



The Lee Kong Chian School of Business
Academic Year 2024/25
Term I

MGMT346 GLOBAL TRADE AND MARITIME WORK-STUDY ELECTIVE

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COURSE DESCRIPTION

This programme is a collaboration between SMU and industry partners in the global trade and maritime sector to build a future ready talent pipeline for the industry. It provides SMU students with the opportunity to undergo a five-month extended internship programme at a partner company in the global trade and maritime sector. This elective is open to all Year 2, Year 3 and Year 4 students who meet the necessary criteria. Students will be paid a stipend / allowance during the extended internship period.

Upon completion of the programme requirements: Students with the International Trading Track (ITT) &/or Maritime Business and Operations Track (MBOT) who completed the internships with ITI Industry Partner will receive an Excellence Award of S\$5,000. T&Cs apply.

Note: For students with the International Trading Track (ITT), this course fulfils the ITT Elective but not the Finance Major Elective requirement. For students with the Maritime Business and Operations Track (MBOT), this course fulfils the MBOT Elective but not the Operations Management Major Elective requirement. For further information, please refer to the BBM Academic Handbook.

LEARNING OBJECTIVES

Through this work-study elective, students will:

- gain a good understanding and working knowledge of the global trade and maritime industry
- undergo a five-month internship experience with a partner company in a critical sector of the Singapore economy
- apply the necessary knowledge to identify a business challenge or future opportunities for the firm, and make recommendations for how those challenges or opportunities can be addressed and how solutions can be implemented.
- develop strategies and gain experience in engaging senior executives of the firm

WHAT ARE THE PROGRAMME BENEFITS?

This programme will provide the following benefits:

- Develop and grow the talent pool for Singapore's global trade and maritime sectors and ensure its continued competitiveness as a premier international trading, maritime and logistics hub.
- Provide SMU students with the necessary knowledge and skills to contribute to the global trade and maritime industry.
- Provide SMU students with the opportunity to develop strong working relationships with the supporting companies. This will contribute to their ability to secure full time positions with these companies upon graduation.

PRE-REQUISITE/ CO-REQUISITE/ MUTUALLY EXCLUSIVE COURSE(S)

Please refer to the Course Catalogue on OASIS for the most updated list of pre-requisites / co-requisites for this particular course. Do note that if this course has a co-requisite, it means that the course has to be taken together with another course. Dropping one course during BOSS bidding would result in both courses being dropped at the same time.

TIMELINE

For this work-study elective, students will work at least four days at the host company, and study on campus for up to one day each week, for a duration of five months.

While undertaking this elective, students may enrol in up to 2 course units (CUs) of courses, as long as there is no timetable clash with the internship requirements and subject to approval by the supervisor.

Note: Students will still be required to pay regular term fees while on this Work-Study Elective

ASSESSMENT METHODS

Students will be required to submit a final work-study report that includes the following:

- Background of the company and industry, the company's organizational structure, and key business areas.
- Identification of one key problem at the workplace that can be addressed or solved with a proposed solution.
- Proposed solution(s) that is supported with information, concepts, ideas, knowledge learned from relevant courses taken at SMU or from the student's own readings and research. There should be proper referencing of materials and readings throughout either as footnotes or in a final Reference section. The section can also include a discussion of alternative solutions that are not optimal or less desirable, and why. In the event that there are no salient problems found by the student, students can be allowed to explore why the company is doing well and how their experience may be potentially replicated elsewhere.
- Tables and figures. Restricted and confidential data from the company/organization should not be copied and utilized in the report without obtaining permission from the work supervisor. Similarly, where the report mentions sensitive situations and named individuals within the company/organization, extreme care should be taken to avoid careless public circulation as it can invite libel lawsuits.

The report should be well-organised and concise. (maximum 10 pages or 3,000 words)

This course is graded on a Pass-Fail basis by the SMU Faculty Advisor who will review the final work-study report and performance appraisal from the Internship Supervisor.

Students who have not completed any credit-bearing internships before embarking on the work-study scheme may also use this course to count towards the 1 CU for internship (with effect from AY2019 intake where the internship programme will be credit-bearing), provided that all the necessary internship requirements are met.

IMPORTANT:

Upon accepting the offer of the Work Study Elective, the student shall not drop the elective. Those who do so without a valid reason will receive an F grade for the course. There is no add/drop for this course and students who have accepted an offer of internship shall honour their acceptance of the offer by undertaking the work-study to its completion.

INSTRUCTIONAL METHODS AND EXPECTATIONS

SMU Faculty Advisor

Students will be assigned to a SMU Faculty Advisor. The SMU Faculty Advisor will be responsible for the following:

- Deliver two 3-hour seminars:
 1. Pre-internship session on topics and concepts relevant to the WSE programme. Set expectations on deliverables and inform students on the professionalism required of them in the internship.
 2. Closing session. Students share their learning. Instructor to facilitate connections to the topics and concepts introduced in the first session.
- Review and approve students' proposals.
- Schedule a one-hour meeting with each student for 1 hour each, at 2 points in the course.
 1. At the midpoint of the internship. Provide a mid-point grade of pass or fail for the work-study elective in e-LEARN. Inform the school if any student has an interim fail grade.
 2. Towards the end of the internship for feedback and final assessment.
 3. The aim is for such meetings to be individual-based. But if the class size is large or if there are schedule conflicts, the instructor can arrange to meet students in small groups.
- Contact the company supervisor at least twice to receive feedback on the student's performance.
- Ensure that the company supervisor completes the mid-point evaluation of the student (see appendix for a simple template or use the company's provided template).
- Grade work-study final report (recommended length 10 pages with 3,000 words) with written feedback provided to the student.
- Evaluate and award pass/fail grade for work-study via eLearn

Internship Supervisor (from the Host company).

Students will be assigned to a supervisor in the Host company. The supervisor will be responsible for the following:

- Manage the learning and development of the intern;
- Assign responsibilities and tasks to the intern;
- Review the performance of the intern and provide regular feedback to the intern;
- Provide periodic feedback to the SMU Faculty Advisor on the intern's performance and at the end of the internship.

Consultation / Mentorship

Students can schedule consultations with the SMU Faculty Advisor at a mutually agreed time, if needed.

READINGS AND MATERIALS

No recommended textbooks or reading assignments.

UNIVERSITY POLICIES

Academic Integrity

All acts of academic dishonesty (including, but not limited to, plagiarism, cheating, fabrication, facilitation of acts of academic dishonesty by others, unauthorized possession of exam questions, or tampering with the academic work of other students) are serious offences.

All work (whether oral or written) submitted for purposes of assessment must be the student's own work. Penalties for violation of the policy range from zero marks for the component assessment to expulsion, depending on the nature of the offense.

When in doubt, students should consult the instructors of the course. Details on the SMU Code of Academic Integrity may be accessed at <https://oasis.smu.edu.sg/Pages/DOS-WKLSWC/UCSC.aspx>.

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Accessibility

SMU strives to make learning experiences accessible for all. If you anticipate or experience physical or academic barriers due to disability, please let me know immediately. You are also welcome to contact the university's disability services team if you have questions or concerns about academic provisions: DSS@smu.edu.sg. Please be aware that the accessible tables in our seminar room should remain available for students who require them.

Emergency Preparedness for Teaching and Learning (EPTL)

As part of emergency preparedness, instructors may conduct lessons online via the WebEx platform during the term, to prepare students for online learning. During an actual emergency, students will be notified to access the WebEx platform for their online lessons. The class schedule will mirror the current face-to-face class timetable unless otherwise stated.