



# INTERNSHIP JOURNAL

## IC4004\_IC4003\_IC4001

### V2.0

<b>Name of Student:</b>	<u>Firas Hilman Bin Harizan</u>
<b>Admission No.:</b>	<u>P2204679</u>
<b>Diploma:</b>	<u>Diploma in Engineering With Business</u>
<b>Class:</b>	<u>DEB/FT/3B/21</u>

[Upon Completion]

As part of Confidentiality and Non-Disclosure agreement, students are obligated to exercise caution in safe-keeping their Internship Journal which are likely to contain company-specific information.

The loss of this Internship Journal must be reported to the issuing school immediately.

If found, please return to:

**Singapore Polytechnic**  
**Department of Industry & Partnerships**

500 Dover Road

T11C31

Singapore 139651

Tel: 6870 6020

Email: [isupport@sp.edu.sg](mailto:isupport@sp.edu.sg)

Working Hours

Mon – Fri (except public holidays): 8am - 1pm, 2pm - 5.30pm

### Particulars of Company

<b>Company:</b>	<u>Micron Semiconductor Asia Pte. Ltd.</u>	
<b>Department:</b>	<u>Process Equipment Engineering, Assembly Metrology RDA</u>	
<b>Work Address:</b>	<u>990 Bendemeer Rd, Singapore 339942</u>	
	<u>Click or tap here to enter text.</u>	
	<b>Company Supervisor</b>	<b>Company Mentor</b>
<b>Name:</b>	<u>Francis Castro</u>	<u>Click or tap here to enter text.</u>
<b>Email:</b>	<u>fcastro@micron.com</u>	<u>Click or tap here to enter text.</u>

### Particulars of SP Liaison Officer

<b>Name:</b>	<u>Seow Boon Chor</u>
<b>School:</b>	<u>Electrical and Electronic Engineering</u>
<b>Email:</b>	<u>Seow_boon_chor@sp.edu.sg</u>

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## **Internship Journal Sections**

Section A: Internship Guidelines for Students and Company

Section B: Competencies Checklist and Internship Report Outline

Section C: Weekly Journal, Assessment of Student's Performance and Student Reflection

Section D: Attendance Sheet, Student Feedback and Liaison Officer Touchpoint Record

Section E: Means of Assessment

# **Section A**

## **Internship Guidelines for Students and Company**

[Upon Completion]

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## SECTION A: INTERNSHIP GUIDELINES FOR STUDENTS

### 1. Who should I turn to if I face issues in my internship?

The Liaison Officer is your first point of contact if you need any assistance on internship matters.

It is important that you obtain the **after-office-hours contact number of your Liaison Officer in case of emergency**. If you encounter any issues relating to your internship, please contact your Liaison Officer immediately. Alternatively, you may contact the Department of Industry & Partnerships at 6870-6020 or [industry\\_and\\_partnerships@sp.edu.sg](mailto:industry_and_partnerships@sp.edu.sg).

### 2. What is the role of the Liaison Officer?

The Liaison Officer is the main coordinator between SP and the company during the internship duration. He is also your first point of contact if you need any assistance on internship matters.

Your Liaison Officer will arrange for visit(s) to your work site to check on your progress, gather feedback from the Company Supervisor on your performance or progress, ensure that the training plan is relevant and supports the defined learning outcomes of the internship programme.

### 3. What are the roles of the Company Supervisor and Mentor?

To maximize your contribution to the company, we request participating companies to provide:

(a) A **Company Supervisor**, whose role is to:

- Plan and discuss the internship requirements with the SP Liaison Officer
- Brief you on company policies, functions and operations, rules and regulations, and safety and security matters
- Discuss and guide you to meet the requirements and learning objectives
- Meet and discuss with the SP Liaison Officer on your progress
- Provide feedback and assess your performance

(b) A **Company Mentor**, whose role is to:

- Enrich your learning experience by giving an overview of the company's structure, nature of business and work requirements
- Broaden your perspective of job prospects and career paths within the industry
- Motivate you by sharing his/her work experiences and career journey in the industry

It is recommended that a **Mentor** should:

- Be an experienced staff from the company who possess good knowledge of career pathways within the company and in the industry
- Possess preferably 5 years or more relevant industry experience

Based on the roles defined, it is the company's discretion to decide on whether the Company Supervisor and Mentor to be the same individual or otherwise. You must be fully aware that it is a privilege to have a mentor while on internship as industry professionals are spending their time mentoring you.

