Briefing on Industrial Attachment (IA) 
& Industrial Internship Programme (IIP)

presented by

Mr Loh Pui Wah
Director, Career & Attachment Office
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**Briefing Objectives**

- To understand how important work attachment to your future career and job search.
- To know what is expected from you during your work attachment.

For specific enquiries on attachments, please call or visit Career & Attachment Office
42 Nanyang Avenue
Student Services Centre, Level 4
Tel: 67905242
Email (IA): CAO_EngrgAttachment@ntu.edu.sg
Email (IIP): CAO_ScInternship@ntu.edu.sg
A Story...
14 June 2013

To Whom It May Concern

Testimonial for Woo Zhihui Tomoteru

Tomo joined Meinhardt Singapore as an intern as part of his fulfilment of the Industrial Attachment (IA) Programme stipulated by Nanyang Technological University (NTU). His short but valuable stint was for a period of 6 months which started from 14th January 2013 till 14th June 2013.

Throughout this period, Tomo was attached to a project team and was involved in various projects which allowed him to acquire many valuable skills such as project management and design analysis. Tomo also proved to be an independent learner and responsible worker through design analysis that he was tasked with as his first assignment in the Company. He has proved to be analytical, critical and confident of his findings and also delivering quality work given a short timeframe.

His confidence and ability to communicate effectively during meetings allowed him present his ideas in a logical and relevant manner which improved the design process of the project. He is conversant with his engineering fundamentals and is always able to relate to a practical scenario.

He is also a holistic learner who believes in combining theoretical and practical knowledge through site visits which was observed through his eagerness in wanting to understand and observe firsthand before embarking into the designing process. These positive attributes and behaviours helped him a great extent in mastering the key concepts and producing quality designs despite given a tight deadline.

He was then involved in a major overseas project role where his role was similar to an Assistant Engineer and was tasked in the preliminary design analysis in the Air Conditioning and Mechanical Ventilation (ACMV) discipline. He displayed a positive learning attribute and commendable team spirit while working with engineers from other disciplines throughout the course of the project. Through this project, he has built up a positive and close rapport with his fellow colleagues who believe in his independent working attitude in getting the job done.

Overall, Tomo has demonstrated many positive and encouraging attributes befitting of an undergraduate student and a co-worker in any industry. As such, the Company has recommended and offered him a scholarship for his final year of study in NTU. This has proven his capabilities in contributing positively towards the company’s operations.

Tomo has displayed a positive work attitude, key team player and personality which will put him in good stead for his future which will also make him a promising asset to any organization in the future. We wish him success in his future careers and all the best in his future endeavours.

Yours Sincerely,

[Signature]

Anthony Tam
Technical Director
Mechanical & Electrical Engineering Department
Meinhardt Singapore Pte Ltd
What employers want?

• Verbal and written communication skills
• Honesty and integrity
• Interpersonal skills
• Teamwork skills
• Strong work ethic
• Motivation and initiative
• Flexibility and adaptability
• Computer skills
• Analytical skills
• Organisational skills

Source: Manpower Group
What have IA/IIP got to do with this?
Employer: “I have many applicants from other universities. Why should I hire you from NTU?”

You: “Let me tell you my work experience and how I can contribute to your organisation.”
Attachment / Internship (AI) Programmes in NTU

- 4 in 5 participation in AI
- 2 in 5 said AI helped them obtain a job
- 1 in 3 said talking about their internship experience made them successful in their job interviews
- 1 in 5 said the company attached/interned better as full-time staff after graduation
7 out of 10 students at NTU land jobs before graduation

Most say internships during university years helped in job-hunting

By LINETTE LAI

Almost seven in 10 Nanyang Technological University (NTU) graduates from this year's cohort secured jobs before graduation, according to a university survey carried out at the end of last month.

Double-degree students reading accountancy and business did especially well, with nearly nine in 10 finding jobs prior to graduation.

For the top 10 per cent in this group, the average starting salary was $8,254 a month.

Many of the fresh graduates attributed their job-hunting success to their internship experience during their university years.

Such was the case for engineering graduate Lim Zhen Long, who joined Procter & Gamble's (P&G) Prestige Business Unit here in May after a two-month internship at the firm last year.

"In fact, the promise of a job after that internship was the main draw," said the 25-year-old.

"It's well known among students that companies hire back a large percentage of interns."

Although he received an overseas job offer to work for energy company Halliburton in the United States, he turned it down for the post of demand planner at consumer products company P&G because he enjoyed his stint there.

"It was important to me that I was going back to somewhere familiar, where I knew I would sit well," he said.

Speaking at the first of the university's graduation ceremonies yesterday, NTU president Bertil Andersson announced that a record 87.19 per cent of this year's graduates contributed to the university, raising more than $120,600.

