SMU
SINGAPORE MANAGEMENT UNIVERSITY
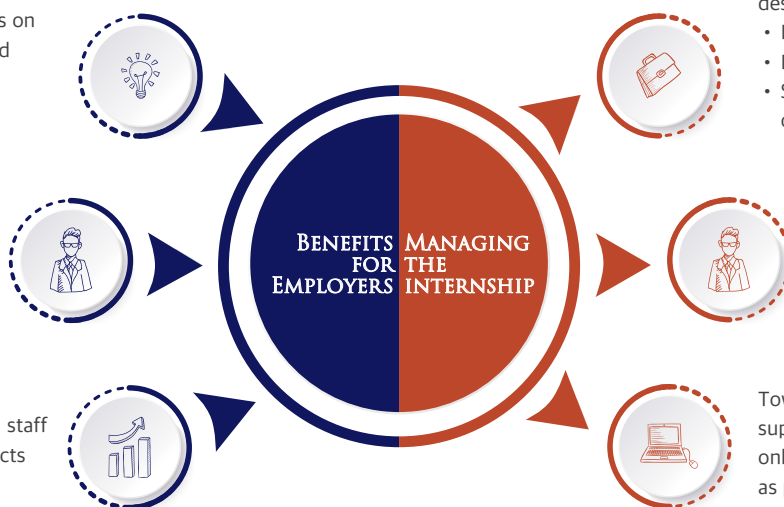
Dato' Kho Hui Meng

CAREER CENTRE

SMU INTERNSHIP PROGRAMME

Administered by the Dato' Kho Hui Meng Career Centre (DKHMCC), a minimum 10-week internship is a compulsory component of the SMU four-year curriculum and a graduation requirement. It aims to provide students with a contextual and deeper cross-cultural appreciation of business practices and research while providing employers with an excellent source of highly motivated, career-minded individuals.

Benefits for Employers

- 'Out-of-the-box' thinking
- Value-added new perspectives on various systems, processes and programmes
- Positive experience and contribution

A proven, cost-effective way to recruit and evaluate potential employees.

Potentially frees up professional staff to pursue other important projects and tasks.

Managing the internship

Interns should be given a clear description of their:
- Key learning outcomes
- Duties and responsibilities
- Scope and expected deliverables of assigned projects

Interns should be viewed as entry-level professionals, who will add value to the organisation. Dedicated staff should be assigned to ensure quality supervision and mentorship during the attachment.

Towards the end of the internship, supervisors should complete an online performance appraisal form as part of the intern's formative and summative assessment.

ADDITIONAL INFORMATION

Internship Periods:
- Early May - mid-August (Summer vacation: 15 weeks)
- December (Winter vacation: five weeks)
- January - June / July - December (Term-time internship: 24 weeks)

The academic calendar is available at: admissions.smu.edu.sg > For Prospective Student > Academic Calendar

Interns shall follow the host organisation's office and working hours.

Work Pass Exemption:
Full-time matriculated international students of SMU do not require work passes to intern during their vacations.

Stipend:
While not mandatory, the recommended average monthly allowance ranges from S$800 to S$1,500.

ELIGIBILITY FOR INTERNSHIP

(For one course unit from AY2019/2020 onwards)

Minimum number of terms completed:
- Most students may embark on their first recognised internship after completing one academic term and five e-internship readiness modules.
- Those pursuing degree programmes offered by the School of Computing & Information Systems and Yong Pung How School of Law may do so after two and four terms respectively.

INSURANCE

All SMU students are covered against personal or bodily injuries caused by or arising out of accidents under a group personal accident insurance policy (24 hours worldwide) for a sum of S$35,000. Host organisations may wish to cover interns under their own insurance plans such as medical insurance and workman's compensation.

The host organisation should inform the career centre in advance whenever interns are required to travel overseas for business trips/training purposes. Interns should have adequate travel insurance to cover the full duration of each overseas stint.

INTERNSHIP APPLICATION PROCESS

| HOST REGISTRATION | STUDENTS' APPLICATION | INTERVIEW | NOTIFICATION FROM HOST | INTERNSHIP BEGINS |

Students Application:

Interested students would apply for these positions by submitting their resumes (and other requisite documents such as cover letter, academic transcript and writing samples) to the host organisation.