You should:

- Initiate and coordinate the meet-ups with your Company Supervisor & Mentor
- Pen down your learning points after each mentoring session in the Internship Journal and reflect on what you hope to accomplish at internship and beyond, as well as the pathways to get there

#### 4. What are the tasks that I need to do for internship?

In order to make this internship beneficial to you, you are required to complete the following tasks.

##### **Before Internship:**

- Attend the Pre-Internship Briefing to understand the guidelines for internship
- Complete the Pre-Internship Questionnaire, if applicable
- Meet your Liaison Officer once you have received your internship details as he may have specific instruction for you

##### **During Internship:**

- Update the Internship Journal on a regular basis, as advised by your school
- Submit the Internship Journal to your Company Supervisor so that he can assess you on a regular basis
- Ensure that your Company Supervisor signs and stamps on your Attendance Sheet every month
- Give a 'Thank You' card or note to your company in the last week of internship
- Complete the Student Feedback Form in the last week of internship
- Update your Attendance Sheets, attach all your Medical Certificates and other supporting documents for approved leave

##### **After Internship:**

- Submit your Internship Journal to your Liaison Officer for grading within 1 week after the completion of Internship
- Complete your post-internship survey
- Attend your Post-Internship Briefing, if applicable

#### 5. What kind of working attitude should I demonstrate during internship?

You are encouraged to adopt a solution-minded attitude during your internship, demonstrating the following:

- **Curiosity** – To show curiosity in your assigned tasks, asking the right questions to help you gain a head start in your assigned tasks
- **Humility** – To be humble and seek help or clarification with the Company Supervisor or fellow \_\_\_\_\_co-workers when necessary
- **Ownership** – To be accountable and take responsibility for your assigned tasks
- **Initiative** – To be proactive and inform the Company Supervisor to review your completed tasks or to request more work to do
- **Resilient** – To be able to take risks and failures, and to learn from mistakes. To keep trying until you have completed your assigned tasks

## 6. Do I need to make regular entries in the Internship Journal?

The Internship Journal is an important part of your learning during internship. The regular entries give you the opportunity to reflect on the skills and knowledge you have gained during your internship. It is also a reference for your Liaison Officer to ensure that the training plan is relevant and supports the defined learning outcomes.

## 7. How am I being assessed for internship?

- As participation in the Internship Programme is a graduation requirement, your internship performance will be evaluated.
- You must obtain at least a pass grade. Thus, the assessment is important and will be done objectively. The grades are DIST (Distinction), A (Excellent), B+ (Very Good), B (Good), C+ (Good Credit), C (Credit), D+ (Good Pass), D (Pass), D- (Subsidiary Pass), and F (Fail).
- The Company Supervisor is required to provide regular assessment or feedback on your performance, and may include a final assessment nearing the end of the internship. For any assessment, the Company Supervisor is required to provide the grading and submit it directly to the Liaison Officer, for example, via email, in a timely manner.
- The internship assessment varies from diploma to diploma. Hence, Company Supervisor will be informed of the assessment criteria and marking scheme by the Liaison Officer. Your performance includes assessments by both the Company Supervisor and the Liaison Officer.
- You are reminded that falsifying grades awarded by the Company Supervisor or his representative is considered a case of breach of examination rules. Students found guilty of such action will be referred to the SP Disciplinary Committee, this may result in failing the internship module and in severe cases, expulsion from SP.

## 8. Is my internship grade computed into my GPA?

- With SkillsFuture and the move towards Internships, all assessment for internships would eventually be computed into students' Grade Point Average (GPA), with majority of diploma courses from matriculated student cohort AY2018/2019 onwards.
- Some diploma courses may have already implemented internship grade computation into GPA before matriculated student cohort AY2018/2019. If you have any enquiries on this, please check with your Senior Liaison Officer.
- The grading system for your internship module will align with SP's Examination Grading System for Module Grades, as described on: <https://www.sp.edu.sg/sp/student-services/osc-overview/student-handbook/grading-system>

