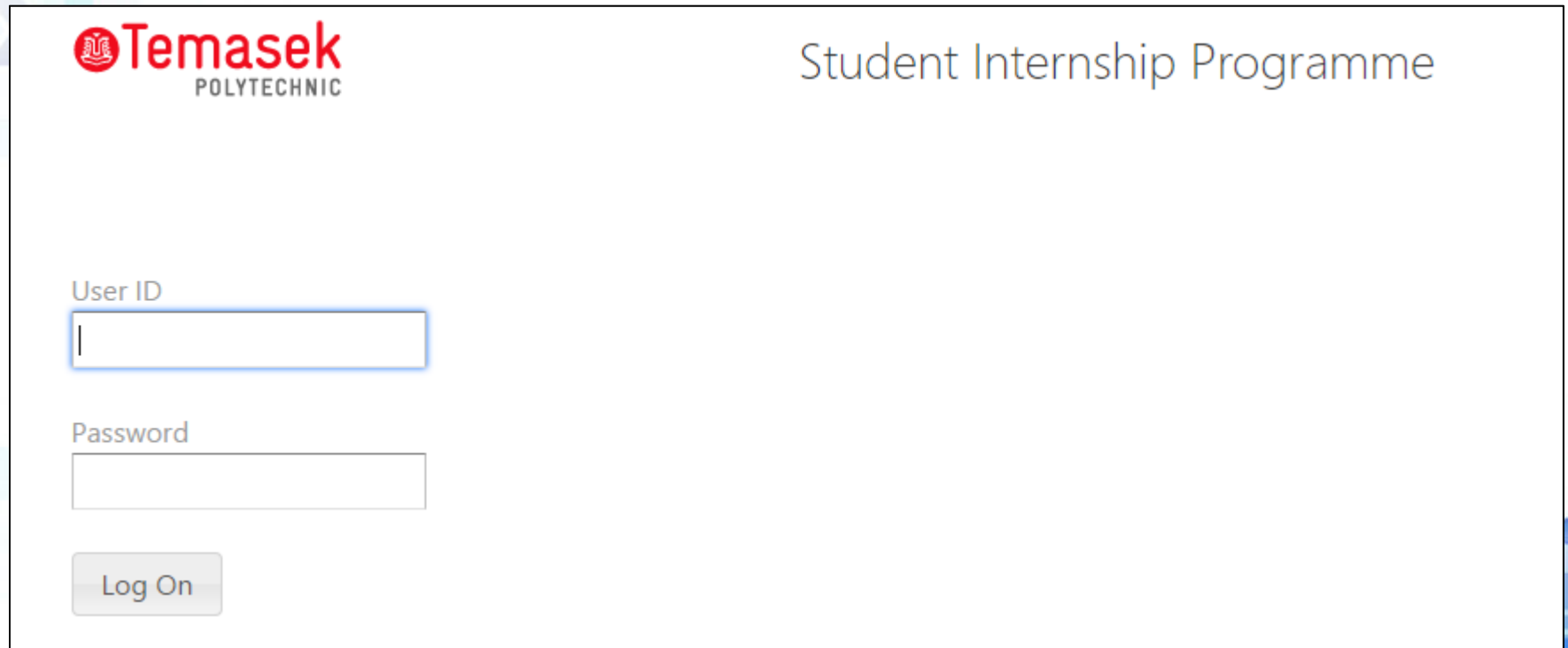
Remarks (e.g. reasons for any changes)

SIP Marking Rubrics

Grading Components	Weight
1) Total marks from Supervisor of the company (sum of items 1 to 10)	35%
2) Pre-SIP Training --- Attendance --- Reflection	15%
3) eSIP Journal Entry	20%
4) SIP Report	30%

Electronic SIP System - eSIP

- <https://isis2.tp.edu.sg/sip>
- (Can only access via Pulse Secure)



The screenshot displays the login page for the Temasek Polytechnic Student Internship Programme (eSIP). The page features the Temasek Polytechnic logo in the top left corner and the title "Student Internship Programme" in the top right corner. Below the logo, there are two input fields: "User ID" and "Password". The "User ID" field contains a single vertical line character. Below the "Password" field is a "Log On" button.

