

INTERNSHIP DEP5108 FOR MASTER OF URBAN PLANNING PROGRAMME (with effect from Nov 2019)

The Internship module (DEP5108) can be taken by MUP students during the long vacation between Semester 2 and 3. It provides an opportunity for students to experience professional life in Singapore as well as complement what has been taught in class. It may also open up windows for future formal employment.

The Internship module counts for 8 MCs. Students who wish to undertake this module should fulfil the following conditions:

1. Completed and passed Year 1 of the MUP;
2. The internship will take place for a minimum period of two months during the long vacation between Semester 2 and 3, and take up five full working days (about 40 hours) per week.
3. The student should submit the “Application for Internship Module (DEP 5108)” at least two weeks before the proposed start of the Internship.
4. The student is required to make two oral presentations to the supervisor during the period of the internship as well as submit a final report (See **Assessment** below).

How to apply and source for an internship

1. The student who wishes to undertake an internship should start looking for opportunities as soon as the start of their second semester. The internship may be sourced independently by the student or via NUS TalentConnect.
2. You may take up internships with companies outside of Singapore. In such instances, you should be clear of your insurance coverage as a full-time NUS student. See **Insurance** below.
3. Upon finding an interested Employer, the student is required to submit an “Application for Internship Module (DEP 5108)” to the Department. Note that in order to complete this form, the student will need the endorsement of the interested Employer. The basic job scope as well as the amount of remuneration should also be declared on the form.
4. Upon approval by the Department, the student may begin working for the Employer.

Remuneration

The remuneration for a full-time internship (5 days/week) for graduate students across most disciplines and professions ranges from S\$800.00 to S\$1200.00 per month. This should be used as the gauge between the student and the Employer to negotiate the exact remuneration.

Assessment: Final Report and Oral Presentation

1. The Internship module will not be given a letter grade. It will be marked as Satisfactory or Unsatisfactory, and will not count towards the CAP score.
2. The student will be required to make two oral presentations to the supervisor in the MUP, the dates of which will be discussed after the internship has been approved.
3. At the end of the Semester, the student will submit an Internship Report of no more than 8 A4 pages. The Report should contain the following:
 - a. Summary of the work performed, focusing on the contributions of the student to the overall project;

- b. Challenges faced and specific lessons learnt. The student can discuss these challenges and lessons in terms of technical skills pertaining to the tasks assigned. He/she can also discuss interpersonal skills, organizational culture and other aspects of professional life;
- c. Reflections on the profession and industry. Students can take these questions to guide the reflection: Is this what you expect professional planning work to be like? How was the office organized and how were the projects assigned or allocated? What is the relationship between the planner, the client and the public? Did this experience provoke you to think differently about the relationship between education and practice, and if so how?

Past Internships

Companies and government agencies that have accepted interns from the MUP include:

Surbana
Cistri
AEDAS
Housing Development Board
Centre for Liveable Cities
WATG

Stipulations of the Employment Act

The Employment Act covers every employee who is engaged in Singapore under a contract of service, including interns. An employer should accord statutory benefits prescribed under the law to an intern if he/she is performing work and has work arrangements similar to that of a regular employee in the organisation. Click [here](#) for details.

Under the Employment Act, an employee should not be required to work for more than 8 hours in one day or more than 44 hours in a week. However, he/she may be required to work overtime if he consents to do so, subject to the limit of 12 hours per day and totaling 72 hours per month. Under the Act, the employer must pay the employee for the extra hours of work or for working on his rest days or public holidays. The rate for overtime work should be no less than one and a half times his hourly basic rate of pay. An employer must grant the employee one rest day (which is not paid) in a week, which may be on a Sunday or any other day.

Click [here](#) for details

An employee is entitled to Annual Leave (prorated) if he/she has worked for at least 3 months. Click [here](#) for details.

An employee covered by the Employment Act is entitled to paid sick leave (prorated), including medical leave issued by a dentist if:

- The employee has served the employer for at least three months.
- The employee has informed or attempted to inform the employer of his/her absence within 48 hours. Otherwise, the employee will be deemed to be absent from work without permission or reasonable excuse.
- The sick leave is certified by the company's doctor, or by a government doctor (including doctors from approved public medical institutions). Click [here](#) for details.

Confidentiality of Information

Employers should brief the students on what constitutes confidential information and that such confidential information should not be discussed or shared externally. If necessary, a non-disclosure agreement may be signed by students with employers.

Insurance

Please follow the links in the table below to understand your insurance coverage as a full-time matriculated NUS student

NUS Student Insurances*

Name of Insurance	Accessible By	Online Resource	Remarks
Group Personal Accident Policy	All full-time matriculated NUS students	http://www.nus.edu.sg/uhc/general-health/billing-insurance/insurance-matters	Coverage of up to \$30,000, applicable worldwide (subject to conditions)
Hospitalisation & Surgical Insurance Policy (including Outpatient Mental Health Treatment)	All full-time matriculated NUS students	http://www.nus.edu.sg/uhc/general-health/billing-insurance/insurance-matters	Includes coverage for eligible medical expenses incurred for emergency treatment while overseas.
Outpatient Specialist Insurance Policy	All full-time matriculated NUS students	http://www.nus.edu.sg/uhc/general-health/billing-insurance/insurance-matters	Includes coverage for eligible medical expenses incurred for emergency treatment while overseas.
Work Injury Compensation Act (WICA)	NUS students on Internships locally or abroad	https://www.mom.gov.sg/workplace-safety-and-health/work-injury-compensation/what-is-wica	In case of any injuries to students on internships, all NUS depts to confer with CFG.
Travel Insurance	NUS students on official trips abroad	http://www.nus.edu.sg/finance/students/student-travel.html	For Personal Travels (not in connection with an official NUS Trips), a discounted comprehensive travel insurance is available for all NUS Students to purchase. More information can be accessed here .

*Students on LOA would not be eligible for the above insurance coverage but limited coverage may be extended for incidents/medical conditions which occur while the student is representing NUS in activities in Singapore and overseas.