#### 9. What are my working hours? Do I need to work overtime?

- You are expected to follow the operating hours of the company to which you are attached. If shift work is required, this must be made known to SP, in writing, before the internship commences.
- You are expected to be **punctual** for work and be **proactive** in your assigned tasks. You are advised to seek your Company Supervisor for review, or request for more work if you have completed your assigned tasks.
- You should not be required to work for more than 44 hours in a week. However, **you may be required to work overtime if you consent to do so, subject to the limit of 12 working hours per day and 72 overtime hours per month.**
- Your company must either provide off days in-lieu, or pay you for the extra hours of work, or for working on your rest days or public holidays.
- The rate for overtime work should be no less than one and a half times your hourly basic rate of pay. Your company must at least grant you one rest day (which is not paid) in a week, which may be on a Sunday or any other day.

#### 10. What is the dress code for internship? Can I wear anything I like?

You are to adhere to your internship company's dress code and project a professional image. Unless otherwise stated, you should not be wearing singlets, tank tops, spaghetti strap tops, mini-skirts, bermuda shorts, denim shorts, and slippers.

Please consult your Liaison Officer on the company's dress code before your internship commences.

### 11. How do I work well with colleagues of diverse backgrounds?

The Singapore workplace is more diverse than ever. You will need to be prepared to work alongside with colleagues who may be of different nationalities, races, religions or generations. Your Company Supervisor or fellow co-workers may be of a different nationality or race from you.

The ability to work well with people from a different cultural background is an important 21st Century work skill, termed as Cultural Fluency. You can improve your Cultural Fluency by taking note of the following:

- **Avoid Stereotyping** – i.e. having pre-conceived generalisation about a certain group of people based on their nationality, race or religion
- Approach each encounter or interaction with an **Open Mind**
- **Do not judge** another person's speech, action or behaviour based on your own cultural norms and values
- Stop regarding **one's own culture as superior** to others
- Remember to bring it down to the **INDIVIDUAL** – it's not the nationality, race or religion

Cross cultural communication problems may arise **when we focus more on our cultural differences instead of appreciating our cultural similarities**. Cultural Differences tend to abound and are more pronounced when it is examined at detailed levels. **People tend to focus more on these cultural differences. Cultural Similarities or Universals** are found in many elements across all cultures at higher levels – e.g. art, courtship, etiquette, folklore, funeral rites, gestures, gift giving, heroes, music, superstitions, wedding, taboos. **We are more similar than we realize**.

Talk to your Company Supervisor if it is appropriate and you are comfortable speaking to him. Please speak to your Liaison Officer if you feel that you are a victim of prejudice, discrimination, racism or any form of harassment.

### 12. How will my attendance be tracked?

You can download the electronic attendance sheet available from SP's Internship website (<https://www.sp.edu.sg/industry/internship#Student>). Please fill in all the cells highlighted in green for each month of your internship period. If there are any questions on how to fill in the electronic attendance sheet, please contact Department of Industry & Partnerships at 6870-6020 or [industry\\_and\\_partnerships@sp.edu.sg](mailto:industry_and_partnerships@sp.edu.sg).

Your Company Supervisor has to endorse the completed electronic attendance sheet at the end of each month of your internship period. Once endorsed, please send a softcopy of your endorsed attendance sheet, together with any other supporting documents of leave taken, to your Liaison Officer, via email, on a monthly basis.

If the company prefers to print out hardcopy of your attendance sheet for endorsement and there are amendments needed on the original attendance sheet, you are not allowed to use correction tape or correction fluid. Please make the amendment(s) in pen, sign and write the current date beside the amendment.

### 13. What are the types of leave I may apply for?

The company is strongly encouraged to grant personal leave benefits in accordance with their human resource policies. As a reference, the table below shows the recommended days of personal leave during internship based on the number of months of service completed, after an employee has worked for an employer for at least 3 months. As your internship is part of your academic course requirements in SP, you are not subjected to the legal provisions in the Employment Act.

Internship Duration (Weeks)	Recommended No. of Days of Leave
1 to 11	Not eligible
12 to 19	2
20 to 23	3
24 to 31	4
32 to 39	5
40 to 51	6
52	7

Below are the other types of leave you may apply for:

(a) Medical Leave

If you are ill, you must consult a registered medical practitioner and inform the Company Supervisor and your Liaison Officer. You should submit the original Medical Certificate to the Company Supervisor and attach a duplicate to your attendance sheet.