Notification from Host:

Upon accepting an intern, the host organisation should notify the career centre of the following details:
- Name and address of company
- Period of attachment i.e. start and end dates
- Job designation and description
- Monthly stipend
- Particulars of supervisor e.g. name, designation, telephone and email

Internship Begins:

Upon the verification of these details, a confirmation email to the host organisation will follow. The intern's immediate supervisor shall complete the online appraisal form shortly after the internship ends.
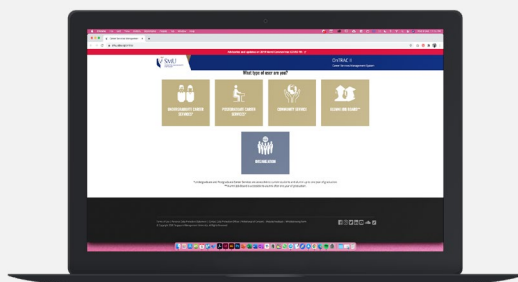
Host Registration:

Host organisation can register online via our SMU OnTRAC II job portal at ontrac.smu.edu.sg, where internship opportunities will be posted for viewing and application by all students.

Interview:

The host organisation can liaise directly with the student applicants for interviews and also inform them if they have been selected.
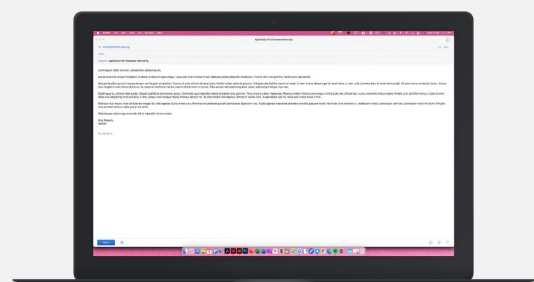
LOCAL INTERNSHIP:

Host organisations in Singapore accepting full-time matriculated students of SMU as interns are exempted from CPF contributions.

Register on OnTRAC II: https://ontrac.smu.edu.sg

OVERSEAS INTERNSHIP:

VISA / WORK PERMIT

Assisted by SMU, interns will apply to the respective embassies in Singapore for a visa/work permit upon receiving an offer letter from the host organisation. Visa/Work permit fees are borne by interns.

