Dear Students,

We are pleased to inform you have fulfilled your perquisites for EG3611A Industrial Attachment (IA) Programme!

On behalf of the Careers & Internships team, I would like to invite you to start making applications to companies. My experience tells me the faster you apply, the higher chance to secure your preferred internship offer. That is the case for your seniors and I believe it will work well for you. Please have a read through the key information below before you embark onto your internships!

**Info on Industrial Attachment (IA) programme for students undergoing IA in AY1920 semester 2 (i.e. 6 Jan to 22 May 2020)**

Students in cohort AY16/17 are required to fulfil a minimum IA period of 24 weeks (EG3611) and be awarded 12 MCs upon completion.
Students in cohort AY17/18 or onwards are required to fulfil a minimum IA period of 20 weeks(EG3611A) and be awarded 10 MCs upon completion but have the option to do a 24 weeks IA (subject to the IA company approval).

All student are required to fill up the IA survey via LumiNUS: [https://luminus.nus.edu.sg/modules/f9c2a11e-e0d2-49ff-9519-77f4e2ce4bf/survey](https://luminus.nus.edu.sg/modules/f9c2a11e-e0d2-49ff-9519-77f4e2ce4bf/survey). The IA survey to be completed by 31 August 2019.

Information to note for students who wish to embark on 24 weeks IA:

- The IA period for taking **EG3611 (24 weeks)** is from **6 Jan to 19 June 2020**.
- Students from Civil Engineering and Environmental Engineering course are to seek approval from your respective department first before confirm with your employer.
- You will be enrolled into **EG3611 (24 weeks)** instead of the **EG3611A (20 weeks)** module. This means you will have to fulfil a minimum IA period of 24 weeks and be awarded 12 MCs upon completion.
- This option to perform 24 weeks of IA needs to be confirmed with your employer before the commencement of IA. You have to inform the Careers & Internship team enginternship@nus.edu.sg and attach the employment contract in your email before 31 Dec 2019 after you have secured consensus with your IA employer.
- No switching back to EG3611A (20 weeks) will be allowed after informing the Careers & Internship team.

**Engineering internship guidelines**

- Please feel free to browse the engineering internship commencement kit via [https://sway.office.com/LPKCM2WVVKeBw8c4](https://sway.office.com/LPKCM2WVVKeBw8c4). It contains important information on admin matters (e.g. leave) and report deadlines for both employers and students reference.
- Other useful links: NUS Engineering IA website (For students), NUS Engineering Insurance Info (For students & Employers), NUS IA handbook (For students), Careers Talk/ Opportunities (Experience Engineering)(For students)
There are 2 options to secure your IA placement

(1) Application through the NUS TalentConnect Portal (EXCLUDING students who choose the self-sourced option)

- Step 1: Get your resume ready - students who require assistance in resume writing and interviewing skills are encouraged to approach their engineering Careers Advisors.
- Step 2: Log on to the NUS TalentConnect Portal. Select "Engineering Industrial Attachment" to view the list of IA positions. Do enter into “Advanced Search” if you are unable to locate "Engineering Industrial Attachment".
- Step 3: Apply to your desired IA positions under the following categories – there is no limit to the number of IA applications.
  - “Engineering Industrial Attachment (6 Jan - 22 May 2020)”
  - “Engineering Internship (Research pathway) (6 Jan - 22 May 2020)” if the IA is of research nature.
- Step 4: Be contacted by companies for interviews.
- Step 5: Receive and accept company offer via the NUS TalentConnect Portal – an email will be sent to your mailbox and you have up to 7 calendar days to respond.
- Step 6: All IA students and employers will receive a system generated IA confirmation email in early Jan 2020.
- Step 7: Chill and remain excited for your wonderful internship journey ahead!

**The last date to accept an IA offer via the NUS TalentConnect portal is 30 Nov 2019.

(2) Self-sourced application via the Engineering enhancement portal

- While the faculty engages the industries, students have the option to source for their desired companies that are not listed in the NUS TalentConnect portal.
- After securing a company offer (including scholarship holders fulfilling their internship requirement), students are to apply under the self-sourced category.
  - Step 1: Complete the Self-initiated Placement Form and submit it through the Enhancement Programmes portal under the “Self-initiated” category.
  - Step 2: Upon approval, students will be enrolled into IA and receive a system generated IA confirmation email.
- Some sources to do self-sourcing:
  - Various websites of the companies
  - Other Careers Portals (e.g. Indeed.com, JobStreet)

**The last date to submit self-sourced application via the Enhancement Programmes portal is 31 Dec 2019.

Note:
- All IA positions displayed in the NUS TalentConnect portal under the credit bearing “Engineering Industrial Attachment” have been approved by your departments to be recognized under IA. As such, no further approval by your department is required.
- All other job positions in the NUS TalentConnect portal that are not displayed under the “Engineering Industrial Attachment”, need to get approval by your departments. Therefore, you need to submit self-source application.
- Students who secured IA offer via the NUS TalentConnect portal under the credit bearing “Engineering Industrial Attachment” WILL HAVE TO ACCEPT their offers through the same
portal in order for their IA offers to be **RECOGNIZED** and are **NOT** **SUPPOSED** to submit subsequent self-sourced application via the Engineering Enhancement portal.

- In the case if the hiring companies request you to apply in their job portal, you can do so simultaneously or **AFTER** accepting your offers via our NUS TalentConnect portal.
- Students will have to perform IA in a subsequent semester if unable to secure an offer **before the deadline**. This may cause **delay in your graduation plans**.

**Engineering internship briefings**

- There are 2 internship briefings.
  - **16 August** (12pm to 1pm, at LT7).
  - **28 Aug** (12pm to 1pm, at LT7).

The content of both briefings are similar and IA students are encouraged to attend either of the 2 briefings. Attendance will be taken during the briefing. Please indicate your preferred date in this survey

**Eligibility to undergo IA in AY19/20 semester 2 (Jan-May 2020)**

- Please contact your department should you have question on your IA eligibility.

Please feel free to contact the Careers & Internships Team at [enginternship@nus.edu.sg](mailto:enginternship@nus.edu.sg) if you have further question.

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*Warm regards,*

*Siti Nor Aina*

*Careers & Internships Team*

*NUS Engineering*

*To participate in engineering internship programmes (for companies):* [NUS Engineering internship programmes](https://nusengineering.careers.nus.edu.sg/programmes/)

*To view more information about career events and engineering internship application procedures (for students):* [NUS Engineering Careers](https://nusengineering.careers.nus.edu.sg)