(b) Compassionate Leave

Companies may grant compassionate leave on compassionate grounds for bereavement of immediate family members. The number of days granted should follow the company's HR policy. You have to attach a duplicate of the Death Certificate to your attendance sheet.

(c) Leave of Absence

Leave of absence is allowed solely for official obligations and not for personal obligations. You may be required to take leave to fulfil institutional, national or statutory obligations such as competitions representing nation, medical check-ups required by MINDEF, during your internship. In such cases, you are required to seek approval from your Company Supervisor and your Liaison Officer via email with supporting documents, **at least 5 working days in advance**. Please attach scanned copies of the supporting documents to the attendance sheet to be sent to your Company Supervisor and Liaison Officer.

Additional leave applied for personal holiday trips, club activities, camps, Learning Express, and/or inter-poly competitions will NOT be approved. For such reasons, you may instead use your personal leave, if any is granted by the company. Otherwise, absence for such reasons and any other leave taken without supporting documents, will be considered unauthorised, or being absent without leave (AWOL), and may lead to disciplinary actions and failure of the internship module. Please inform your Liaison Officer when taking personal leave approved by the company.

#### **14. Will I be penalised if I am absent without approval from school and company?**

For Leave of Absence for official obligations (other than Medical Leave and Compassionate Leave), you will need to get written approvals from both your Company Supervisor and your Liaison Officer or Senior Liaison Officer.

For personal leave, if any is granted by company, you will need written approvals only from your Company Supervisor. Please do not apply additional leave for personal reasons, exceeding any personal leave granted by the company. Additional leave applied for personal reasons and others, such as personal holiday trips, club activities, camps, Learning Express Programme, and/or inter-poly competitions will NOT be approved. Students who proceed leave without approval from their Company Supervisor and Liaison Officer will be considered as being absent without leave (AWOL).

With effect from March 2020, during internship, 1 day AWOL is equivalent to 3 days of absence in the overall calculation for the number of working days of your internship period. This may lead to disciplinary actions and failure of the internship module.

#### **15. How will my attendance affect my internship performance?**

Medical leave, approved compassionate leave and leave of absence are considered authorized leave. If you are absent without leave (AWOL) or irregular in your attendance, you will be subjected to disciplinary actions by the school.

To pass, you need to achieve 90% attendance of the total number of working days of your internship period. If you exceed 10% of absenteeism (including both authorized and unauthorized leave), the respective academic school may consider failing, deferring or extending your internship period.

## 16. How will my allowance be paid?

Allowance duration shall be deemed to be one month and paid directly to you. Company is not obligated to pay allowances for days when you are absent from work, such as, but not limited to, Medical Leave, Company Off Days, and Leave of Absence (either half or full day). The minimum monthly allowance differs between sectors. You are not entitled to negotiate the agreed allowance with the company. Please consult your Liaison Officer if there are any issues encountered regarding your allowance.

If you are doing internship in Singapore Polytechnic, you will need to submit your electronic attendance sheet, a scanned copy of your bank passbook/account details, and any other supporting documents of leave taken at the end of each month to your Supervisor who will then submit to the relevant department for processing. If a hardcopy of your attendance sheet is submitted to your Supervisor and amendments are needed on the original attendance sheet, you are not allowed to use correction tape or correction fluid. Please either make the amendment(s) in pen, sign and write the current date beside each amendment, or print a new copy with the amended information.

Before submitting your attendance sheet for allowance processing, please ensure that your Company Supervisor has checked your attendance sheet thoroughly. Some Company Supervisors may stamp and sign on the attendance sheet.

If you have worked for less than a month, your allowance will be pro-rated for that month. The calculation of monthly pay should follow the calculation as according to Ministry of Manpower (<https://www.mom.gov.sg/employment-practices/salary/monthly-and-daily-salary>) :

$$\frac{\text{Total no. of days student actually worked in that month}}{\text{Total no. of working days in that month}} \times \text{Monthly gross rate of allowance}$$

## 17. Am I covered under the Employment Act?

As internship is part of your academic course requirements, you are not subjected to the legal provisions in the Employment Act. You may refer to the Ministry of Manpower website (<https://www.mom.gov.sg/faq/employment-act/as-an-intern-am-i-covered-under-the-employment-act-or-the-work-injury-compensation-act>) for more information.

