Frequently Asked Questions FAQs

For FIT3199 - Industry Work Experience

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Keyword	Question	Answer
Unit Requirements	What are the internship requirements?	The School of IT has set requirements for the internship program as listed below. ● Internship role must be aligned to Computer Science ● Internship duration of at least continuous 12 weeks (hybrid or in person only) ● Internship must be supervised or mentored (preferred by seniors from the same field) * hybrid working mode ie. minimum of 3 days of work from the office, weekly
	What would be considered a technical internship that meets the requirements of the unit? Examples?	Key elements of a technical role includes. **Programming:** Involvement in coding, scripting, or software development. **Problem-Solving:** Applying algorithms, data structures, and logical reasoning to solve technical challenges. **Technical Tools:** Usage and exposure to specialised software, development environments, and frameworks. **Analytical and Problem Solving Skills:** Collecting, analysing, and interpreting data to make informed decisions; Understanding and working with complex systems and architectures. Examples of suitable internship roles for Computer

		Science students could include:
		• **Software Development Intern:** This role involves working on software development projects, coding, testing, debugging, and maintaining software applications.
		• **Data Science Intern:** This role focuses on analyzing and interpreting data, developing models, and implementing algorithms to gain insights and make data driven decisions.
		• **Cybersecurity Intern:** This role involves working on security assessments, implementing security measures, analyzing vulnerabilities, mitigating security risks, and assisting in protecting computer systems and networks.
		• **Web Development Intern:** This role focuses on building and maintaining websites, working with front-end development technologies such as HTML, CSS, and JavaScript, as well as back-end development frameworks like Node.js or Django.
		• **Mobile Application Development Intern:** This role involves developing mobile applications for iOS or Android platforms. Students may work on tasks like UI/UX design, mobile app programming, and integrating APIs to build functional and user-friendly mobile applications.
		• **Artificial Intelligence Intern:** This role exposes student to model training and testing, natural language processing, computer vision, image processing and implementing AI techniques in real-world scenarios
		• **Database Management Intern:** This role involves working with database systems, data modelling and query optimisation. Students may gain practical experience in tasks like database design, data manipulation and performance tuning.
		• **Cloud Computing Intern:** This role involves with cloud platforms such as AWS, Azure and Google Cloud. Students may work on cloud infrastructure management, deployment of applications on the cloud and implementing cloud services.

		These are just a few examples, and there can be various other internship roles within the broader field of Computer Science. The key is to ensure that the internship provides valuable experience related to computer science principles, practices, and technologies.
Eligibility	What is the credit points requirement to undertake FIT3199?	You must have at least 96 credit points before your internship. For example, if you plan to have your internship in Summer 2023, you must have achieved 72 credit points after S1 2023, and are acquiring 24 credit points in S2 2023. You can still proceed with your internship if you missed by at most 2 units (must apply for special consideration).
	What are the pre-requisites?	Prerequisites: Students must have completed a minimum of 96 credit points including FIT1049 or FIT1055 Professional practice before the internship.
	How do I apply for the pre-requisite waiver?	Scenario 1: If you have 60 or 66 credit points after S1 2023, then you must apply for pre-requisite waiver before you can enroll for FIT3199 Summer A 2023. Once S2 2023 results are released, you will be discontinued automatically from FIT3199 if you do not meet the minimum 96 credit points requirement. Please contact Ms Norliza to help enroll you back to the unit. Scenario 2: You have achieved 72 credit points after S2 2023. Enroll for FIT3199 Summer A 2023. Once S2 2023 results are released, you will be discontinued automatically from FIT3199 if you do not meet the minimum 96 credit points requirement. You will need to apply for pre-requisite waiver to enroll back to the unit. Pre-requisite Waiver Form (via sors)