Temasek
POLYTECHNIC

Student Internship Programme

User ID

Password

Log On

eSIP Access and Submission

- Student accounts will be created and password will be sent to your TP email account. Make sure your email account is not full.
- Accept Online pledge form to activate journals
- Submit Weekly journals (daily tasks + weekly reflection)

Student Journal of		
SIP Company: 1		
Project: Internship		Select Week: <input type="text"/>
Batch Code:		

Days	Tasks Assigned	Attendance
09-Nov-2015 Monday	Confirmed the data with the team, ensured that the ran this year matches what is inside the dashboard	Present
10-Nov-2015 Tuesday	Loaded in some of the missing data discovered on monday. started on finalising the data model that is to be deployed on the final dashboard	Present
11-Nov-2015 Wednesday	Loaded in some of the missing data discovered on monday. started on finalising the data model that is to be deployed on the final dashboard.	Present
12-Nov-2015 Thursday	Finished loading in some of the missing data discovered on monday, finalising of the data model started, ensuring that the data model used in the dashboard accurately shows what has happened.	Present
13-Nov-2015 Friday	Finished the slides for the presentation. Went through feedback session to find out what can be improved on the dashboard and on the presentation deck	Present
14-Nov-2015 Saturday	-	Saturday Off
15-Nov-2015 Sunday		

Weekly Reflection (What was learnt during the week)
I learnt that accuracy is very important to analysis, only with accurate and full data, only then can the analysis accurately portray the overview of what is going on.

SIP Appraisal

- Assessment of SIP
 - Appraisal by Company Supervisor & LO



SIP Appraisal Criteria

- Appraisal by Company Supervisor



Knowledge & Skills		SA/A/D/SD
1	Able to identify problems and suggest practical solutions.	
2	Able to write and speak clearly.	
3	Able to apply knowledge and skills to carry out assignments effectively.	

SIP Appraisal Criteria (cont'd)

Team Effectiveness		
4	Able to anticipate needs, provide good service and is helpful towards internal &/or external parties.	
5	Able to work well in teams to accomplish set goals.	
6	Able to interact, respect individuals and communicate appropriately in diverse settings such as national, ethnic and workplace diversity.	
Workplace Effectiveness		
7	Is responsible and dependable in completing assigned tasks.	
8	Able to produce quality output and is thorough in work.	
9	Able to plan and <u>prioritise</u> assignments to complete by agreed schedules.	
10	Has consistently good attendance and punctuality.	
Total Marks		

SIP Appraisal Criteria (cont'd)

Overall, the student has met the desired learning outcomes for the internship.

SA/A/D/SD

Actual Comments from Company Supervisor

8. List areas the student requires improvement in terms of job-related skills, knowledge, attitude or other attributes.

☐ needs to be more proactive in ☐ work and punctuality to work.

9. Other comments :

☐ can be trained and developed with proper guidance.

☐ needs to behave like a grown-up and spends time to learn human relationship, organisation and management skill.

Without this, ☐ is unlikely to achieve a good career in banking.

Actual Comments from Company Supervisor

8.

List areas the student requires improvement in terms of job-related skills, knowledge, attitude or other attributes.

⑤ Punctuality & attendance very poor at 3rd & 4th mth. Lack Discipline.

① Needs improvement in dealing with some people and not always able to influence others appropriately to achieve result.

② Acts on most occasions to address current issues/problems - but can at times fails to act on time.

③ Varying Standards of service and sometimes conducting oneself in an unfavourable manner.

④ ~~is~~ Not complying to Company security policy e.g. accessing facebook during office hours.

Actual Comments from Company Supervisor

[] was employed as a contractual employee from 21st April 2014 to 02nd Jan 2015 in []
[] (Singapore Branch). Her responsibilities included day to day engineering activities, automation of scripts, creation of GUI applications, database creation, testing and analysis of disk drives and storage systems. During her employment, she proved to be very efficient, hardworking, smart and a positive person.