"Each year, it warms my heart when I see the graduating class making a class gift to help their juniors - even before they have drawn their pay cheque," he said at the event, which was attended by President Tony Tan Keng Yam.

Among this year's crop of fresh graduates is the pioneer batch from NTU's sport science and management programme, several of whom are national athletes.

One of them is national sailor Jovina Choo, who runs her own social enterprise, Dream+, which aims to build rapport with young people and instil values through the medium of sports.

Having more time on her hands as a fresh graduate, Ms Choo has "kicked up a few notches" where Dream+ is concerned and plans to reach out to young people at risk.

"We want to engage them so they can be in an environment where people can support them," said the 23-year-old.

Honorary degrees were also presented to three illustrious recipients, including PUB chairman Tan Gee Paw, at yesterday's ceremony.

National sailor Jovina Choo, 23, was among the graduates from the pioneer batch of NTU's sport science and management programme.

ST PHOTO: NURIA LING
How can IA/IIP benefit me careerwise?

- Apply engineering practices in real life industrial or business environment
- Enhance and develop academic, personal and professional competencies – my USP (Unique Selling Proposition)
- Create potential career opportunities at the IA/IIP company
Learning and Developing from real world experiences

1. Apply my knowledge
   - Analysis, synthesis, interpretation of data/information
   - Application of theoretical engineering concept
   - Formulation of action plans & evaluation of results

2. Lay my career foundation
   - Developing my skills as a professional engineer
   - Character – ethics, integrity, attitude
   - Clarity about career goals

3. Develop my professional competencies
   - Effective oral & written communication skills
   - Interpersonal relations & working in teams
   - Learning to be street-smart
Why do I have to do well?
Three Reasons Why I Must Do Well in IA/IIP

1. Course requirement:
   - Engineering – worth 8 AUs (BRC Curriculum)
   - CBC – worth 12 AUs
   - PAP – worth 10 AUs
   - BS – worth 17 AUs

2. Testimonials – Certificate of Accomplishment, Letter of Commendation

3. From interns to permanent hires
You are NTU’s Ambassador!
Maintain My Highest Professional Code of Conduct

• “I am in the real world, working”

Unlike in school, “I cannot do as I please”

x late for work

x knock off early especially on Fridays…

x update FB, message others, play game on smart phones

x make personal calls using company phone…

x alter MC… AWOL…

x disobey lawful instructions…
✓ Ability to grasp new ideas
✓ Dedication and drive
✓ Hardworking
✓ Put in own initiative
Remember...
During my IA/IIP, I shall optimise through...

<table>
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<tr>
<th>LEARNING</th>
<th>• Observe, Think, Ask, Find Out, Do</th>
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<td>ATTITUDE</td>
<td>• “Can do” spirit, Positive, “Take it as a professional”</td>
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<tr>
<td>IMPRESSION</td>
<td>• Sharp, Articulate, Personality &amp; Self-Confidence</td>
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| OPPORTUNITY       | • Jobs at IA/IIP company  
                             • Referrals to other companies |
| NETWORK           | • Future bosses, colleagues, customers, suppliers, business partners or best buddies |
How am I assessed?
You will be assessed on:

• **Log Book and Oral Interview**
  – by NTU Tutor / NTU Faculty Supervisor

• **Work in Organisation**
  – by organisation supervisor
    (in conjunction with NTU Tutor / NTU Faculty Supervisor)

• **Final Report**
  – by NTU Tutor / NTU Faculty Supervisor
Assessment of Log Book and Oral Interview

Done on-line by NTU Tutor / NTU Faculty Supervisor

- Two times at week 10 and week 20

- Assessment criteria:
  - Logbook Keeping
  - Oral Interview

- Compulsory : Logbook

- Optional : Folder, small note book
Assessment will be based on ability to:

- Maintain clear, concise & relevant entries in logbook
- Analyse, synthesis & interpret information in workplace
- Apply theoretical engineering concepts in workplace
- Evaluate results & formulate appropriate action plans
- Demonstrate understanding of professional ethics & work values
- Demonstrate understanding of company’s business and career field
- Explain technical knowledge learnt
- Provide evidence of written communication (e.g. emails, memo, letter, instruction manual, proposal, specification, technical drawing, etc)
Assessment of Work in Organisation

- Two times at week 10 and week 20
- Forms will be given to your supervisor by your NTU Tutor / NTU Faculty Supervisor
- Assessment will be based on:
  - Quality of Work Produced
  - Practical Ability, Creativity & Innovation
  - Communication Ability & Logbook
  - Work Standards & Ethics
  - Personal Discipline
  - Initiative & Motivation to Learn
  - Teamwork
  - Attendance
Assessment of Work in Organisation (Engineering)

NANYANG TECHNOLOGICAL UNIVERSITY
INDUSTRIAL ATTACHMENT - ASSESSMENT OF WORK IN ORGANISATION

NRIC / PASSPORT NO.

