

MS3550 Malay Studies Internship

Student Internship Proposal Form

Important Notes:

1. For **local internship during regular or special semester**, please submit this form at least **10 weeks prior to the start of your intended semester of internship**.
2. Please read the Internship Guidelines attached.
3. You will be notified of the internship approval via your NUS e-mail. Once approved, please request your employer/host organisation to issue an official acceptance letter with details of the agreed internship arrangements. A scanned copy of the letter must be submitted to the Department.

Part 1: Student Information

Name		Student No
NUS Email		Contact No
Start date	End date	Internship Semester & Academic Year

Part 2: Employer Information

Organisation Name	
Address	
Organisation Website (If Available)	Industry / Nature of Business
Name of Contact Person	Designation
Email	Contact No

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Part 3: Internship Information

Internship Position
Scope & Description of Duties
Intended Learning Outcomes
Planned Work Schedule (Based on 120 hrs or 240 hrs) <i>*Attach a separate sheet if necessary</i>

Part 4: For Official Use Only

I approve/do not approve* the proposed internship.	
_____	_____
Name & Signature of Dept. Internship Coordinator	Date

**To delete as appropriate*

Please return this form to MS Internship Administrator at fasbox59@nus.edu.sg

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Guidelines for Students

Please ensure you are clear about your work schedule and tasks early in the semester, after meeting and consulting with your host organisation. Please raise any doubts or concerns you have, and ask for clarification, as soon as possible.

The core tasks of your internship will be explained to you by your host organisation. In addition, you need to keep a written journal of your tasks and learning experiences, which you will use as the basis for your final report, which is to be submitted to the Department of Malay Studies when you finish the internship.

Assignments

Journal

The journal should be completed during the period of your internship. The Department of Malay Studies suggests recording weekly entries. The journal can be in the form of a diary entry, blog etc.

- Each entry should be at least 300 words.
- Journal entries should describe the work done, what you learned, and your immediate observations/reflections.

Report

At the end of the internship, each student must submit a final report (and the journal) to the Department of Malay Studies. Only one final report is required even if you do IMS3550 Extended Internship.

The report should include the following components:

- Description of the internship (*its objectives, schedule and principal activities completed*).
- Reflection upon the internship experience (*the learning outcomes, including social, personal and any technical skills acquired*).
- Closing remarks.

The report may be built upon your journal entries to draw some conclusions about what you have learnt as an intern, and how it does (or does not) relate to what you have learnt in Malay Studies but should not be copied verbatim from them. You may – if you want – include other items that are related to the issues you are covering: pictures, news clippings, or other materials, which you can use to illustrate the points you wish to develop. The report should be no longer than 3000 words.

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Assessment

Evaluation is based on 100% Continuous Assessment.

Your final report and journal for the internship will be assessed by a Malay Studies faculty member with the following criteria in mind:

- **Making sense of your internship experience.** This means relating what you encountered to your knowledge of the country and to questions raised in the field of Malay Studies. These could include one or more of the issues, debates or problems that you have been presented with in the course of your other modules. In general, this criterion relates to being able to put the particular experiences you had in the context of a bigger picture.
- **Reflection.** This related to your originality and creativity in thinking about your experiences and in drawing connections, both among the experiences of the internship and with some of the larger issues to which they relate.
- **Analytical skills.** This refers to your ability to develop a coherent argument or line of interpretation, to build your case in a logical manner and support it appropriately (and to acknowledge issues on which you are uncertain, or for which you do not have adequate evidence).
- **Clarity and organisation.** This means expressing yourself clearly, using language precisely and accurately, and organising your material so that it forms an ordered, structured report that is easy to read.