The company is not obligated to pay you on days that you did not work, such as, but not limited to, Medical Leave, Company Off Days, and Leave of Absence (either full or half day). Companies are strongly encouraged to give interns annual leave in accordance with their human resource policies.

Although you are not covered under the Employment Act, Singapore Polytechnic has purchased the Work Injury Compensation Act (WICA) – Compliant insurance policy to provide you an insurance coverage throughout your entire internship period. This policy covers work-related injuries or diseases sustained by our students in the course of their internship. For more information on what is covered in the policy, please visit <http://www.mom.gov.sg/workplace-safety-and-health/work-injury-compensation>.



**18. Can I change the company that I'm attached to or negotiate on my allowance?**

Once an internship placement is confirmed, you are not allowed to make any changes, or request for changes, to the company you are attached to.

You are also not allowed to negotiate with the company on matters such as duration, allowance, working hours, annual leave, or any other benefits, for your internship

**19. Am I obliged to sign any contract with the company?**

Besides confidentiality and non-disclosure agreement, you are not obligated to sign any contract, indemnity form and legal documents. If clarifications are needed, please contact your Liaison Officer.

**20. Must I observe the SP Student's Code of Conduct when I am on internship? Can I publish anything negative about the company and my internship experience over the internet?**

SP students who are undergoing internship at any company or business entity should be aware that the SP Student's Code of Conduct continues to apply to regulate their conduct outside SP.

You should not, use any platform or any Internet based media including blogs, forums, websites, for social media purposes or otherwise, send, knowingly receive, upload, download, use or re-use any material which does not comply with the Code of Conduct and policy of SP.

You must ensure that any statements or materials published by you through any platform or media are accurate based on reliable and responsible sources and facts.

All publications made by you on any platform or media must not contain any statement or material that:

- (a) is defamatory about any individual or business entity. A statement is defamatory if it intends to harm the reputation of another person so as to lower him in the estimation of the community or to deter third parties from associating or dealing with him. The offending words may be defamatory in their natural and ordinary meaning or by way of innuendo
- (b) is obscene, offensive, hateful or inflammatory
- (c) is sexually or violently explicit
- (d) promotes discrimination against any person based on race, gender, religion, nationality, disability, sexual orientation or age
- (e) infringes the intellectual property rights or personal data rights of any persons or business entity
- (f) is false, inaccurate and deceiving
- (g) is in breach of any legal duty owed to a third party, such as a contractual duty or a duty of confidence
- (h) promotes any illegal activity
- (i) threatens, abuses or invades another's privacy, or causes another annoyance, inconvenience or needless anxiety
- (j) harasses, upsets, embarrasses, alarms or annoys any other person
- (k) impersonates any person, or misrepresents your identity or affiliation with any person
- (l) gives an impression that the source of the material published by you is from SP or that SP has endorsed, approved or authorised your publication of the material which is not the case
- (m) personally conducts or incites, abets or assists others to commit any activity which is an offence under the laws of Singapore.

You should not engage in any online discussion about your dissatisfaction of the workplace where you are undergoing internship. Instead, you should approach your Liaison Officer to provide feedback or assistance so that issues can be resolved constructively.

## 21. Are there any other code of conduct to observe?

You are required to abide by the rules governing employees of the company you are attached to. Unless otherwise agreed in writing with SP, no intellectual property rights belonging to SP should be used by you or the companies during the internship.

## 22. Do I have any insurance coverage while on internship?

Yes. The following are the types of insurance coverage that is available to you while on internship.

### (a) Work Injury Compensation Act (WICA) – Compliant Insurance

All full-time matriculated students of SP on local or overseas internships are insured under the Work Injury Compensation Act (WICA)-Compliant Insurance. This policy covers work-related injuries or diseases sustained by our students in the course of their internship. For more information on what is covered in the policy, please visit <http://www.mom.gov.sg/workplace-safety-and-health/work-injury-compensation>.