NAME
SCHOOL
ORGANISATION
NTU TUTOR

PERIOD OF REPORT
1st  2nd
* Jan - Jun IA
* Jul - Dec IA Week 10 Week 20

GUIDELINE
The performances of most students should fall in categories II, IV, V and VI. Categories I, II and VI should be used only for truly deserving students.

PART I:
To be completed by organisation supervisor (Please initial against any amendment made by you)

1 QUALITY OF WORK PRODUCED

2 PRACTICAL ABILITY, CREATIVITY & INNOVATION

3 COMMUNICATION ABILITY & LOGBOOK

4 WORK STANDARDS & ETHICS

5 PERSONAL DISCIPLINE

6 INITIATIVE / MOTIVATION TO LEARN

7 TEAMWORK

8 ATTENDANCE

Do you recommend the student for IA Book Prize?  ○ Yes  ○ No

REMARKS:

Initial:  Date:  

APPRaised BY: Name  Designation  Contact No.

Date  Signature
Assessment of Final Report
Done on-line by NTU Tutor / NTU Faculty Supervisor

• Clear your final report with your organisation before submitting to NTU Tutor / NTU Faculty Supervisor
• Submit the report to your NTU Tutor / NTU Faculty Supervisor by week 20
• Assessment criteria:
  – Presentation
  – Structure & Organisation
  – Introduction & Information Gathering
  – Reflective Description of Industrial Experience
  – Results & Discussions
  – Recommendation & Conclusion
Assessment System for PAP – 3 Levels

You will be assessed on:

- **Work in Organisation**
  - by organisation supervisor
  (in conjunction with NTU Faculty Supervisor)
- **Final Report**
  - by NTU Faculty Supervisor
- **Presentation**
  - by NTU Faculty Supervisor
Assessment of Work in Organisation

• Two times at week 10 and week 20
• Forms will be given to your supervisor by your NTU Faculty Supervisor
• Assessment will be based on:
  – Quality of Work Produced
  – Practical Ability, Creativity & Innovation
  – Communication Ability
  – Work Standards & Ethics
  – Personal Discipline
  – Initiative / Motivation to Learn
  – Teamwork
  – Attendance
Assessment of Final Report

Done on-line by NTU Faculty Supervisor

• Clear your final report with your organisation before submitting to NTU Faculty Supervisor
• Submit the report to your NTU Faculty Supervisor by week 20
• Assessment criteria:
  – Report Presentation
  – Structure & Organisation
  – Information Gathering & Literature Review
  – Reflective Description of Industrial Experience
  – Results & Discussions
  – Conclusion & Recommendation
Assessment of Presentation

• Assessment criteria:
  – Internship Learning Scopes and Achievements
  – Quality of Work Presented
  – Fundamental Understanding
  – Questions and Answers
  – Presentation, Organisation and Materials
  – Clarity, Language Use and Accuracy
JOINT REPORT IS NOT ACCEPTABLE

- Even if two or more are involved in the same programme.
- Each student should submit an individual report with own observations, recommendations and conclusions.
- The technical part of the reports could be similar, e.g. data.
Project Planning – Scope, Timeline, Output [Programme Form (PartII)]

Clarify & confirm Programme Scope, Outputs (Deliverables) and Expectations (Targets)

Establish specific time schedule and deadlines for tasks and activities with Organisation Supervisor

Set personal Learning Objectives
PLEASE TAKE NOTE

• Programme may change due to dynamic nature of work environment and changing demands
  – “Be Prepared for Changes”

• Observe all safety rules and regulations
  – Ask for safety briefing or get a copy of safety rules and regulations

• Ensure adequate insurance coverage
  – Check SAO’s website on Additional Personal Accident Coverage during IA/IIP, e.g. work at construction site, shipyard, etc.
DO NOT DO THE FOLLOWING

• Non-disclosure of any confidential information
  – “Do not SMS, blog, twitter, MSN, email, broadcast in Facebook what cool or S!*%#@&?! stuff you are doing”

• No negotiation for any increase in allowance
  – “Do not complain to the whole world about the Wah#L?@peanuts$$!! stipends you are getting”
VERY IMPORTANT NOTE

• Disciplinary Procedures
  – COI (Committee of Inquiry) and BOD (Board of Discipline) will hear company complaints about students who committed serious disciplinary cases
  – If you have ANY problems during IA/IIP, please seek help from your IA/IIP Organisation Supervisor, and/or NTU Tutor/NTU Faculty Supervisor. If you wish to speak to CAO directly, please contact any of our staff officers.
Your IA/IIP may lead you to a job offer with the company...
All The Best & Enjoy Your IA/IIP!

Thank You