

## ECA5401 Graduate Internship in Applied Economics

In today's competitive job market, academic excellence alone is not enough. This course gives masters students in applied economics the opportunity to apply their theoretical knowledge in a real-world environment, gain essential people skills, forge industry connections, and enhance their employability upon graduation. This course requires students to perform a minimum of 20 hours per week of structured internship in an approved company/institution for a minimum period of 12 weeks.

**Securing Internships** : Internships can be sourced independently or through [NUS IAAS](#) and [NUS TalentConnect](#).

- Students are responsible for finding their own internship opportunities and seeking approval from the Department. Only one company/institution is allowed; combinations are not permitted.
- Further information about [NUS IAAS](#) and [NUS TalentConnect](#) could be obtained from the Centre for Future-ready Graduates (CFG) team (email: [careers@nus.edu.sg](mailto:careers@nus.edu.sg)).
- Students who require support for their internship (such as career consultation, resume critiques, mock Interviews, as well as internship and networking advice) may schedule an in-person meeting with a Career Advisor at [NUS TalentConnect](#). More information can be found at the [CFG website](#).

**Internship Location** : All internships must be conducted in person, whether in Singapore or internationally; no virtual or remote arrangements will be accepted.

**Pre-requisite** : Students must have completed at least one semester of studies, including the three core courses (ECA5101, ECA5102 and ECA5103).

**Offer Semesters** : Internships are only available during the regular academic semesters – Semester 1 and Semester 2.

**Internship Duration** : A minimum 12 weeks is required.

- The internship period must commence **no later than the end of Instructional Week 1**. Any start times after this will not be accepted.
- The internship must be completed within a single semester, and students are required to submit the necessary reports by the stipulated deadlines (refer [to Internship Course Registration Process and Assessments' Submission Deadline](#)); no extensions to the following semester will be considered.

**Working Hours** :

- **Singapore:** In accordance with the [Employment Act](#), students should not work more than 8 hours in a day or more than 44 hours in a week. However, they may work overtime, up to 12 hours per day and no more than 72 hours per month, if they agree to it.
- **Overseas:** Students must comply with the employment laws of the host country.

**Min/Max Workload during the Internship Semester:**

- Students are required to concentrate solely on their internship course and are not permitted to enroll in any other courses during the same semester.

- Supervision** : The [Department's internship course lecturer](#) will provide supervision.
- Grading** : The grading will be CS/CU (Completed Satisfactory/Unsatisfactory).
- Assessment** : The assessment consists of an internship proposal (10%), five bi-weekly reports (50%), and one final report at the end of the internship (40%).

### **1. Internship proposal (10%)**

Students who wish to enrol in the credit-bearing internship course must submit a proposal. This should include detailed information about the host organization, the specific internship position, and a clear timeline of the start and end dates. It should also define specific learning objectives that align with their academic curriculum and career aspirations.

The proposal should explain how the internship complements their coursework and applies theoretical knowledge in a practical environment. It should clearly outline the skills and knowledge they expect to gain, emphasizing how these will foster their professional development and prepare them for future career opportunities.

### **2. Reports (90%)**

Students are required to submit five bi-weekly reports (50%) and one final report at the end of internship (40%).

#### **(1). Bi-weekly reports (50%)**

Students are required to submit bi-weekly reports that serve as snapshots of their internship journey. These reports should clearly highlight recent accomplishments, completed tasks, and challenges faced during the specified period. Emphasis should be placed on connecting these experiences with predefined learning objectives, demonstrating the tangible contributions the internship is making to skill development. In addition, students are required to outline upcoming tasks and actively seek feedback for continuous improvement. Reflection on received feedback, professional growth, and personal development should be incorporated into the reports to foster open communication.

#### **(2). Final Internship Report (40%)**

The final report should offer a comprehensive overview of the entire internship, showcasing major accomplishments and emphasizing the contributions made over the entire duration. Students are expected to explore the skills gained during the internship, providing examples of their practical applications in a real-world work setting. The report should address the challenges faced, strategies employed, and lessons learned throughout the internship. Furthermore, students are required to reflect on feedback received, evaluating both strengths and areas for improvement. The report should conclude with reflections on how the internship experience will influence their future academic and career goals.

## Internship Course Registration Process and Assessments' Submission Deadline:

Assessment Type and Required Documents:	Deadline	Staff in Charge
<ol style="list-style-type: none"> <li>1. Internship proposal.</li> <li>2. The <b>Letter of Offer</b> from the company or <b>Employment Contract ("contract of service")</b>, which must include the internship period, working hours, and bear the company stamp. <b><i>If these documents are not originally in English, an English translation must be provided.</i></b></li> <li>3. Company background and job description.</li> <li>4. Contact information of the internship company's supervisor (i.e., Full Name, Designation, Contact Number, and Email Address).</li> </ol>	<p>Before the end of Round 1 of the <a href="#">Course Registration</a> period for the new semester.</p> <p>Any incomplete or late applications will not be processed and will be automatically rejected.</p>	<p>Through Microsoft Form, as stated on the webpage.</p> <p>The submission link will be available in April/ May for Semester 1 and September/ October for Semester 2, and will close by the end of Round 1 of the <a href="#">Course Registration</a> period for each respective semester.</p>
1 <sup>st</sup> bi-weekly report	by <a href="#">Instructional Week 3</a> , Saturday at 12pm	<p>Submission to course lecturer.</p> <p>Course lecturer will be confirmed and updated in due course on:  <a href="https://fass.nus.edu.sg/ecs/course-offered-graduate-ay2024-2025/">https://fass.nus.edu.sg/ecs/course-offered-graduate-ay2024-2025/</a></p>
2 <sup>nd</sup> bi-weekly report	by <a href="#">Instructional Week 5</a> , Saturday at 12pm	
3 <sup>rd</sup> bi-weekly report	by <a href="#">Instructional Week 7</a> , Saturday at 12pm	
4 <sup>th</sup> bi-weekly report	by <a href="#">Instructional Week 9</a> , Saturday at 12pm	
5 <sup>th</sup> bi-weekly report	by <a href="#">Instructional Week 11</a> , Saturday at 12pm	
Final Internship Report	by <a href="#">Instructional Week 13</a> , Saturday at 12pm	

### Important Note for Course Registration

An email notification regarding the outcome will be sent. Internship companies are strongly encouraged to register their companies via the [NUS TalentConnect](#) and post their internship opportunities for students to accept. For additional information is available from the Centre for Future-ready Graduates (CFG) team, contactable at [careers@nus.edu.sg](mailto:careers@nus.edu.sg).

- Students are still liable for paying tuition fees (if applicable) and miscellaneous fees for the internship semester.
- For approved applications, students will be automatically enrolled in the internship course.
- For unsuccessful applications, students may be advised to enrol in a different course and apply for the internship in a subsequent semester.