

NUS Business School's Volunteer Internship Supervisor Programme

1. Starting from January 2017, NUS Business School has introduced internship modules on a pass/fail basis.
2. There will be three such modules
 - (a) BI3001 - Minimum 8 weeks (Business related internship - typically May to July)
 - (b) BI3002 - Minimum 16 weeks (Business related internship- typically Jan to Apr or Aug to Dec)
 - (c) BI3003 – Minimum 10 weeks (Non-business related internship - typically May to July)
3. Each module will be supervised by a Workplace supervisor and a NUS based supervisor.
4. Alumni members can act as NUS based supervisors on a pro-bono basis and can supervise more than 1 student at any one time.
5. However, before becoming a NUS based supervisor, the alumni must have at least 5 years work experience and must not be in a position of conflict of interest (eg: related to the student or work for a company which is a competitor to the company the student is interning at).
6. As a NUS based supervisor there are 3 things you need to do:
 - (a) Communicate with the student face to face, online or over the phone at least 2 times during the internship to give general advice/feedback,
 - (b) Grade 3 components relating to the internship module (listed below) and
 - (c) Submit on time, the grades for those 3 components together with the documents (ie the learning objectives, learning journals and final report) to NUS Business School (Attn: Mr Chew Jian Dee: bizcjd@nus.edu.sg) at the end of the internship.
7. As stated there will be 3 components to grade:
 - (a) The first is a statement of learning objectives.

Marks	Covers what?	When Should Student Submit?	How to grade?
5	Purpose is for the company and the intern to set clear goals. It will be prepared by the student with the help of the workplace supervisor. At least 3 objectives must be stated.	Student should send you this by email - within 2 weeks of the start of the internship.	So long as at least 3 learning objectives are stated and they are reasonable, student should get a score of at least 3 marks

- (b) The second is the learning journals.

Marks	Covers what?	When Should Student Submit?	How to grade?
25	Purpose is for the student to reflect on his experience. The journal can talk about: how the work relates to the concepts learnt in school,	Student should send you this by email. BI3001: end of 3 rd /6 th week (200 words for each of the 2 journals)	Grading can be based on: level of learning, understanding, growth, maturity, observation etc. Very Good: 21-25

	how the student develops personally, what the student observes or learns, the challenges the student faces, the questions that emanate in the mind of the student, the culture of the company, ethics at the workplace, the student's experience with teamwork at the workplace, etc.	BI3002: end of 4 th /8 th /12 th week (300 words for each of the 3 journals)	Good: 17-20 Fair: 13-16 Unacceptable: Below 13 Though the journals will be given to you over time, you will only have to assign one overall mark (out of 25) for them.
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(c) The third is the final report

Marks	Covers what?	When Should the Student Submit?	How to grade?
30	Can cover similar things like the learning journal plus overall reflective experience, but should not be a mere regurgitation/amalgamation of the learning journals already submitted.	Student should send you this by email one week after the internship is over. BI3001: (8 + 1) week (1500 words) BI3002: (16 + 1) week (1500 words)	Grading criteria is similar to learning journals. Very Good: 25-30 Good: 20 - 25 Fair: 15 - 19 Unacceptable: Below 15

8. So in total, the maximum marks the NUS based supervisor can assign is 60 marks. The workplace supervisor will evaluate the student on his performance at work on a scale of 1 to 40 (ie maximum 40 marks). Overall, the student needs a minimum of 50 marks to pass the module and should have completed all components.
9. Should there be any problems you can communicate with the NUS Business School (Attn: Attn: Mr Chew Jian Dee: bizcjd@nus.edu.sg). You need not communicate with the company or the workplace supervisor.
10. Communication/grading is not expected to take more than one hour per student/internship.
11. We thank you for your interest/help in mentoring students in their internship/learning journey.