Either you or your Liaison Officer (LO) must write an **email notification** to the insurance broker within **3 working days** of the accident event to the insurance broker. Please refer to our website at <https://www.sp.edu.sg/industry/internship> for more information on claim procedures.

For outpatient and hospitalization bills, either you or the company can pay first and then submit the claim directly to the insurer. Payment by insurer will be disbursed directly to the claimant by cheque, within 30 days upon submission of a valid claim.

In the event that you are not able to make payment for local hospitalization, either your Liaison Officer or you may contact the Department of Industry & Partnerships (InP) at 6870-6020 during office hours for assistance.

If you are unable to make payment for overseas hospitalization, you are advised to contact your Liaison Officer who will link up with the overseas partner to make payment first.

### (b) Public Liability

Please note that SP has taken out S\$5,000,000.00 public liability policy (the “Policy”) to generally cover (amongst other items) loss or damage to property and/or injury or illnesses which arise in the course of the internship programme. In the event that the company suffers such losses or damage in the course of providing SP’s students with training under the internship programme, and strictly to the extent such losses or damage are covered by and are recoverable by SP under the Policy, SP will reimburse the company the amount of such losses or damage from the proceeds of the Policy.

For the avoidance of doubt, the Policy covers firms, organisations or establishments offering practical training, sporting facilities or field work studies to SP’s students in respect of (a) loss or damage to property belonging to the company or other third parties, (b) injury to or illness of persons other than the students and (c) injury to or illness of the students or loss or damage to the property of the students. In connection with the above, property damage covered by the Policy shall mean physical damage to the substance of tangible property and shall not include damage to data or software.

### 23. What should I know about my workplace safety and well-being?

- All students are required to pass the Workplace Safety and Health exam in the e-Learning@SP prior to the commencement of their internships.
- Under the Workplace Safety & Health Act of Singapore, all companies must, as far as reasonably practicable, protect the safety and health of employees or workers (inclusive of SP's students) working under their direct control, as well as all who may be affected by their work.
- The Act covers all factories and workplaces of various risk levels and industries. In addition to the stipulated duties of a company under the Act, there are specific industry sectors (e.g. construction, marine, metal workings, and oil & petrochemical) where employers assume the responsibility to ensure that their employees (inclusive of SP's students) attend and pass the required safety orientation courses before they engage in the scope of work, where applicable.
- The company should brief you on any safety guidelines, and to equip you with the appropriate protective equipment (where applicable).
- You should be monitored by trained personnel and should not be placed in a hazardous/dangerous situation. For safety reasons, you should not be driving any vehicles even if you hold a valid driving licence.
- If there is any case of complaint on abuse, discrimination or harassment, SP will investigate and/or resolve it in accordance with its internal policies and procedures. For the protection of the student and the preservation of confidentiality, SP reserves the right to withdraw you from the internship with the company without specifying any reason therefore.
- It is important to report any accidents, injuries, or property damages in the company during the course of internship, to the Liaison Officer or call SP Department of Industry & Partnerships Hotline at **6870-6020** immediately, so that follow-up actions can be taken by SP.

### 24. What do I do if the company requires me to travel overseas?

The company must inform the Liaison Officer at least **5 working days** in advance if you are required to travel overseas for work or leisure purpose, such as overseas company retreat. In addition, the company **MUST** arrange for your relevant visas, travel insurance coverage and air tickets, lodging, transport, and other essentials where necessary.

You are only allowed to travel after seeking official approval from SP via the Liaison Officer. You will need to submit the Letter of Undertaking Form to the Department of Industry & Partnerships (InP) at least **3 working days** in advance.

### **25. What happens if I lost or misplaced the Internship Journal?**

As part of Confidentiality and Non-Disclosure agreement, you are obligated to exercise caution in safe-keeping your Internship Journal which are likely to contain company-specific information. The other reason for proper safe-keeping is that the Internship Journal is a good aid to you in your future job interviews.

In the event of a misplacement, the Overall Grading of your internship may be affected as the Company Supervisor and the Liaison Officer will have difficulties referring to the recordings in the Internship Journal for assessment. If a student loses his internship Journal, he is expected to purchase his own folder and print the Internship Journal document himself.

### **26. What happens if I am removed from the course during internship?**

The Department of Industry & Partnerships will officially inform the company that your internship will have to be terminated within 1 to 2 working days from the release of the Semestral Examination Results. Your Liaison Officer will then contact the company to liaise further.

