

2017 Real Estate Internship Programme

**Pre-Internship Briefing
8 May 2017**

Experiential Learning To Make You Future-Ready

RE4202 (Real Estate Internship Programme)

- **provides opportunities to gain work experience;**
- **enhances learning through application of classroom knowledge to real world problems;**
- **offers a broader perspective and deeper insight into the real estate industry;**
- **enables an appreciation of the reality about the work environment and the importance of work values and culture;**
- **creates inroads for networking.**

Feedback from REIP's Participants

The 3 key lessons learned:

- Knowledge is infinite
- Be Innovative
- Sit at the Table and Speak Up

There were many takeaways even though the internship spanned only 9 weeks. Besides the chance to apply academic knowledge in an operational setting, there were countless opportunities that required me to use soft skills such as communicating clearly, maintaining harmonious working relationships, and managing conflicts.

Efficiency and Accuracy are the 2 most important lessons I have learned. Being humble and always willing to put in extra efforts are important traits that would be indispensable for my future career path.

I was given opportunities to undertake numerous site visits and to meet many other professionals including a REIT manager, a 5-star hotel manager, accountants, and lawyers.

RE4202 as a Programme Elective

- **RE4202 is a 4-MC programme elective carrying a letter grade of CS or CU [Completed Satisfactory or Completed Unsatisfactory].**
- **RE4204 is treated as a module and is recorded as “In Progress (IP)” during Special Term 1 & 2 of AY16/17.**
- **No university fees are payable.**
- **Module grade (CS or CU) will be released during Semester 1 AY17/18.**

RE4202 as a Programme Elective

- A minimum duration of 9-week attachment from **15 May to 14 July 2017** (official REIP period).
- The CS/CU grading of this module is based on:
 - Employer's Evaluation 50%
 - Intern's Journal Report 10%
 - Intern's Project Report 40%

Employer's Evaluation (50%)

Evaluation Criteria		Please select the appropriate box				
1	How would you rank the attitude of this intern (team player, enthusiastic, diligent, positive and helpful, punctual, etc)? (10%)	5 (Excellent)	4 (Exceeds Requirements)	3 (Meets Requirements)	2 (Needs Improvement)	1 (Unsatisfactory)
2	How would you assess the quality of work produced by this intern? (For example, takes pride and diligence in preparing reports, sets high standards for quality delivery of work, writes well, renders customer-centric service, etc) (15%)	5 (Excellent)	4 (Exceeds Requirements)	3 (Meets Requirements)	2 (Needs Improvement)	1 (Unsatisfactory)
3	How would you rate the intern's level of knowledge in the field of work assigned? (15%)	5 (Excellent)	4 (Exceeds Requirements)	3 (Meets Requirements)	2 (Needs Improvement)	1 (Unsatisfactory)
4	How ready do you consider this intern to be for employment in your organization/industry? (10%)	5 (81% - 100% ready)	4 (61% - 80% ready)	3 (41% - 60% ready)	2 (21% - 40% ready)	1 (0% - 20% ready)

Intern's Journal Report (10%)

- The report (comprising reflection and summary of experiences, lessons learnt, suggestions, etc) should include:
 - Introduction: description of the organisation, organisation chart, functions, etc;
 - Description of internship training;
 - Intern's experience and lessons learnt;
 - Recommendations, suggestions, and feedbacks.
 - **Appendix – Weekly Internship Records endorsed by Supervisor at Workplace.**
- The main report (excluding weekly log sheets) should not exceed 3 pages (1.5 line spacing & Arial font size 12).
- Credit is given for comprehensiveness of record & depth of reflection/thought.

Go to <http://www.rst.nus.edu.sg/undergraduate/internships.html> to download the 2017 REIP Explanatory Notes and template of the Weekly Internship Records

Annex I



Department of Real Estate
School of Design & Environment

RE4202 REAL ESTATE INTERNSHIP PROGRAMME (REIP)

Weekly Internship Records

Particulars of Intern

Name of Intern : _____

Matric Number : _____

Participating Firm : _____

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WEEKLY INTERNSHIP TRAINING RECORDS

Please attach additional sheets if comments extend beyond the space provided.

Week No. 1 Week beginning (date):	Employer's comments & signature
Week No. 2 Week beginning (date):	Employer's comments & signature
Week No. 3 Week beginning (date):	Employer's comments & signature

Intern's Project Report (40%)

- A real estate topic, based on work experience and/or data collected during internship forms the scope of the report.
- If data for the report is from the employer, please seek prior approval from the employer to use such data in the report.
- The report (excluding appendices) should not exceed 10 pages using 1.5 line spacing and Arial font size 12.
- Grading is based on depth of report and application of concepts learnt during the BSc (RE) course.
- Hard copies of both reports (Journal Report and Project Report) are due by **30 Aug 2017**.

Intern's Project Report (40%)

Sample topics from past REIPs

- **Inspection of Industrial Properties for Preparation of Valuation Reports**
- **Rent as a percentage of Revenue in Retail Lease Agreements**
- **Back-of-Envelope Calculator: Launch Price and Breakeven Price of New Condo Projects**
- **Existing Tenants: To Let Go or Not To Let Go**

Other Administrative Matters

- **Reporting details on first day of internship**
 - Reporting time – observe punctuality
 - Appropriate Attire
- **Extension of internship beyond 9 weeks**
 - Please liaise directly with employer (any extension will be deemed by DRE as a mutually agreed private arrangement between intern and employer).
 - Note: Week 1 of Semester 1 of AY17/18 starts on 14 Aug 2017.

Other Administrative Matters

- **Reservist Training**
 - Employers have been informed that male interns are not exempted from their reservist liability.
 - Please make up for days spent in reservist training.
 - The full 9 weeks of internship must be clocked to fulfill RE4202 requirements.
- **Insurance for approved overseas trips (if any) under REIP**
 - Students will have to obtain DRE's written approval prior to the trip in order to be covered under the blanket insurance – please contact Ms Candy Tan.

Other Administrative Matters

- **Observe Safety Rules at Workplace & Inspection Sites**
 - If site inspections or the performance of any duty under internships require the wearing of safety helmets/apparel and adherence to safety regulations, please ensure strict compliance with these rules.
- **Respect Employer's Confidentiality Requirements of its Business Operations**
 - Data and information known and collected by interns should be kept private and confidential in accordance with the employer's requirements.



Other Administrative Matters

Faculty Liaison (FL)

- **Interns have been informed of their FL (academic staff member) who is their REIP mentor.**
- **After settling in at the workplace & within the first week of your internship, please report to your FL.**
- **The FL will visit the interns (at least once) at their workplace and meet their internship supervisor.**
- **If problems arise during the internship and could not be resolved with the workplace supervisor, please contact your FL.**
- **The FL will grade the intern's journal and project report.**

Other Administrative Matters

Contact persons for administrative matters

- **Ms Candy Tan**
 - Telephone Number: 6516-5324
 - Email: candy@nus.edu.sg
- **Ms Ginny Cheang**
 - Telephone Number: 6516-1284
 - Email: ginny_cheang@nus.edu.sg

Thank You