I was very impressed with her ability to complete all tasks assigned in timely and professional manner. In addition, I have no doubt she can adeptly meet the challenges ahead of her. She has repeatedly shown that she is profoundly dedicated and responsible. She is the type of person that anyone would enjoy to work with.

Actual Comments from Company Supervisor

displays a proactive attitude to understand processes and concepts, as well as explore and pick up several new tools for the implementation of this project. The tools and related processes are new to it is great that able to handle the uncertainty and deliver on the project. was particular strong in ability to analyse and come up with solutions to challenges. The processes were complex and was able to internalise them and came up with ways to implement it in a completely new tool. For solutioning, was able to independently explore all possible options for workarounds when faced with issues (which was confirmed later with the vendors that analysis was spot on).

has demonstrated his ability to pick up new skills in a relatively short timeframe and duration. As designing BI dashboards could be an art rather than pure science, was able to demonstrate ability to organise data in an expedient way to enable users to better visualise and "consume" key data.

has also demonstrated ability to provide sound technical advice to users on BI related issues. also has a very positive attitude and willing to take up new challenges despite lack of knowledge in some of these areas.

Appraisal by LO



- Your LO will grade the following components:
 - ✓ Pre-SIP Training
 - ✓ eSIP Journals (weekly reflection + daily tasks)
 - ✓ SIP Report (3 days after the last day of attachment)

IMPORTANT Things to note



- What SIP is not!

Not your school

- No MIA, MC, LOA => Punctuality
- Attitude, behavior, dressing

Not your personal work

- You cannot say “I need to take leave” or “I need to go for holiday with my family”
- You cannot say “I don’t like this job”
- You cannot say “I QUIT!”

More Things to note

- You may fail SIP if you...
 - are late for work
 - are caught sleeping in office
 - fail to show up for work
 - show no interest and low/no productivity
 - do not follow company's policies
 - not contactable when WFH (i.e. do not respond to emails, messages)
 - etc.

FAIL

More Things to note

- Do not comment on personal blog, Facebook or any other social networking apps
- Do not comment / complain online about Company or SIP
- Ask, or Feedback through proper channels





Keep the School Informed

- Alert your LO immediately if you encounter problems (including problems about safe-work environment)
- Inform your LO immediately if the company wants to send you overseas



Frequently Asked Questions

- **Do I need to write a SIP report?**
 - Yes, please go LMS see the guidelines on SIP report
 - eSIP is designed to have a submission link within one week (before and after) the SIP end date. Please submit softcopy via eSIP. In the event if you are not able to submit. Please email the report to your LO and copy me.

MP Definition

Major Project (MP) is a project that **display your ability to apply:**

- (1) the acquired **business intelligence & analytics skills and knowledge** on solving **real-life problems**; OR
- (2) the acquired **big data management and governance skills and knowledge** on solving **real-life problems**

Multiple projects can be included in MP.

It is minimally 10 weeks worth of effort in total.

It worth 10 CUs.

Types of MP

1. MP with your SIP Company

You need to **discuss** with your company supervisor to **craft out** a MP (**10 weeks of effort**) within the SIP period

Project must be **related to data analytics, big data management, Data collection (web scrapping), IT** etc.

Student **MUST consult your LO** to get approval and discuss with your LO if you are not sure

Types of MP (cont.)