You may be removed from a course during internship due to any of the following:

- Repeating of any core or elective module(s)
- Obtaining a semestral average below 35% at one sitting
- Being absent from the Semestral Examination without a valid reason

Should you and the company choose to continue with the work arrangement, it is considered a personal work arrangement. In such a scenario, since it is not an official internship programme, the company will not be covered by the SP Public Liability Insurance nor will you be covered by the Work Injury Compensation Act (WICA) – Compliant Insurance.

### **27. What can I do with my Internship Journal after I have completed my internship?**

You may choose to safe-keep your Internship Journal, or to return it to your school for proper disposal. You are encouraged to safe-keep your Internship Journal as it may be a good aid in future job interviews.

Even though you have completed your internship, as part of your Confidentiality and Non-Disclosure agreement, you are obligated to exercise caution when safe-keeping or disposing your Internship Journal, which is likely to contain company-specific information.

## 28. What happens to my internship with the Covid-19 situation?

You are covered under the Work Injury Compensation Act (WICA) – Compliant Insurance Policy. The Policy extends to cover testing and quarantine costs subject to the students' contracting diseases or viruses including Covid-19 during and in the course of their internship.

You are advised to follow the Ministry of Health's (MOH) latest advisory available at <https://www.moh.gov.sg/covid-19>. In case of any doubts, please check with the company's HR or with your Liaison Officer.

Please avoid taking unnecessary leave! You may fail internship if you do not meet the 90% attendance requirement.

## 29. What happens if I need to work from home (WFH)?

If you are required to work from home (WFH), please set up work schedule, meeting dates and timeline with your Company Supervisor. Be disciplined to follow up with your Company Supervisor and accomplish the given tasks according to timeline. Please inform your Company Supervisor when your tasks have completed, and take the initiative to ask for review of your tasks or take up new tasks.

If you encounter any difficulties in your assigned tasks, please do seek help from your Company Supervisor or seek advice from LO. Please do not share your work and seek help from your family or friends! You would have signed a Non-Disclosure Agreement (NDA) with the company and the company may terminate the internship if you break the NDA.

Please discuss with your Company Supervisor if you need more time to complete your tasks. Also, do apply for leave if necessary, please do not disappear from work without informing Company Supervisor and LO. Please take note that 1 day of AWOL is equivalent to 3 days of absenteeism.

## ROLE OF COMPANY

You may find out details on internship guidelines for companies via <https://industry.sp.edu.sg/internship>.

Internship aims to let students learn through meaningful work assignments and industry exposure to deepen and apply both technical and soft skills, and help them make better career choices.

To maximise our student's contribution to your company and optimise the business value of an internship programme, we encourage you to:

- Have a clearly defined work-plan that aligns with your company's goals and the learning objectives
- Supervise and mentor the student effectively for a positive outcome

For effective supervision and mentoring, we request participating companies to provide:

1. A Company Supervisor, whose role is to:
  - Plan and discuss the internship requirements with the SP Liaison Officer
  - Brief student on company policies, functions and operations, rules and regulations, and safety and security matters
  - Discuss and guide the student to meet the requirements and learning objectives
  - Meet and discuss with the SP Liaison Officer on the student's progress
  - Provide feedback and assess the student's performance
2. A Company Mentor, whose role is to:
  - Enrich the student's learning experience by giving an overview of the company's structure, nature of business and work requirements
  - Broaden student's perspective of job prospects and career paths within the industry
  - Motivate the student by sharing his/her work experiences and career journey in the industry

It is recommended that a Mentor should:

- Be an experienced staff from the company who possess good knowledge of career pathways within the company and in the industry
- Possess preferably 5 years or more relevant industry experience

Based on the roles defined, it is the company's discretion to decide on whether the Company Supervisor and Mentor to be the same individual or otherwise. To make it easy for the Company Supervisor and Mentor, the simple checklist on the following page serves to guide them on the tasks to be carried out during the internship period. If in doubt, they may clarify with the SP Liaison Officer.

To facilitate communication between SP and the company, we appreciate the particulars of the Company Supervisor and Company Mentor be provided on Page 3.

[Upon Completion]

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