

STUDENT INTERNSHIP PROGRAMME (SIP)

Useful Information for SIP Organisation

WHY STUDENT INTERNSHIP?

- For students to relate academic learning to a real & relevant world of work
- For SIP Organisations to tap on students' skills & knowledge, & identify students as prospective employees



8 DIPLOMAS IN 2 CYCLES OF 16 - 24 WEEKS

MAR TO JUL

- BUS** - Business (20)
- CCM** - Culinary & Catering Management (20)
- CMM** - Communications & Media Management (20)
- LOM** - Logistics & Operations Management (20)

AUG / SEP TO DEC / JAN / FEB

- A&F** - Accountancy & Finance (20)
- HTM** - Hospitality & Tourism Management (24)
- LAW** - Law & Management (16)
- MKG** - Marketing (20)

INTERNSHIP 1-2-3

1 SUBMIT APPLICATION

- SIP Organisation submits application
- Provides job scope & training programme
- Student applies directly



2 SET LEARNING OUTCOMES

- SIP Organisation & Liaison Officer agree on/set learning outcomes
- Student is briefed on learning outcomes
- Form is reviewed/updated at end of internship

3 APPRAISE PERFORMANCE

- Organisation Supervisor assesses student performance
- Completes appraisal and reviews assessment with student

WHO'S WHO

ORGANISATION SUPERVISOR

Assigns work & projects
Oversees student progress
& assesses overall performance



INDUSTRY MENTOR

Gives professional guidance to student
Shares industry & work experiences
Facilitates mentorship activities



STUDENT INTERN

Takes instructions from Organisation Supervisor
Obtains approval before taking leave
Completes Learning Journals & Final Submissions



LIAISON OFFICER (LO)

Supports each intern & is key contact for SIP Organisation on internship matters



FOUR AS TO NOTE



ALLOWANCE FOR INTERNS

- Minimum \$850 for CCM
- Minimum \$700 for A&F, BUS, CMM, LAW, LOM, HTM & MKG
- Overtime pay or off-in-lieu (> 44 hours per week)
- Exempt from CPF contributions

ATTENDANCE

- Students not required to work beyond 11 pm
- Inform LO of overseas assignment in advance (requires parental consent)
(Work permit not required for foreign students)



APPROVED ABSENCE

- Medical/compassionate leave must be supported by official documents & approved by SIP Organisation
- Pro-rated leave granted based on SIP Organisation's leave policy, or to adopt TP recommendations
- Prior approval to be sought from Organisation Supervisor & LO for any leave of absence

FOR MORE INFORMATION

Go to <https://www.tp.edu.sg/research-and-industry/student-internship-programme/student-internship-programme-bus.html>