2. MP with school departments in Learning Enterprise (LE)

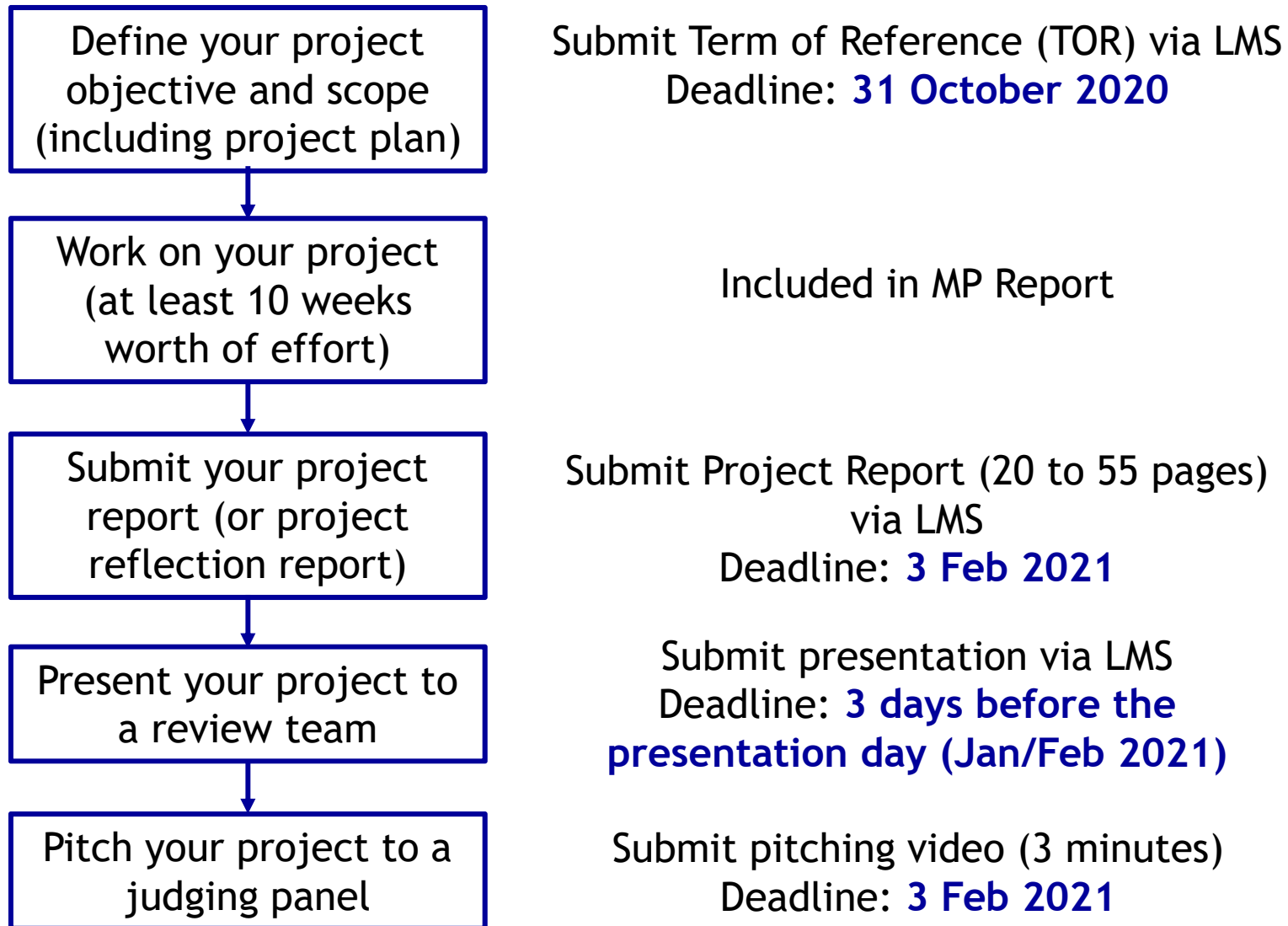
If you do not have a MP project with the SIP company

You need to **discuss** your MP project with your LO or MP Coordinator

Project must be **related to data analytics, big data management, Data collection (web scrapping), IT** etc.