Duration	What is the MINIMUM internship duration?	at least 12 continuous weeks. (at least 60 working days, 8 hours per day, if working days in a week is 5 days) Best to have at least 13 weeks of internship period so that you have buffer days in case you need to take any emergency days off. If the company has 5.5 or 6 working days in a week, then one week comprises 5.5 or 6 working days. (e.g. 5.5 x 12, at least 66 days to meet the 12 weeks requirements).
	If I need to take personal days off, do I need to replace them?	Yes. Personal days off due to reasons such as going for holidays, taking a break, etc. must be replaced, and they are not included in the 12 weeks.
	If I need to take medical leave, do I need to replace them?	No. Medical leaves must be certified by the company's doctor or verified by the company's HR. You would need to attach the medical leaves along with your final report.
	If the company shuts down, do I need to replace them?	If the shutdown is due to gazetted public holidays, then NO replacement is required. Company's additional days off that are not public holidays must be replaced.
Timeline	Which offering should I enroll for if FIT3199 is my final unit to graduate.	For those completing FIT3199 as their final unit for graduation, this guideline is to assist you in determining the appropriate offering for internship enrollment. **FIT3199 Summer A (short semester)** - Internship period: November to February (12-14 weeks only) - Cannot enroll in any other units apart from FIT3199. **FIT3199 S1 (long semester)** - Internship period: February semester (minimum 12 weeks with the option to extend for the duration of the long semester; February to June) - Long semester internships are for students who are keen to have a longer than 12 weeks internship duration. - International students would be required to apply

		for a student pass extension if the study period exceeds the full-time course duration. - Cannot enroll in any other units apart from FIT3199. **FIT3199 S2 (long semester)** - Internship period: July semester (minimum 12 weeks with the option to extend for the duration of the long semester; July to November) - Long semester internships are for students who are keen to have a longer than 12 weeks internship duration. - International students would be required to apply for a student pass extension if the study period exceeds the full-time course duration. - Cannot enroll in any other units apart from FIT3199. Additional points: - Please ensure that the internship period corresponds with the semester teaching period of the unit in which you are enrolled. - No intermission is required for the summer semester. You will need to request an intermission if you delay your internship further. Please seek advice from the Education Office. - If you're on a student pass (i.e., international students), you must complete your course not exceeding the full-time course duration and a maximum of 12 months of approved study leave. Thus, it is your responsibility to manage your student pass renewal or student pass extension in accordance with Malaysia's Immigration rules and regulations for undergraduate studies. Please seek advice from ISP with regards to visa application and requirements. - Any delay in your internship will result in a corresponding delay in your course completion and graduation. - You can communicate with the internship unit coordinator (lim.meikuan@monash.edu) for advice.
Log Books	Is there any template	Yes. Please use the template provided on Moodle

	for the logs?	for your weekly logs.
	How should I maintain the log books?	You must maintain the log books throughout your internship duration. If your internship is for 14 weeks, then you should have 14 weeks of weekly logs.
	Who should sign the log books?	Your internship supervisor (company). The logs should be signed on a weekly basis.
	If my internship starts in the middle of the week, eg. Wednesday, how should I write the logs?	Wed - Fri (Week 1 log) Mon - Fri (Week 2 log..) until the last day of your internship.
Enrolment	How do I enroll in the unit?	Enrolment is available on WES, according to the WES access dates for each offering. For summer offering, enrollment will open from **1st October - 31st October.** You must enroll for FIT3199 Summer A 2024 via WES. For S1 and S2 enrolment deadline is similar to other units in these offerings and can be done via WES.
	Can I discontinue from the unit?	Yes. You can withdraw from the unit via WES, do check the census date. You cannot discontinue, after the last day of withdrawal, and a NGO grade will be reflected on your transcript. You will need to undertake FIT3199 in the later offering.
	Can I not undertake FIT3199?	No. FIT3199 is a mandatory unit for all Computer Science students enrolled from S1 2018 onwards. If you have undertaken IBL, then FIT3199 is not required.
	Can I undertake other units at the same time as FIT3199?	No. You are not allowed to undertake any other units along with FIT3199.
	How much is the fee for an internship?	This is a 0 credit unit. PGO (pass grade only). No fees incurred.
	I am transferring to Clayton, is FIT3199 offered in the Clayton	FIT3199 is only offered in the Malaysia campus, and it is only mandatory for all Computer Science students enrolled in the Malaysia campus.

	campus?	Check with Clayton's internship or IBL coordinator for more information about Clayton's internship requirements.
Assessment	Can I skip any of the assessments?	No. You must complete **all assessments** in order to pass the unit. Refer to Moodle for additional information about each specific task and assessments. *Important note: Your internship final report must be complete (must contain all of the required documents as specified in the checklist).
	Assessment Task 1: Submission of Google Self-Enrolment Form	It is extremely crucial to complete this task so that your internship is recorded. We will be using the information provided to arrange for the on-site visit. - You are required to complete the Google self-enrolment. Link is on Moodle. You must upload your offer letter via the form too. There is an upload link in the final page of the Google form. - Upload the copy of the form in pdf on Moodle submission link. You will receive a copy of the form via email upon submitting the form. Convert this form to .pdf format file for submission on Moodle.
	Assessment Task 2: Staff Visit, how is this done?	Anytime between Week 7 - 11 of your internship, our staff will conduct an on-site / virtual visit to evaluate your internship. You will be assigned a staff to visit you and the information will be shared on Moodle. The staff will contact you to schedule for a visit, or alternatively, you can email the staff assigned to you to schedule for the visit. You must ensure that your internship supervisor is present during the visit. You must submit your presentation deck (slides) on Moodle as Assessment 2.

