

General Guidance for PE4402P/S/E Research Internship Project (22 April 2021)

General Notes

- PE4402P/S/E is an Honours thesis equivalent. (In other words, in order to obtain Honours (Highest Distinction), PPE students must achieve a CAP of 4.5 or higher AND a Pass Grade in *either* PE4401P/S/E Honours Thesis *or* PE4402P/S/E Research Internship Project.)
- PE4402P/S/E is not a 'pure' internship module. It has two components: (a) a research internship; and (b) an independent research project.
- The module may span up to two periods (a 'period' is defined as either a semester or the entire special term). If it does, the internship should begin in the first period, while the research project will occupy the second period.
- The student is responsible for securing an academic supervisor from the specialization Department.

The Research Internship

- The student is responsible for sourcing and securing the opportunity. Feel free to make use of NUS TalentConnect and other university informational resources.
- To qualify, the internship should encompass a research project (or a series of such projects) with defined objectives and deliverables (e.g., collecting and/or analyzing qualitative or quantitative data for an institute or think tank, or some other establishment) and approved by the PPE Committee.
- The internship should include a commitment that is the equivalent of a full-time internship module (e.g., FAS2552, 8MC), or twice the equivalent of what is required for a summer full-time internship or semester part-time internship module (e.g., FAS2551, 4MC). See <https://fass.nus.edu.sg/career-preparation/internship/fass-internship/overview-of-modules-fassip/> for details about the FASS internship modules.

The Independent Research Project

- The student will propose an independent research project related to their internship experience. This should not replicate the work they have done in the company, *or reveal any confidential data used for that work*. (For example, the student may write a more theoretical paper about the methodological issues raised by the research they have done, or produce a literature review relating to the research they have done.)

Note on Fees, Credits Recorded, and Dropping

- Students will pay regular fees for all semesters and special terms that the module spans.
- The modular credits will be recorded as "IP" (In progress) until the last semester of the module, at which point the final grade will be recorded.
- The process for dropping the module will follow the prevailing rules for regular modules.

General Deadlines:

Module enrolment period	Semester 1 + Semester 2 (Students enrolled in the module with a full-time internship in the first semester and embarking on the independent research project in the second semester.)	Special Term Part 1 + Special Term Part 2 + Semester 1 (Students enrolled in the module with special term full-time internship in the first period, and concurrently doing a part-time internship during semester as well as an independent research project in the second period.)
Completed proposal form to read PE4402P/S/E sent to PPE Committee (see p. 4 below)	At least 2 weeks before the start of Semester 1	At least 2 weeks before the start of Special Term Part 1
PPE committee to confirm the Research Internship Project module application	Week 1 of Semester 1	Week 1 of Special Term Part 1
Latest start date for internship	Week 2 of Semester 1	Week 2 of Special Term Part 1
Submission of Proposal Form for independent research project to Department office	Week 1 of Semester 2	Week 1 of Semester 1
Deadline for informing Department office of changes to title/topic for the Independent Research Project	Week 6 of Semester 2	Week 6 of Semester 1
Report submission for Independent Research Project	Week 14 of Semester 2	Week 14 of Semester 1
Oral presentation for Independent Research Project	Week 7-13 of Semester 2	Week 7-13 of Semester 1
Credits to be recorded	Semester 1 (IP grade), Semester 2 (Final grade)	Special Term Part 1 (IP grade), Special Term Part 2 (IP grade), Semester 1 (Final grade)
Tuition Fees to be charged	Semester 1 fees, Semester 2 fees	Special Term Part 1 fees, Special Term Part 2 fees, Semester 1 fees
IRB Application Submission	The timeline that the IRB application will apply according to department custom; and students should check with the respective department in their specialisation for details on when they should submit the IRB application. Interviews and surveys should only commence after IRB approval is given.	

Module Deliverables and Assessment

- (a) Oral presentation sharing the (redacted) research findings for the external organization; the workplace supervisor may attend as a guest. (20%)
- (b) A research paper of 3–5,000 words (depending on the nature of the research) relating to the work done for the organization (but not replicating it). (40%)
- (c) Weekly journal entries logging the internship experience. (300 words each) (10%)
- (d) A final internship reflection essay. (1,000 words) (10%)

In addition, the external workplace supervisor will:

- (e) Complete an Evaluation Feedback report; and
 - (f) Provide a recommendation letter for the student.
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- The examiners assigned by the host Department will assess the (a) Oral Presentation and (b) Research Paper on the analogy of an Independent Study module. In general, the grading of these components will follow existing Departmental norms for independent study projects and oral presentations.
 - For (c) the Journal Entries and (d) the Reflection Essay, the student will be evaluated on conscientiously maintaining a log of his or her work-related experiences, and for reflecting on what they learned about doing research work for the industry, the stakeholders, etc. This component will be graded by the student's academic supervisor.
 - The workplace supervisor will not be directly involved in the grading of the student, though his or her input into (e) the Evaluation Feedback report, and (f) the Recommendation Letter will be considered when arriving at a score for the 20% component.

Application Procedure

- Source for your own research internship; secure a documented commitment from the offering organization, and a workplace supervisor.
- Source for a suitable academic advisor (typically from a relevant faculty member whose research interests are aligned with your research internship project).
- Complete the proposal form (see p. 4 below) and send it to PPE Committee via the admin staff from your specialization department. The form can either be signed by your academic supervisor or just confirmed by an email from the same. Attach proof of offer as well. Do this at least 2 weeks before the start of the term in which you want the module to start.
- Upon receipt of your proposal with relevant documents, the PPE Committee will review.
- Upon approval, the Committee will have the relevant department admin staff manually add you to the module for the relevant semester.

/End

Research Internship Program PE4402P/S/E Proposal Form

(Remove the earlier pages when you submit the completed form)

PARTICULARS

Full Name:

Matric Number:

NUS Email:

Mobile:

PPE Specialization:

Year of Matriculation:

Expected Graduation Semester:

Completed and obtained "CS" grade for CFG1002 Career Catalyst: Yes/No

Proposed Semester(s) for the Research Internship Module:

RESEARCH INTERNSHIP INFORMATION

Start Date of Internship:

End Date of Internship:

Hours of work per week:

Internship Position:

Internship Description:

Organisation Name, Address, Website:

WORKPLACE SUPERVISOR

Name:

Designation:

Email:

Phone:

(Remember to attach proof of offer)

ACADEMIC ADVISOR

Name:

Department:

Email:

Phone:

Signature: