CHEATSHEET FOR YOUR

# WORK EXPERIENCE MILESTONE

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| WHAT IS THIS? | Graduating requirement for all BBA students. |
| PREREQUISITES | STR1000, STR2000, Internship |
| STR1K, STR2K<br>More information here | Mandatory, pre-allocated 0-MC, pass/fail course related to career planning and internship preparation. |
| INTERNSHIP | Can be full-time or part-time, credit-bearing or non-credit bearing. See the flow chart below. |

# FAQ

**1. Can my internship be completed abroad?**
Yes, as long as your internship is related to graduate or tertiary-level positions and you are not working for your family business.

**2. How do I apply for WEM?**
Refer to this link here the step-by-step application process. Only do so after you have accepted your offer.

**3. Is there anything else I need to do apart from my internship for WEM?**
Yes, if you are under the credit-bearing internship. There are four assessment components comprising reflective writeups and a form completed by your workplace supervisor. Do not worry too much as it is pass/fail. Refer to pages 7-10 and Annex A and B of this document.

**4. Can I clear any courses during my full-time internship?**
Yes, but you may only clear 4 units. You must obtain your employer's consent, and absence from academic commitments due to your internship is not a valid excuse. Refer to page 2 of this document.

**5. Do I have to pay for tuition fees during my WEM internship?**
Yes, unless your internship occurs during the special terms (e.g. vacations).

**6. Is there a limit to the number of credit-bearing internships I can take?**
Yes. You can only take a maximum of 12 units. Refer to page 3 (point 14) of this document.

**7. My question is not listed in the FAQ!**
Please read through this document carefully. If you still have questions, contact BIZCareers at bizcareers@nus.edu.sg.

# I HAVE AN INTERNSHIP...WHAT SHOULD I APPLY FOR?

