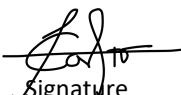


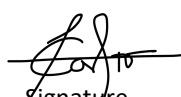








## CHECKLIST FOR COMPANY

To maximise our student's contribution to your company and optimise the business value of an internship programme, your effective supervision and mentoring of the student is much needed and appreciated. For more information on supervision and mentoring, you may go to <https://industry.sp.edu.sg/internship> > Guidelines > Supervision and Mentoring.

The following checklist serves to guide the Company Supervisor and Mentor (as indicated on Page 3) on the key tasks to be carried out during the internship period. Kindly update the checklist when you have completed the task(s).

<b>1. Orientation</b> <b>(This is recommended to be carried out in the first week of internship)</b>	<b>Please Tick ✓</b>	<b>Completed By</b> <b>Staff Name</b> <b>Signature</b>
a. Brief the student on company policies, functions and operations, rules and regulations, and safety and security matters.	<input checked="" type="checkbox"/>	Francis  Signature
b. Introduce the student to fellow-colleagues and other important contacts within the organisation for him/her to be effective in his/her work.	<input checked="" type="checkbox"/>	Francis  Signature
<b>2. Supervision</b>		
a. Plan and discuss with the SP Liaison Officer on the internship requirements to ensure learning objectives are met. (This is recommended to be carried out prior to or at the start of the internship.)	<input checked="" type="checkbox"/>	Francis  Signature
b. Discuss with the student on the internship requirements. (This is recommended to be carried out at the start of the internship.)	<input checked="" type="checkbox"/>	Francis  Signature
c. Guide the student to meet requirements and learning objectives. This includes guiding the student on the tasks, setting performance expectations and encouraging student to ask questions to clarify job responsibilities.	<input checked="" type="checkbox"/>	Francis  Signature

d. Provide periodic feedback to student on his/her performance.	<input checked="" type="checkbox"/>	Francis  Signature
e. Meet and discuss with the SP Liaison Officer on student's progress and performance during company visits.	<input checked="" type="checkbox"/>	Francis  Signature

<b>1. Mentorship</b> It is recommended that a mentor be:	<b>Please Tick ✓</b>	<b>Completed By Staff Name Signature)</b>
<ul style="list-style-type: none"> <li>• An experienced staff from the company who possess good knowledge of career pathways within the company and in the industry</li> <li>• Possess preferably 5 years or more relevant industry experience</li> </ul> <p>He/She shall carry out the tasks 3a to 3c over at least 2 conversations during the duration of the internship. The conversations can be conducted in an informal setting and may not exceed 1 hr.</p>		
a. Provide student an overview of the company structure, nature of business and work requirements.	<input checked="" type="checkbox"/>	Francis  Signature
b. Share about job prospects, career paths and trends within the industry. This can be done through sharing of work experience, relevant resources, networking contacts, as appropriate.	<input checked="" type="checkbox"/>	Francis  Signature
c. Motivate the student with your work experience and career journey in the industry. This includes, but not limited to, providing the student an understanding on the right kind of professional and personal ethics, attitudes and values to adopt to be effective.	<input checked="" type="checkbox"/>	Francis  Signature



