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 internship 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?

Internship posting procedures

Step 1: Login to the NUS TalentConnect portal at https://nuscsm.symplicity.com/employers/index.php

Step 2: Click on the “Create Job Posting” on the right column.

Step 3: Under position type, select “Science Internships” follow by selecting “Yes” to enter into the selection of engineering internship programmes.

Step 4: Under the internship programme, select either “FOS Final Year Internship in Life Sciences (LSM4299) AY19/20 Sem 1 (Jul-Nov19)” or “FOS Final Year Internship in Life Sciences (LSM4299) AY19/20 Sem 2 (Dec19-Apr20)”.

Step 5: Enter the internship/project title and other required information as well as your preferred way of receiving students resumes. Please note to select either “Accumulate Online” or both “Email” and “Accumulated Online” for the method in receiving students’ applications. This is to ensure internship placement will be recognized and recorded.

Step 6: Upon approval by the department professors, all approved internship postings will carry a 1-month posting duration (i.e. 6 Feb to 5 Mar). The system will remind you via email nearing to the expiry of your postings and you can choose to extend them for another month if they are still available for student application.

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 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.

Q5. 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.

Q6. 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.)

Q7. 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 interns