

## **CFG1600 and CFG1600S FAQs**

### **1. What is the difference between CFG1600 and CFG1600S?**

Both courses are titled *CommsLab Public Speaking* and are designed for students seeking real, measurable improvement in public speaking confidence and skills. The only difference is that CFG1600S is administered only to Faculty of Science students.

The course structure, workload, and assessment components are the same for both courses.

### **2. Who can enroll in CFG1600 and CFG1600S?**

All NUS undergraduate students, except Faculty of Science students, may enroll in CFG1600. Faculty of Science students may enroll in CFG1600S.

### **3. I'm a Faculty of Science student who already completed CFG1600 under the old code in a previous semester. Am I still eligible to enroll in the new CFG1600S course?**

If you have taken CFG1600 (without the "S" suffix) in a past semester, you are not allowed to take CFG1600S again as it is essentially the same course. CFG1600S is the new course code to distinguish the CommsLab Public Speaking course for FoS versus the NUS-wide course (CFG1600), starting from AY25/26 onwards.

### **4. Is there an appeal process if I cannot get a slot?**

Please refer to the Vacancy Report to check if there are classes with available slots. We regret that we are unable to enroll students beyond the maximum class size.

### **5. Is attendance mandatory for in-person sessions?**

Yes, attendance is mandatory and the dates of all sessions are published in advance (check via NUSMods).

If you are unable to attend a session due to unforeseen circumstances, you must provide supporting documentation and may attend a make-up session within the same week, subject to the availability of make-up classes and slots.

- Examples of valid reasons include medical leave and compassionate leave.

Please note that students in CFG1600 classes cannot attend make-up sessions in CFG1600S classes, and vice versa. In addition, students taking the course in Term 1 (week 1-6) cannot attend make-up sessions in Term 2 (week 7-12), and vice versa.

## 6. What happens if I miss an in-person session and cannot make it up?

If you miss a session and cannot attend a make-up class, you will be advised to drop the course. As attendance for all in-person sessions is mandatory, failing to attend any session will result in a CU grade.

## 7. What is the policy regarding dropping of course?

CFG1600 and CFG1600S are semester-long courses and may be administered over 2 terms within the same semester. Therefore, both courses follow the semestral DROP schedule.

This means that regardless of whether you are enrolled in Term 1 (week 1-6) or Term 2 (week 7-12), you follow the same timeline:

- Drop before Week 3 Monday: **drop without penalty**; course does not appear on transcript
- Drop between Week 3 Monday and Recess week Sunday: course appears on transcript as **W grade**
- Drop on and after Week 7 Monday: course appears on transcript as **F grade**

**For Term 2 students who wish to drop the course**, your options are:

1. Drop the course on your own and incur the penalty based on the DROP schedule
2. Write in to [LifeSkills@nus.edu.sg](mailto:LifeSkills@nus.edu.sg) to seek waiver for penalty by Week 8 Friday 12PM. CFG can perform course drop on behalf of a student, on a case-by-case basis.
  - a. Students who write in after Week 9 Monday 12AM will incur the W grade, when CFG drops the course on behalf of the student.

## 8. Can I take the course whilst I am on an internship / industry attachment?

We do not restrict students on internship or industry attachment from enrolling, as long as:

- You have your faculty's approval, **AND**
- You can provide written documentation that your employer is aware that you are attending classes, **AND**
- You are able to attend all in-person classes (attendance is mandatory) and submit your assignments on time.

All classes are held on weekdays during office hours, so it is likely that only students with part-time arrangements with their employers may be able to attend all sessions.

If you are able to attend all in-person sessions, please seek your faculty's approval to enroll. If your faculty requires approval from CFG, please write to us at [LifeSkills@nus.edu.sg](mailto:LifeSkills@nus.edu.sg).

**9. Are there any assessments for CFG1600 and CFG1600S?**

Assessment components for both courses are identical and consist of:

- Attendance for all in-person sessions (20%)
- Submission of three (3) assignments (20% each)
- Final pitch delivery during the last in-person session (20%)

To secure a CS grade for the course, you must complete all of the components.

**10. Who are the instructors or facilitators of the courses?**

The courses are taught by members of the LifeSkills Development team and the Career Advisory team at CFG.

For further enquiries regarding these courses, please e-mail [LifeSkills@nus.edu.sg](mailto:LifeSkills@nus.edu.sg) .