

**SE3550 Southeast Asian Studies Internship/
ISE3550 Extended Internship**

Student Internship Proposal Form

Important Notes:

1. For **internship under Semester-in-Southeast Asia Exchange Programme**, please submit this form if you are sourcing your own internship. This form must be submitted **8 weeks prior to the start of your SEP**.
2. 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**.
3. Please read the [Internship Guidelines](#) available on the department's website.
4. 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	SE3550 only SE3550 & ISE3550	

Part 2: Employer Information

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

**SE3550 Southeast Asian Studies Internship/
ISE3550 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 SEA internship administrator at fasbox59@nus.edu.sg