

2017 Real Estate Internship Programme

Briefing on 01 Feb 2017

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SHAPING YOUR FUTURE

EXPERIENTIAL LEARNING TO HELP YOU BE FUTURE-READY

An Internship

- provides opportunities to gain work experience
- enhances learning through the 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 PREVIOUS REIP PARTICIPANTS

“The 9-week stint allowed me to achieve several learning goals that I set for myself prior to the internship and further developed my interest and passion for conservation as a land-use planning tool. I gained a wide spectrum of learning experiences ranging from translating data into ArcGIS to benchmarking Conservation Guidelines.”

“Working in both the Leasing and Advertising & Promotion departments has taught me to keep myself updated with all the different aspects of a real estate company. It is not enough to just stick to the type of work that were assigned to me. I was required to take a holistic view of how the entire company functions, be it the facilities aspects or the REIT structure that the properties fall under.”



“The internship has taught me the importance of these social skills:

- *Maintaining a positive and optimistic attitude in the working place can have a wonderful contagious effect on others*
- *Practising professionalism and tactfulness will earn respect from everyone across the organization”*

“I felt more confident in my ability to do market research. I learned that real estate is a tangible asset, which derives its value partly due to the property’s construction quality. Therefore I am thankful for the many opportunities to conduct site visits and to learn on-site knowledge from my mentor.”

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RE4202 AS A PROGRAMME ELECTIVE

- RE4202 (Real Estate Internship Programme) is a 4-MC programme elective (also known as a restricted elective)
- The pre-requisites of RE4202 are
 - RE3101 Advanced Real Estate Valuation
 - RE3103 Real Estate Development
 - RE3104 Real Estate Investment Analysis
- RE4202 is also a restricted elective that falls within the basket of restricted electives for fulfilling the specialisation in Real Estate Finance
 - Students on the specialisation track can also opt to take RE4202
- RE4202 will carry a grade classified as either Completed Satisfactory (CS) or Completed Unsatisfactory (CU)

RE4202 AS A PROGRAMME ELECTIVE (CONT'D)



- A minimum duration of 9-week attachment from **15 May to 14 July 2017**
- Participation in RE4202 (programme elective) is not a reason for DRE to write to Mindef to support a student's application to defer Reservist Training
 - If a student is selected for RE4202, DRE can provide a confirmation letter to this effect
 - Intern is required to make up for the period away for reservist training so as to clock the full 9 weeks of attachment
 - Bear in mind that AY17/18 commence on 6 Aug 2017, so all internship should be wrapped up by 04 August 2017

RE4202 AS A PROGRAMME ELECTIVE (CONT'D)



Travel insurance for approved overseas trips under Internships

- Policy commences 1 January 2016
- Blanket travel insurance cover for students on **official** NUS trips
- Students on overseas trips, internships and exchange programmes (as per declaration) which are approved, endorsed, organised, or sponsored or authorised by NUS.
- Students will have to obtain the Department's written approval prior to the trip in order to be covered under the blanket insurance.
- List of Excluded Countries: Balkans (Former Federal Republic of Yugoslavia), Belarus, Burma (Myanmar), Central African Republic, Ivory Coast, etc – see following link for the full list.
- For more information: please visit <http://www.nus.edu.sg/finance/InsuranceCoverforOfficialNUSTrips.html>
- An email announcement from Office of Financial Services were sent to all students on 1 Jan 2017.

HEALTH & SAFETY MATTERS

- All students on REIP are expected to follow safety guidelines during your internship period, especially when you are required to go on site visits, etc.

RE4202 AS A PROGRAMME ELECTIVE (CONT'D)



The grading (CS/CU) 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, takes initiative, 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 organisation/industry? (10%)	5 (81% – 100%)	4 (61% – 80%)	3 (41% – 60%)	2 (21% – 40%)	1 (0% – 20%)

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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 (if any)
 - Appendix – weekly log sheets endorsed by supervisor
- The main report (excluding weekly log sheets) should not exceed 3 pages (1.5 line spacing & Arial font size 12)
- Credit to be given for comprehensiveness of record & depth of reflection/thought

INTERN'S PROJECT REPORT (40%)

- A real estate topic, based on work experience and/or data collected during internship, can form the scope of the report
- If the data for the report is garnered during the internship stint, please seek prior approval from 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 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 5.00pm, **30 Aug 2017**
- **Late submissions will incur a 5-mark penalty. If there is still no submission after the final deadline, it will be an immediate failure.**

INTERNSHIP POSITIONS



- Number of Participating Organisations/Firms – 34
- Number of Internship Positions – 98
- Principal Job Functions categorized broadly to include:
 - Investment and Advisory
 - Asset, Property and Facilities Management
 - Valuation
 - Sales, Leasing and Marketing
 - Research and Consultancy
 - Urban Planning
- Please visit <http://www.rst.nus.edu.sg/programme/reip/info-for-students.html> for more details
- **Important:** Students should not contact the participating organisations/firms to enquire about these internship positions. All queries should be directed to Ms Ginny Cheang of the REIP Secretariat.
- A list of suggested companies for self-source will be shared in later page.

