FACULTY OF SCIENCE
APPLIED CHEMISTRY

Professional Placement Code of Practice

Student

University

Employer
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PROFESSIONAL PLACEMENT PROGRAMME IN
APPLIED CHEMISTRY

- Introduction -

The Faculty of Science launched a new degree programme, the Bachelor of Applied Science, in 1998. It is currently being offered in 4 departments in the Faculty. The Departments of Biological Sciences, Chemistry, Computational Science, Material Science and Physics now conduct specialist courses for students who wish to pursue the applied aspects of these disciplines. A key objective of this degree programme is to serve the manpower needs of the pillar industries in Singapore. In order to provide the necessary training and exposure, Professional Placement is an integral part of the programme.

The Professional Placement period is for a period of six months, from July to December of every year. Students undergoing the attachment will be in their third year of undergraduate studies majoring in Applied Chemistry, Applied Physics, Biotechnology, Computational Finance or Materials Science. Upon successful completion of their placement, the student will return to school for one more semester of classes and examinations before graduation.

The Professional Placement Programme is designed to:

• Provide students with practical working experience to complement course activity.

• Enable students to develop interpersonal skills, individual maturity and confidence, in addition to their technical competence.

• Enable employers to identify students for formal employment in future.

• Develop and strengthen links between the academic and industrial sectors.

• To bridge the gap between the academic and industrial sectors, and to better equip students with the necessary skills for future workplace employment.
PROFESSIONAL PLACEMENT PROGRAMME

- The Role of Student -

1. BEFORE THE PLACEMENT

You should:

Application

• Check your department’s notice boards for application details, i.e. companies available, deadlines, etc.
• Talk to your Professional Placement Advisor(s) and/or Department Liaison Officer for more information.

Placement Interview

• Understand the aims and objectives of the Professional Placement Programme.
• Find out about the nature and type of work required to achieve these objectives and the processes involved.
• Prepare for your interview and acquire as much knowledge as possible about the potential employer before interview.

Insurance

All students are insured by the University whilst on placement for public liability and personal accident but NOT for medical expenses. The situation is exactly as during normal semesters at the University.

If you take up a placement overseas it is your responsibility to take out appropriate insurance for medical cover, loss of goods etc. (NB The cost of medical care in some parts of the world eg USA is very high so you must take out adequate cover to meet any eventuality).
2. DURING THE PLACEMENT

Code of Conduct

You should:

- Adhere to the employment terms and conditions, and conform to company rules.
- Report punctually to work according to normal working hours of the company.
- Be aware that it is a full-time employment and NOT to disrupt your training under normal circumstances.
- Be aware of the confidential nature of your work, both during and after the placement period.
- Inform your company supervisor when you fall sick or need to see a doctor. If you are granted medical leave, inform your company supervisor and submit a medical certificate to him/her, with a copy to your Department Secretary, immediately after you resume work.

Problems or Grievances

- Discuss with your company supervisor on problems encountered. If the problem remains unresolved, you should then consult your Programme Advisor. It is always best to address problems as soon as they arise. Do not hope that they will just go away! Students working overseas should contact the Applied Chem staff by telephone or Email.

3. AFTER THE PLACEMENT

You should:

- Complete the relevant sections of:
  a. Performance Evaluation Form (Appendix II); and
  b. Student’s Log Sheet (Appendix III)

and submit them to your company supervisor on or before the last day of your attachment.

- Complete the Student’s Feedback Form (Appendix IV) and submit it to your Department Liaison Officer together with the Professional Placement Report.

- Attend a post-attachment debrief / evaluation interview conducted by your Programme Advisor(s).
KEYS TO A SUCCESSFUL PROFESSIONAL PLACEMENT

You should:

• Approach your Professional Placement with a positive attitude.
• Seize all opportunities to demonstrate your willingness and ability to work.
• Undertake mundane jobs with efficiency and enthusiasm.
• Be co-operative.
• Interact with your colleagues.
• Be polite and courteous at all times.