Student **MUST consult your LO** to get approval and discuss with your LO if you are not sure

MP Workflow and Deliverables



Resources in LMS

Templates (DOC file)

- Term of References
- Weekly Progress Report
- MP Report

Templates (PPT file)

- MP Presentation Slides
- MP Pitching Slides

Samples

- Term of References

Other Resources

- MP Pitching Tips
- APA Referencing

▼ **CMP3103 Major Project** 🏠


Announcements


Contact Info


Pre-SIP Training


MP Content



MP Submissions

 **Marking Rubric**
MP Assessment Weight and Marking Rubric

 **Templates**

 **Other Resources**

 **Samples**

 **MP Presentation Guidelines**
Attached Files:  MP Panel Presentation Guideline_v2.pdf (1.92 MB)

Submission



[Term of Reference](#)

This is to submit your MP Term of Reference. Please strictly follow the MP Term of Reference template. The template is available in the menu: MP Contents - Templates - Term of Reference.

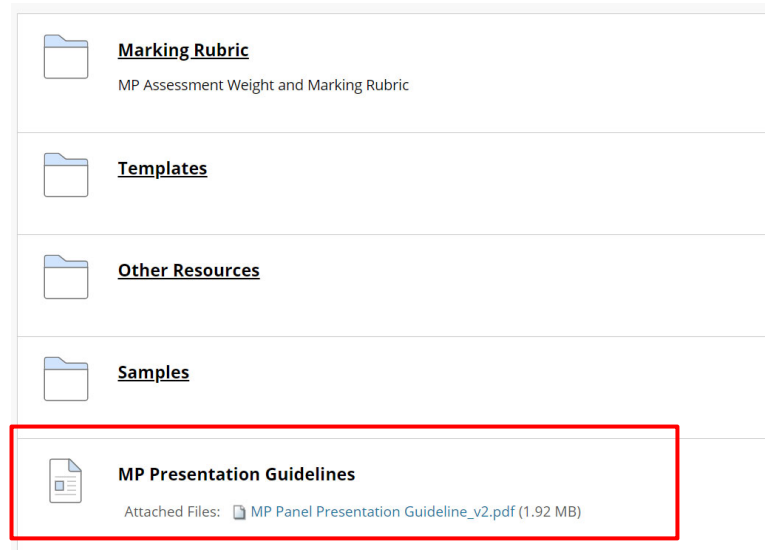
Submission due date is 31 October 2020, 2359 hrs (for all students).

MP Presentation

- It will be scheduled in Jan / Feb 2021.
- The schedule will be announced in LMS announcement closer to the date.
- Presentation slides need to be submitted 3 days before the presentation schedule. Please use the template provided.
- Some guidelines for MP Presentation:



A dark green sidebar menu for the CMP3103 Major Project. It contains the following items: CMP3103 Major Project (with a home icon), Announcements, Contact Info, Pre-SIP Training, **MP Content** (highlighted with a red box), and MP Submissions.



A screenshot of the 'MP Content' folder view. It shows four folders: Marking Rubric (MP Assessment Weight and Marking Rubric), Templates, Other Resources, and Samples. At the bottom, there is a file named **MP Presentation Guidelines** (highlighted with a red box), which is an attached PDF file titled 'MP Panel Presentation Guideline_v2.pdf' (1.92 MB).