<http://www.rst.nus.edu.sg/programme/reip/info-for-students.html>

NUS Real Estate Internship Programme (REIP) 2017					
Students should not contact any of these participating firms for information or clarification about internship positions.					
All enquiries should be directed to REIP Secretariat, Ms Ginny Cheang at ginny_cheang@nus.edu.sg					
S/N	COMPANY	Principal Job Functions	No. of positions	Allowance	Remarks
1	Ascendas-Singbridge	Lease Operations	1	850	- CAP 4.0 & above
		Contract & Procurement (C&P)	1	850	- CAP 4.0 & above
		Real Estate Funds (REF)	2	850	- CAP 4.0 & above
		India Funds	1	850	- CAP 4.0 & above
2	CapitaLand Singapore Limited	Real Estate Development & Asset, Property and Facilities Management	1	800	
3	CapitaLand Mall Asia Limited	Leasing	1	800	Clarke Quay
		Leasing	1	800	Star Vista
		Leasing	1	800	IMM
		Leasing	1	800	Bugis Junction/Bugis+
		Leasing	1	800	Jcube
		Project Development & Design	1	800	- Knowledge of sketch-up is a plus - Capital Tower (HQ)
4	CBRE Pte Ltd	Sales, Leasing & Marketing	1	800	- Allocation is subject to firm's final decision
		Sales, Leasing & Marketing	1	800	
		Consulting	1	800	- Allocation is subject to firm's final confirmation - CAP 4.1 & above - Good grades in RE Market Analysis, RE Development, and RE Finance modules - Good in MS Excel, Word, Powerpoint, report writing,

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APPLICATION PROCESS (ROUTE A)



- A soft copy of the Application Form 3 could be downloaded at this webpage: <http://www.rst.nus.edu.sg/programme/reip/info-for-students.html>
- Please email Ms Ginny Cheang at ginny_cheang@nus.edu.sg not later than **5:00 pm, 08 Feb 2017** the following:
 - Duly completed application form together with your 300-word essay, all consolidated into one word-document file
 - Your maximum 2-page CV in a separate PDF file

APPLICATION FORM 3



Address :
..... Singapore

Mobile No : NUS Email:

Gender: Female / Male Nationality :

(B) YOUR PREFERRED CHOICE OF INTERNSHIP POSITION

Please indicate your top 5 choices, with 1 being the most preferred:

Rank	Name of Organization/Firm	Principal Job Function*
1		
2		
3		
4		
5		

*Principal Job Function refers to categories such as Investment and Advisory; Asset, Property and Facilities Management; Valuation; Sales, Leasing and Marketing; Research and Consultancy; and Urban Planning.

APPLICATION FORM 3

Form 3

(C) PARTICIPATION IN OTHER ENRICHMENT PROGRAMMES

(i) Have you participated in other enrichment programme such as SEP, NOC, iLEAD, Summer Programme under the auspices of the International Relations Office, NUS Vacation Internship Programme, or any other Internship Programme arranged through NUS? **YES / NO**

If YES, please furnish details of the programme:

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(ii) Are you in the process of applying or have applied to participate in the above-mentioned enrichment programme and awaiting its outcome? **YES / NO**

If YES, please furnish details of the programme:

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APPLICATION FORM 3

(J) ESSAY

A type-written 300-word essay to support your application should include, among other pertinent issues, the following points:

- Why you are motivated to participate in the REIP;
- How you can contribute to the participating organization/firm; and
- Why you should be accepted as an intern.

Please include your 300-word essay as Appendix I to your duly completed application form (all consolidated into one word-document file).

(K) CURRICULUM VITAE

Please provide your CV (limited to 2 pages) in a separate PDF file to accompany the duly completed application form.

By submitting your CV, you have also granted consent to the Department of Real Estate to forward it to the participating firm.

APPLICATION FORM 3



Reminder: A Summary of What to Do

Please email Ms. Ginny Cheang at ginny_cheang@nus.edu.sg by 5:00 pm, 08 February 2017 the following 2 documents:

- Duly completed application form (inclusive of essay) in one word-document file;
- A 2-page CV in a separate PDF file

OUTCOME OF APPLICATION

- An applicant will be informed by DRE about the outcome of his/her application by the **end of Feb 2017**
 - If an offer is made, an applicant can accept or reject the offer made by DRE
 - If an applicant rejects an offer, his/her application will be deleted from the DRE's database of applications
- DRE will then proceed to inform firms about the allocation of students
 - Firm will confirm their acceptance by mid March 2017
- A student will be informed about the **confirmed placement in early April 2017**
- If a student rejects a confirmed placement for reasons deemed unacceptable to DRE, a recommendation will be made to assign the student a CU grade for RE4202

- If you intend to include RE4202 Real Estate Internship Programme as one of the REFS track, your REIP scope must be related to finance.
- To apply for approval, please attach a one-page detailed job responsibility in A4 size paper, font size: Arial 12 pt, line spacing 1.5 lines). This must be submitted together with the affirmation form.
- Submission deadline: **12noon, 31 July 2017**

ROUTE B: SELF-SOURCE PLACEMENTS

- Students can self-source their own placements and then apply for DRE's consideration for such internships to fall within the ambit of RE4202
 - **Students should not self-source from DRE's list of firms**
- Students must choose either one of these 2 mutually exclusive routes
 - Route A: Applying for placements secured by DRE **OR**
 - Route B: Applying for self-sourced placement to be recognized by DRE
- Students who self-source for placements are required to submit Form 4 together with supporting documents to DRE latest by **13 April 2017**
- Students will be informed of the outcome within 3 working days.

LITMUS TEST FOR 2017 REIP APPLICANTS

- Are you ready to be an ambassador of DRE?
- Are you keen to acquire the necessary skills to prepare yourself for the working world?
- Will you be able to contribute to the goals of the participating firm?

**If your answer to each question
is a resounding “YES”,
please submit your application**

LOOKING AHEAD:

Another briefing will be held in May 2017
prior to students embarking on their internships

THANK YOU



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