Remember always that you are ambassadors of the Faculty. Not only your future employment prospects, but also the image of the University and its Science graduates, depend on your performance during the Professional Placement.
PROFESSIONAL PLACEMENT PROGRAMME

- The Role of the University -

1. BEFORE THE PLACEMENT - LIAISON

The University (i.e. Department) is responsible for identifying and negotiating placement for students and setting the framework in which the Professional Placement Programme is to be conducted.

The Department Liaison Officer is the point of contact between the student and the employer. The Liaison Officer will organise placement interviews for qualified students as required by the employer. The ultimate responsibility for securing a definite placement, however, rests with the individual student.

The Department Liaison Officer should also:

- Ensure that adequate information is made available to students on matters related to the Professional Placement Programme.
- Provide training for students on certain skills such as interview and report writing.
- Assign each student to a Professional Placement Advisor.

The Professional Placement Advisor should then:

- Work with the employer to draw up an attachment plan/schedule for the student.
- Brief the student prior to the placement, monitor his/her performance during the attachment and debrief the student upon completion of the programme.

2. DURING THE PLACEMENT - SUPERVISION AND CONSULTATION

The Professional Placement Advisor will, where possible, visit the student during the placement period. The Advisor will also be available for consultation should the student encounter any problems.

3. AFTER THE PLACEMENT - ASSESSMENT AND DEBRIEF

The Department Liaison Officer should collect the relevant reports and forms from the student and employer and submit them to the Professional Placement Advisor who will then assess the reports, conduct a post-placement debrief/evaluation interview for each student and feedback to employers if necessary.
PROFESSIONAL PLACEMENT PROGRAMME

- The Role of Employer -

1. BEFORE THE PLACEMENT

The employer should:

- Set out clear company policies on the Professional Placement Programme in such a way that the needs of the business and the needs of students are well balanced.
- Define learning objectives for students and give them worthwhile projects to pursue in order to achieve the learning objectives.
- Communicate clearly to students the terms of placement – the salary, hours of work, rules and regulations, etc.
- Work with the Department Liaison Officers and Professional Placement Advisors on placement of students and planning of the Professional Placement programme for the successful candidates.
- Assign suitable supervisors for students to look after their training needs and personal development.

2. DURING THE PLACEMENT

The employer should:

- Treat students as useful employees with special training needs and not just as an extra pair of hands which should be kept busy.
- Brief students about their assignments and the company’s evaluation criteria.
- Brief students on safety issues and confidentiality of information related to their assignments.
- Review students’ progress periodically. Provide honest feedback on their performance and suggest ways for improvement.
- Notify the Professional Placement Advisors immediately on major problems encountered by students.

3. AFTER THE PLACEMENT

- The company supervisor should fill in the relevant sections of:
  a. Performance Evaluation Form (Appendix II); and
  b. Student’s Log Sheet (Appendix III)
and return the completed forms to the Department Liaison Officer.
- Review the placement programme and work with the University on ways to improve the programme.
- In view of the confidentiality of some projects, students will not be required to prepare a comprehensive written report on their results. However, they will have to submit a 15 - 20 pages report describing the company, the general nature of its operations, some background on the specific project, and the skills acquired during the placement. The report can be vetted by the employer before it is released.
All students undergoing the Professional Placement Programme should submit a Professional Placement Report within 2 weeks at the end of the placement period. This should be given to your Department Liaison Officer. The report is an integral part of the placement programme and you are expected to produce a well-organised and professional report of a certain standard. The grading of the report will be based primarily on the criteria set by Professional Placement Advisor(s).

The following points are provided as general guidelines on writing a good report:

1. **Planning**
   - Plan the structure and content of the report at the beginning of and during the placement period.

2. **Gathering and Recording Information**
   - Record the progress and findings of your work in a timely manner.

3. **Writing the Report**
   - Present your information and findings in a straightforward and precise manner. Describe all relevant facts, work experience, and observations without unnecessary details.
   - Arrange the report under headings in the following manner:
     a. **Cover page** - See sample in Appendix Ia
     b. **Table of contents** - See sample in Appendix Ib
     c. **Summary**
        Summarise the Professional Placement experience and conclusion in not more than 500 words.
     d. **Acknowledgements**
        Acknowledge training provided by your employer, the assistance received from other persons during training, etc.
     e. **Main Text**
        Describe the Professional Placement programme, its objectives, schedule and principal activities performed.
     f. **Conclusion**
        Concluding remarks on the work performed, observations and the overall programme.
g. **References**
   If any, references to manuals and other pertinent literature should be listed.