	Assessment Task 3: Final Evaluation By Internship Supervisor	You must submit the final evaluation form which must be completed and signed by your internship supervisor on Moodle. The template is on Moodle. The evaluation rubric is in the form itself.
	Assessment Task 4: Final Report Submission	You are given 4 weeks upon your internship completion to submit the final report. However, if you are completing FIT3199 as the final unit to graduate, you must submit your final report early, by a specific date to minimise the risk of delayed graduation. If your internship ends later than the recommended period, you would also need to submit your final report before the cut-off date for the cohort. Discuss with your unit coordinator. Please refer to the final report checklist, and ensure that your report is complete (contains all the relevant documents).
Securing Placements	Will the school provide placements for students?	No. Students are responsible for finding and applying for internship placements. The internship coordinator and the School Education Office will provide support and assistance throughout your internship application.
	Where do I start?	A general steps to guide you in securing placements. 1) Create an outstanding resume 2) Send our job applications (good to keep a note so that you know what are the applications to follow up with) 3) Follow up with your applications 4) Develop your interview skills 5) Attend interviews, complete assessments or screening processes as required 6) Review and sign offer letter 7) Prepare for day one of your internship
Internship beyond 3	Can I have a 6 months internship recorded	This is for students who wish to extend their internships beyond the 3-months requirement of

months	under FIT3199?	FIT3199, and internship would overlap with the semester study (beyond week 1 of S1).
		Please be aware that the School's policy does not permit students to undertake internships and study concurrently. If you wish to voluntarily extend your internship, you must adhere to the following conditions.
		These requirements are in line with accreditation and visa regulations. You may proceed with your internship as planned, provided you adhere to the following conditions:
		a) The offer letter for FIT3199 should indicate a 3-month duration. If you plan to extend your internship, you may request an additional offer letter to cover the extended period.
		b) Please note that any extension of the internship beyond the initial 3 months is not under the University's jurisdiction. As a student, it is your responsibility to manage your visa renewal in accordance with Malaysia's Immigration rules and regulations for undergraduate or postgraduate studies. Please seek advice from ISP with regards to visa application and requirements. You are expected to give your full commitment to complete your internship without compromising your concurrent studies. Please reflect on your personal priorities and commitments before making your decision.
Others	Can I have a fully remote internship?	No. Starting S2 2023 offering, all internships must be physical (face to face). Hybrid work arrangement with some days working from the office and some from home is permitted. *Do discuss with your internship coordinator if you are in any unique position for advice.*
	Can I decline an offer after signing the offer letter?	While circumstances can arise where you may need to reconsider your decision, it is generally considered unprofessional and not recommended.

	Can I have my internship outside Malaysia?	Yes, as long as your internship meets the unit's requirements. The School of IT has set requirements for the internship program as listed below. ● Internship role must be aligned to Computer Science ● Internship duration of at least continuous 12 weeks (hybrid or in person only)* ● Internship must be supervised or mentored (preferred by seniors from the same field) You will need to ensure that you have the working visa to work in the respective countries. *hybrid working mode ie. minimum of 3 days of work from the office, weekly*
	Can I have my internship at any other companies outside the list of recommended companies?	Yes, students are encouraged to seek placements on their own. The recommended list of companies is to help you get started with your job search. Just make sure that your internship meets the unit's requirements.

Internship Period **FIT3199 Summer A 2024**	Students can complete their 12-week internship at any time between **18 November 2023 and 21 February 2025.** If you wish to start your internship earlier than 18 November please ensure that it does not interfere with your Semester 2 exams. Additionally, your internship must conclude no earlier than 7 February 2024. Please note that the internship period must overlap with the semester. You can extend your internship until 28 February 2025. You are not allowed to have your internship after 28 February 2025, as S1 2025 commences on the 3rd March 2025. For those whose internship is the final unit to graduate, you may seek advice from the unit coordinator if your internship has to be extended beyond 28 February 2025.