ACCOMMODATION

Support for short-term accommodation, though not mandatory, will be appreciated.
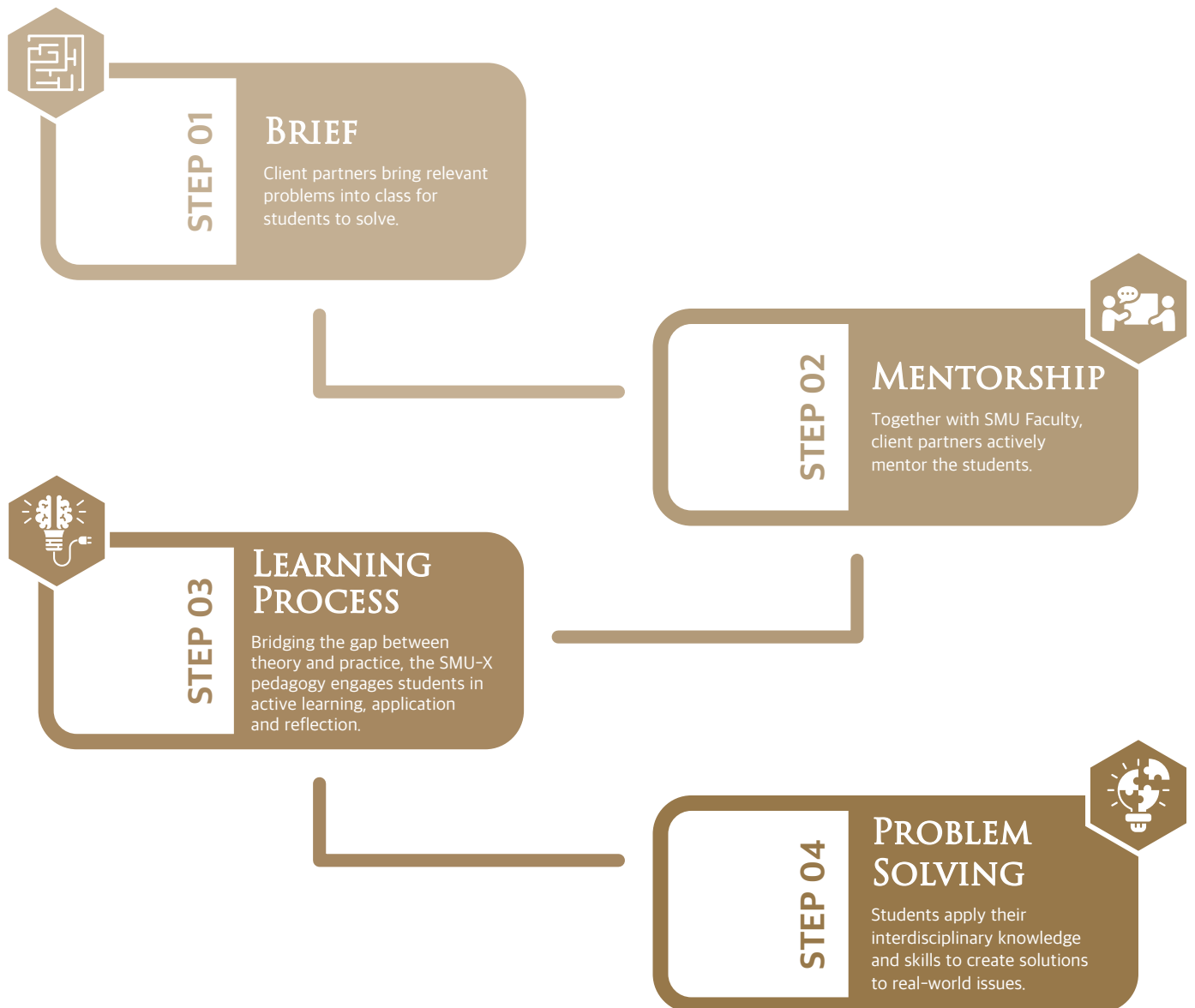
AIRFARE

Interns fund their own airfare to and from the host country.

Direct all queries on overseas internships to overseasdesk@smu.edu.sg

SMU-X

Introduced in 2015 as a university-wide programme, SMU-X is an experiential learning framework which calls for students to take on complex real-world challenges by collaborating on projects with corporates, nonprofit and government organisations. The framework represents a paradigm shift in the traditional approach to teaching and learning; from being teacher-centred to students taking ownership of their own learning.

STEP 01 — BRIEF
Client partners bring relevant problems into class for students to solve.

STEP 02 — MENTORSHIP
Together with SMU Faculty, client partners actively mentor the students.

STEP 03 — LEARNING PROCESS
Bridging the gap between theory and practice, the SMU-X pedagogy engages students in active learning, application and reflection.

STEP 04 — PROBLEM SOLVING
Students apply their interdisciplinary knowledge and skills to create solutions to real-world issues.

Examples of these projects are available here.

Confidence, critical thinking and problem solving skills are developed as students generate creative solutions that make a difference to their client organisations. This teaches them to be critical thinkers and effective managers in the future.

Please contact smux@smu.edu.sg if you wish to engage our students in an SMU-X project.

UNDERGRADUATE PROGRAMMES

The university offers the following full-time undergraduate programmes:

- Bachelor of Accountancy
- Bachelor of Business Management
- Bachelor of Science (Economics)
- Bachelor of Science (Information Systems)
- Bachelor of Science (Computer Science)

- Bachelor of Science (Computing & Law)
- Bachelor of Science (Software Engineering)
- Bachelor of Laws
- Bachelor of Social Science
- Bachelor of Integrative Studies

DOUBLE DEGREES & SECOND MAJORS

SMU students are offered the unparalleled flexibility of a double degree or a second major. This multidisciplinary approach develops students' versatility and potential to seek careers in a wide range of industries.

Students can choose a double degree programme combining any two disciplines: Accountancy, Business Management, Economics, Law, Information Systems Management or Social Sciences.

They can also choose a second major from over 300 second major combinations from any of the university's seven schools. The list of majors and tracks are available here.