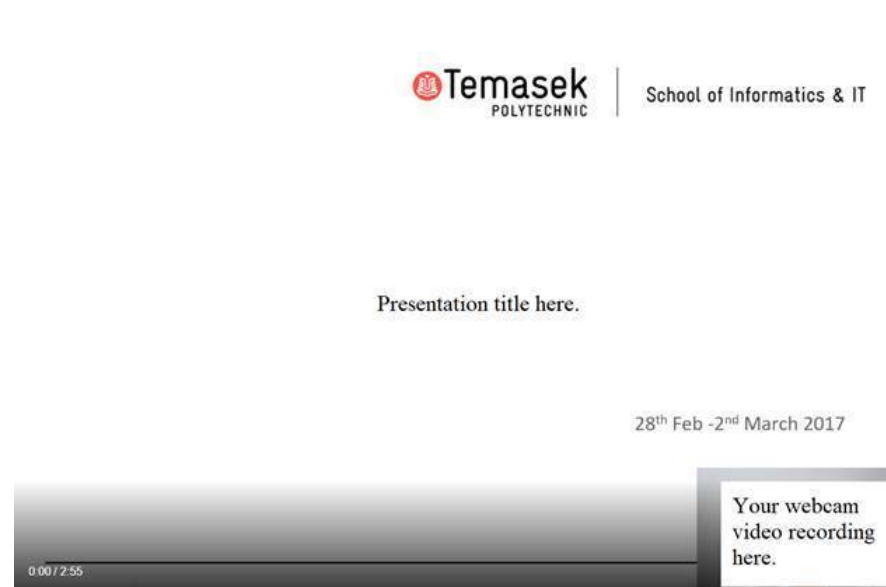
MP Pitching

- Submit a **3 minute video pitch**, submit the link in LMS.
- The video should display the following:
 - Student talking head or full person in **formal attire**
 - Slides
- Students to use the **slide template** provided in LMS
- Students should submit the video latest by **3 Feb 2021** (Wednesday)
 - Students to upload in youtube/google drive/dropbox/one drive and then submit the link via LMS.

How to create the MP Pitching Video

The video should show the presentation slides as well as the video recording (as the picture). The tool used is **powerpoint with a laptop** (see the tutorial for office 365 here:

https://support.office.com/en-us/article/Record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-US&rs=en-US&ad=US#OfficeVersion=Office_365)



How to create the MP Pitching Video (cont.)

Here is the minimum standard of the video for your showcase project.

1. White background and nothing distracting or personal items behind
2. Clear voice
3. It will be good to have a dedicated microphone so that there is no echo.
4. Good lighting on the face. Take note that it is not an oily and shining face.
5. Wear professionally.
6. Make sure the talking head does not cover any words on the ppt slide.

Assessment Scheme

Assessment	Weightages (Individual)
Process	20%
Deliverables	50%
Presentation and Reflection Report	20%
Pitching for Project Judging	10%
Total	100%

Marking rubric is available in LMS.

Samples of MP Projects (last year)

- <https://www.tp.edu.sg/infotechday/analytics.html>

Frequently Asked Questions

- **Do I need to do a MP presentation?**
 - Yes. Formal presentation will be scheduled in Jan/Feb 2021.
 - It will either be in the company or in TP
 - It will be judged by a panel (consisting of the CC/CM, evaluator and if possible another independent lecturer)
 - Company-supervisors may be consulted but they will not grade the MP
 - For those doing 2 MPs, need to present twice, the overall MP grade will be best of the 2 or a combination of 2

Summary

SIP	MP
<ul style="list-style-type: none">• SIP Appraisal• SIP Briefing and Pre-SIP Training• Weekly journals (daily tasks + weekly reflection)• SIP Report	<ul style="list-style-type: none">• MP TOR and Project Plan• MP Weekly Progress Report• MP Report• MP Presentation• MP Pitching for Panel Judging



Important

- Check your TP email regularly
- Update your info in TPOSS



IT Project Show

- **When is the IIT project show?**

- March/April 2021
- Projects showcasing BIA/BIG's core competency will be nominated
- A panel of judges will review and shortlist projects for the project show.
- No direct correlation of project grade with IIT project show. (meaning selected IIT project show projects may not all be A's projects)



Graduation

- **When do we graduate?**
 - Graduation ceremony will be held in May 2021. Please do register early, if you miss the registration deadline or you come late, you will not be given a seat.
 - There will be a farewell for you in March on the day of IIT project show. Each class will present a video of your journey in IT
 - If your SIP companies ask you to continue, your intern status should end by April 2021. You may negotiate for a temp position.



Others

- **Please be connected**
 - After your graduation, you are a TP graduate, we want to be connected.
 - Update your info in TPOSS.
 - Let us know if you need help to find a job
 - We will ask you for favours like do survey for this do survey for that
 - We will welcome you back to share with our current students



Any Other Question ?