

Q1. What are the criteria for an internship to be recognized as a LSM4299 project?

An internship project must meet the following criteria:

1. The internship must encompass a main project with defined aims/objectives and deliverables
2. While it is ok for an intern to take on other responsibilities, it is important that the intern has only one or two main projects that he or she focuses on during the intern program (>80% of time commitment). Evaluation by the university academic staff will be based mostly on the main project(s).
3. The main projects shall be in an applied context relating broadly related to Life Sciences
4. A duration of full-time commitment of minimum 20–24 weeks (following university exam timelines, please see Q4 below)

Q2. For the job scope/objective of the internship, will NUS provide the students with an internship objective and/or plan out a suitable job scope for the students?

Life Sciences internships can cover a very broad spectrum, so we do not prescribe the specific job scope/objective(s), as that is for the student to work out with the employer/workplace supervisor during interviews or follow-up discussions. The overarching guiding principles to keep in mind are that 1) the scope/objective(s) should be to do with work/applications rather than fundamental/pre-clinical research and 2) the projects should have tangible deliverables.

Q3. We have internship positions. How to engage/recruit NUS students for such positions?

If a company/agency has internship opportunities that meets the criteria (see Q1), they can send us a short blurb that captures the range of potential internship projects available, and we'll put it up on the student portal or send the information directly to potential students by email (i.e. third year students doing honours next year. What's in the blurb? No specific format. Just provide a project title and describe the project scope and kind of work involved. If there is more than one major component, just describe them as different parts of the project. Doesn't have to be too detailed...150–200 words at most. If possible, also provide the section working in if applicable (e.g., collections, outreach, gallery); whether or not an interview is required; and duration of internship (min 20 weeks for LSM4299).

Q4. What is the duration of (and when are) the internship periods?

Duration of LSM4299 project/internship is 20–24 weeks (minimum 20 weeks). At the moment, the module is offered/run in two periods/semesters:

- Semester 1 (~Jul to November)
- Semester 2 (~Dec to Apr)

Specific dates are updated every academic year following university calendars. There is some flexibility in the start/end dates which is subjected to approval on a case-by-case basis. Regardless of the exact start/end dates, final report submission and presentation dates can **NOT** be changed.

Q4. Does employer have to pay allowance/salary?

That is up to the employer. Pay or no pay, has no bearing on the LSM4299 programme, which is only to provide a framework to formalise the internship as a module that is graded/has credits.

Q5. Is student expected to attend classes during the internship period?

NO. Student is assumed to be working full-time during the internship period. So any time off for student to attend classes, etc., is at the company's discretion, and for the student and

company to negotiate. (NOTE: For Semester 2 internship to meet 20 week period, the internship has to start in November before Sem 1 exams (In this case, student will need to request/negotiate with employer for time off to attend their Semester 1 exams). Alternatively, student may negotiate with their prospective employers for internship to start a bit later (after Sem 1 exams), and correspondingly ending later such that the minimum 20 week duration is still met, and as long as the report and presentation deadlines are met, i.e., submission of the report and presentation in NUS is still by Week 12 of Sem 2, after which, student goes back to complete the remaining weeks of internship.)

Q6. How will the students be evaluated?

The students are graded by both the internship supervisor (on performance in the workplace, 40% of overall mark; see attached guide and application form) as well as by a staff assessor in NUS. Please do not share the grades with the intern students.