

School of Computer Sciences Internship Guidelines for Host Organization

School of Computer Sciences, USM is hereinafter referred to as “the School”. The industry is hereinafter referred to as “the Host Organization”.

1. Responsibilities of Host Organizations

- I. Once the Host Organization have confirmed the appointment of the Intern(s), the Host Organization shall commit to the **work agreement** and **terms and conditions** that have been agreed upon by the School, between the Intern(s) and the Host Organization, throughout the period of the internship such as scope, working hours, working venue, and salary (if applicable).
- II. Host Organization is expected to schedule the activities or tasks to be performed by the Intern(s) within the Host Organization’s premises. Interns are not allowed to work at home either fulltime or part time, at cafes or at any other venues which are not designated as the Host Organization’s working area. The Host Organization shall also ensure that the work environment is safe and conducive for the Intern(s).
- III. Host Organization must provide necessary workspace (e.g. proper table and chair etc.), resources, equipment, licenced software etc. required for the Intern(s) to perform their tasks.
- IV. The Host Organization should report to the School immediately should there be any misconduct such as absence from work, harmful acts or unfitness of Intern(s) that may occur anytime throughout the internship period.
- V. Host Organization shall assign experienced staff (e.g. manager of departments, senior engineers, etc.) as internship supervisors to supervise, guide, train and mentor the Intern(s).
- VI. Any additional contracts, indemnity forms, confidential agreements, letters of intent for employment etc. signed by the Intern(s) during the internship period, are solely between the Intern(s) and the Host Organization. The School is not responsible for the contracts signed between the Intern(s) and the Host Organization.
- VII. The Host Organization is not allowed to shorten the internship period. All Intern(s) must complete their internships based on the approved period. Any extension of the internship duration should be agreed upon by both the Intern(s) and the Host Organization.
- VIII. In the event where the Host Organization fails in adhering to the guidelines stated herein, the Host Organization may risk being removed from the School’s internship program.

2. Internship Scope

- I. As the internship program is part of the requirement for a student to graduate with a Computer Science degree, the essential duties and responsibilities of the job should fall under the area related to computer sciences.
- II. The scope of internship should include one (1) or more of the following.

- a. Study, documentation, using and testing new software applications for operational support, management etc.
 - b. Assessment of new application ideas.
 - c. Research on offers provided by competitors.
 - d. Developing applications (e.g. coding, programming, software tools, libraries etc.).
 - e. User testing.
 - f. Project/technical report writing.
- III. In addition, the Host Organization is strongly encouraged to involve Intern(s) in activities that promote development of soft skills. For example:
- a. Communications with end- users and seniors.
 - b. Project presentations.
 - c. Social activities.
- IV. The Host Organization shall **not** involve Intern(s) in **any** of the following tasks.
- a. Telemarketing.
 - b. Data entry.
 - c. Clerical job.
 - d. Housekeeping.
 - e. Personal Assistant.
 - f. Runner.
- V. If the Intern(s) is involved in one (1) or more of the following tasks, the percentage of all the tasks combined **should not** exceed twenty percent (20%) of the entire internship job scope or five weeks (5) in combination of the entire internship duration.
- a. Hardware repair.
 - b. Technical support.
 - c. Static website design.
 - d. Company non-LI related documentation (not inclusive of internship reporting).
 - e. Conduct courses and training to in-house staffs and clients.
- VI. Intern(s) who are also involved in university programmes (e.g., competition, camps) within the internship period, should submit the event organizer's letter to both the School and the Host Organization.

3. Working Hours and Holidays

- I. Interns shall follow the normal office and working hours of the Host Organization. The working days and operating hours of the Host Organization (such as overtime, travelling etc.) should be clearly stated during the acceptance of the internship offer.
- II. Interns should be given equal access to gazetted holidays and paid leaves. The Host Organization is not allowed to grant additional leaves such as long breaks that will affect the School's minimum requirement of the internship period (26 weeks). If such needs arise, the Host Organization should first communicate with the School for approval.

- III. Medical leaves during internship are subjected to the guidelines of the Host Organization. However, in the case where Intern(s) need to take long medical leaves that will affect the minimum internship period, the Host Organization must ensure that the Intern(s) provide a valid medical certificate from either the panel clinics of Host Organization, government clinics, government hospitals or private hospitals. A copy of the medical certificate should be forwarded to the School for record.

4. Safety

- I. Host Organization shall brief Intern(s) on any safety guidelines, and equip them with appropriate protective equipment whenever applicable.
- II. Host Organization shall ensure that the Intern(s) are placed in a safe environment.
- III. All accidents must be reported to the School.
- IV. In the case of any complaint of discrimination or harassment, the School will investigate and take action in accordance with our internal policies and procedures.

5. Termination of internship

- I. The Host Organization cannot terminate or cancel the internship without first consulting the School.
- II. Proper documentation and communication are required in order to terminate the Intern(s).
- III. The School has the right to terminate the internship if the Host Organization is found to be unsuitable or fail to adhere to the above guidelines before or during the internship.