4. **Other requirements:**
   - All reports should be bounded using the sample cover as in Attachment 1a.
   - The report should be between 15 to 20 typed pages, excluding the cover page and appendixes, if any.
   - The report should be typed on white A-4 paper with the same font type through and double-spaced between lines and triple-spaced between paragraphs.
   - Tables, charts and figures may be included where necessary.
   - The Student's Feedback Form (Appendix IV) should be submitted to your Department Liaison Officer together with the Professional Placement Report.

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**Appendix Ia**

Professional Placement Report at ABC PTE LTD

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**Appendix Ib**

Table of Contents

- Summary
- Acknowledgements
- Introduction
- Training Programme
- Training Assignments
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- < Subsection of Report >
- < Subsection of Report >
- Conclusion
- Appendices
To all Professional Placement students: Please complete Section A of this form and submit it to your company supervisor who will send the completed form to your Department Liaison Officer directly.

Section A – General Information

Name of Student: __________________________________________

Matriculation Number: ______________________________________

Department/Area of Major: ___________________________________

Period of Placement: ___________________________ to ______________

Name of Company: __________________________________________

Name & Designation of Company Supervisor: ____________________

Section B – Evaluation of Student (To be completed by the employer)

Please rate on a scale from 1 to 5, 5 being the highest score

1. What is your opinion of the student’s attitude towards work?

   1  2  3  4  5

2. Does the student possess the skills required to perform tasks assigned to him/her?

   1  2  3  4  5

   If the score is 3 or below, please elaborate on what kind of the skill the student lacks.

   ____________________________________________________________________

   ____________________________________________________________________
3. How would you rate the student’s overall performance?

1  2  3  4  5

If the score is 3 or below, please elaborate on the areas in which the student can improve.

__________________________________________________________________________________
__________________________________________________________________________________

4. General comments.

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

5. How do you think the Professional Placement Programme can be improved?

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

The above student has successfully completed the Professional Placement Programme.

________________________  ____________________  ________________
Signature of Supervisor     Company Stamp         Date
Appendix III

National University of Singapore
Faculty of Science

PROFESSIONAL PLACEMENT PROGRAMME
Applied Chemistry

- Student's Log Sheet -

To all Professional Placement students: Please complete Section A of this form and submit it to your company supervisor who will send the completed form to your Department Liaison Officer directly.

Section A – General Information (To be completed by the student)

Name of Student :

Matriculation Number :

Department/Area of Major:

Period of Placement :  to

Name of Company :

Name & Designation of Company Supervisor :

Section B – Record of Activities (To be completed by the student and supervisor)

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National University of Singapore
Faculty of Science

PROFESSIONAL PLACEMENT PROGRAMME
Applied Chemistry

- Student's Feedback Form -

To all students: Please complete this form and return it to your Department Liaison Officer upon completion of your Professional Placement Programme.

Section A - General Information

1. Name of Student: ________________________________
2. Matriculation Number: ___________________________
3. Department/Area of Major: _______________________
4. Period of Placement: _____________________________
5. Name of Company: ______________________________
6. Department Attached to: _________________________
7. Name and Designation of Company Supervisor: _______________________
8. Monthly Allowance: _____________________________

Section B - Feedback on your Employer

Please rate on a scale from 1 to 5, 5 being the highest score

1. Briefly describe the nature of work performed:

________________________________________________________________________
________________________________________________________________________

2. Was the work assigned to you challenging?

1  2  3  4   5

3. Were you given clear instructions and adequate guidance?

1  2  3  4   5
4. Would you recommend that we continue to assign students to this company in future?
   Yes / No
   If no, please elaborate:
   ________________________________________________
   ________________________________________________
   ________________________________________________

5. How do you think the company can improve their Professional Placement Programme?
   ________________________________________________
   ________________________________________________
   ________________________________________________

Section C – General Feedback

How do you think the Professional Placement Programme can be improved as a whole?
   ________________________________________________
   ________________________________________________

Signature of Student: ___________________________  Date: ____________________