DIVISION OF INDUSTRIAL DESIGN

NUS National University of Singapore

Guidelines for Internship Report

Dear students,

Each student attending an internship in a public and private institution should provide a report at the end of the internship. Please find below the list of report contents and evaluation guidelines for the report. Use the Internship Report Cover on the next page as your cover page.

Report Contents:

- Mission/Value Proposition of the Organization
- Structure of the internship team with the main domain of activity and who you are reporting to

  I.e (Prototyping Team/Design Team/Multidisciplinary Team)
- Description of Key/Milestones of Deliverables*

  I.e (thumbnails/images of when those occur)

  *main work, projects, trip(s) meeting(s), responsibilities during the internship
- Outcomes of (design related) activities and significant contributions made by student
- Learning outcomes of internship experience, for example, benefit of skills, expertise and teamwork experience, and possible application of these benefits on your studies or future professional career.

The evaluation of the internship will take into consideration the following factors:

a. Scope of work (difficulty, complexity, extent)
b. Performance (attitude, any complains, work ethic)
c. Outcome (of design related activities)
d. Learning outcomes (self-reflection)

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Internship Report Cover

Module: ID2041 Design Internship
ID2042 Work Experience Internship
(please circle or highlight module)

Student Name:

Course Year:

Matric Number:

Company/Department:

Supervisor Name:

Supervisor Contact:

Supervisor Email:

Internship Period: