

Application Requirements for 6-month internships

As CNM sends only a select group of students for internships, students need to demonstrate their strong desire and drive to excel in the internship. Internships are offered on a competitive basis, and only suitable applicants are short-listed. Nevertheless, the final decision to hire the intern lies with the employer, as the student would have to match the employer's requirements.

Students must satisfy the following before they can apply for 6-month internships:

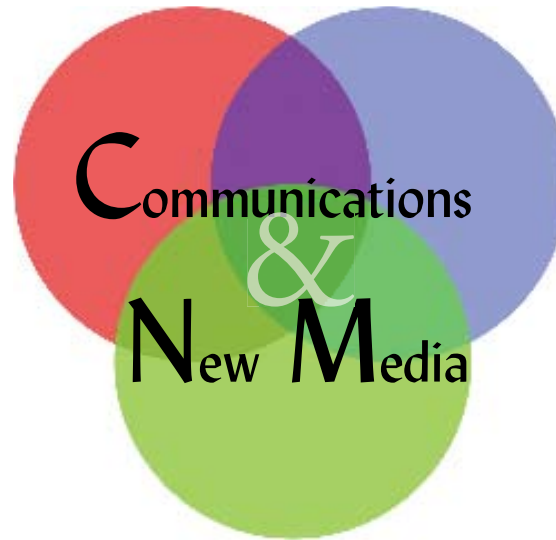
- NM Major
- Full-time student
- Read and passed a minimum of 80 MCs (minimum of 24 MCs from CNM)
- NM3550 and INM3550 to be read concurrently
- Attended resume writing workshop by NUS Career Centre

Note: Additional prerequisites may apply for certain employers.



Checklist of Required Application Documents

- Completed CNM Internship application form
- Completed and signed Letter of Consent and Undertaking
- Resume
- List of NM modules read and grades obtained
- Recommendation from a CNM Lecturer or Tutor to be sent to the internship coordinator



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Website: http://www.fas.nus.edu.sg/cnm/undergraduate_internship.htm

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The information in this brochure is correct as of January 2009. See http://www.fas.nus.edu.sg/cnm/undergraduate_internship.htm for the latest on internships.

The forms and supporting documents can be downloaded from http://www.fas.nus.edu.sg/cnm/undergraduate_internship.htm

INTERNSHIP INFORMATION



Communications and New Media

Communications and New Media Internships

CNM's Industry Advisory Council (IAC) has emphasized the importance of internships as it allows students to gain career-related work experience. To offer students such an opportunity, CNM has a structured internship programme for its undergraduates. The CNM Internship programme matches qualified students with employers who offer meaningful and relevant internship positions.

Two types of internships are available, six-month internships with credit and three-month internships without credit. The former takes place yearly from January to June and July to December, while the latter is held during the May to July recess. Students are required to complete a minimum of 24 weeks and 12 weeks respectively.

Internship opportunities

Students are generally attached to companies and government bodies in the fields of new media, communications, public relations, advertising and media design. In addition to the list of companies maintained by CNM, students can seek out their own internship opportunities, although they will need to obtain approval from the department prior to start their internship.

6-month Internship*

The 6-month internship is offered as two modules namely NM3550 and INM3550. Students apply through CNM and the department will invite short-listed students for an interview. Selected students will then be interviewed by the employers. Once the employer notifies the successful candidates, the student will be matched to a CNM academic supervisor.

The academic supervisor will oversee the student to provide him/her with continuous advice. There is also a worksite supervisor who will supervise/manage the intern at the company. Students are

required to keep a weekly journal that will be vetted by the worksite supervisor on a monthly basis before submission to the academic supervisor. At the end of their internship, students have to submit a project report for grading.

3-month Internship*

Students pursuing 3-month internships can do so by applying directly to the employer using the database maintained by the department.

Note: There is no academic supervision and students do not earn any modular credits for the 3-month internship.



When and How do I apply for the internships?

The department will conduct a briefing every semester for interested students and broadcast the application deadlines. Do look out for the announcements or refer to the CNM website for the schedule of important dates.

Participating procedures for employers

Employers interested in offering internship positions to CNM students are welcome to write to us at cnmbox10@nus.edu.sg or call us at 6516 7794. Please download the request form from our website and submit it to the same email address.



“My internship experience was fun and fulfilling. I experienced working life in a public relations agency and also gained an insight of the industry. The skills I gained here will definitely prepare me for my future career.”
Lim Yian Sin, 3rd Year CNM Major
 Interned at Hill & Knowlton

“As an intern at Lucasfilm, I handled many tasks that directly and indirectly contributed to making a game. I saw the game development cycle from the end of one game to the start of another and learned much about the importance and significance of good and open management from the people here. Here at LAS, I also learned more about myself and my own strengths and weaknesses.”

Wong Yao Dong, 3rd Year CNM Major
 Interned at Lucasfilm Animation Singapore



“Interning at MDA has definitely been an enriching experience. Not only does it provide an excellent learning journey in Corporate Communications, it has also opened my eyes to the various strategic pathways that the government is taking to promote the media industry in Singapore, such as animation, games, films, publishing and new media.”



Paul Lim, 3rd Year CNM Major
 Interned at Media Development Authority (Communications)

What some employers say about our interns...

Cedric Sia, Interned at Baldwin Boyle Shand

“Baldwin Boyle Shand (BBS) has now hosted several interns from NUS Communication and New Media over successive years. Our latest intern, Cedric Sia has continued the tradition of professional work ethic we have come to expect, while also taking full advantage of the range of learning opportunities we have provided such as writing, new business development, media relations, event organisation as well as taking part in weekly work planning for our clients. We have really enjoyed having him on the team and greatly appreciate our continuing association with the NUS Internship programme.” **Piet de Jong, General Manager, BBS Public Relations**

Nur Arsyikin, Interned at MDA

“Syikin's performance has been excellent. She demonstrates initiative, resourcefulness and has also proven, at all times, to be reliable in delivering work assigned to her. As an intern from CNM, Syikin has shown good knowledge of new media applications and understands the latest happenings in the industry. This knowledge is valuable in allowing her to keep up with the rest of the working staff and enables her to assist them in their work and communication with partners.” **Eric Tan, Assistant Director (Community Relations), MDA**

Matthew Lim, Interned at Burson-Marsteller Singapore

“Matt continues to exceed our expectations on all fronts. His writing skills are fantastic and he applies critical thinking skills and a keen attention to detail for all projects - large or small. Matt has been instrumental in several key client projects. In fact, Matt has been able to co-manage a few projects, which highlights the trust we have in Matt's capabilities.” **Erin Tsang, Manager, Burson-Marsteller Singapore**

Planning for Internships

Embarking on a six-month internship requires careful planning from the freshmen and sophomore years as students need to take a leave of absence from the University. In general, employers prefer six-month interns as it gives them ample time to train students and assign more job responsibilities. However, students who do not wish to commit a full semester can opt for the shorter three-month internship during the holidays.

*Note: Students must attend the career preparation workshops organized by the NUS Career Centre and CNM if they want to obtain internships through the department. These workshops would be held throughout the year and students are advised to check the NUS Career Centre website for the schedule.

Suggested Route Map for Internships

1st Year	2nd Year	3rd/4th Year
Attend briefings on internships	Attend briefings on internships	Attend career preparation workshops conducted by NUS Career Centre
Find out more about the types of industries and internship opportunities available	Apply and complete a 3-month internship	Apply for 6-month internship
Read one or two modules during special term	Attend career preparation workshops conducted by NUS Career Centre	Read one or two modules during special term to complete graduation requirements
	Read one or two modules during special term	File for graduation!

For more information and details, please refer to the CNM Internship webpage under FAQ.