

**SN3550 South Asian Studies Internship/
ISN3550 Extended 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
I am proposing this internship for <input type="checkbox"/> SN3550 only <input type="checkbox"/> SN3550 & ISN3550		Name of Academic Supervisor

Part 2: Employer Information

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

**SN3550 South Asian Studies Internship/
ISN3550 Extended Internship**

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 SAS internship administrator at fasbox59@nus.edu.sg

SN3550 South Asian Studies Internship/ ISN3550 Extended Internship

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 organization. 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 organization. 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 Programme when you finish the internship.

Assignments

Journal

The journal should be completed during the period of your internship. Weekly record entries are recommended.

Report

At the end of the internship, each student must submit a final report (and the journal) to the South Asian Studies Programme. 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 have learnt in South Asian Studies but should not be copied verbatim from them.

You can be creative with the format of the report, but it should cover the basic elements of what you did and what you thought about it during your internship (you can draw from your journal), and what your reflections are in retrospect. 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 3,000 words.

Assessment

Evaluation is based on 100% Continuous Assessment. It consists of 40% (journal) and 60% (final report).

Your final report and journal for the internship will be assessed by your assigned supervisor 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 South Asian 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.

This is a template you can use for your final internship report for SN3550/ISN3550

INTERNSHIP JOURNAL

NAME OF THE ORGANISATION AND INTERNSHIP TITLE

(Type the company name and internship title in capital letters)

by

Title, initials and surname; Matriculation Number; Hand phone number

E-mail address

Subject area:

Academic supervisor:

Title, initials and surname of lecturer

Worksite supervisor:

Title, initials and surname of worksite supervisor

Contact number; E-mail address

Period:

[Dates]
(Semester X AY20XX/20xx)

NAME OF THE ORGANISATION AND INTERNSHIP TITLE

1 WEEKLY LOG

Date	Tasks Performed	Remarks
e.g. 12 Jan 2015	e.g. Orientation	<ul style="list-style-type: none">• Introduced to background of the company.• Met supervisor and colleagues, etc

2 WHAT WERE THE ACTIVITIES FOR THE WEEK?

In this section students should provide a brief overview of the activities (meetings, tasks, training, etc) they were engaged in for the week.

3 WHAT WENT WELL, WHAT DID NOT GO SO WELL, AND WHAT YOU CAN IMPROVE ON FOR THE COMING WEEK?

In this section students should highlight incident(s) which went well, and/or difficulties or challenges they encountered. The student should also describe how he/she can learn from the incident(s) and do better the next time such a scenario occurs.

4 REFLECTION AND LEARNING POINTS

This is a follow-up to the previous section. Students should attempt to reflect on the activities they were engaged with on a weekly basis.

Acknowledged by: (Signature of your worksite supervisor)

(Title, initials and surname of worksite supervisor)

Date: _____

Assessed by: (Signature of module supervisor)

(Name of module supervisor)

Date: _____

Comments (if any): _____
